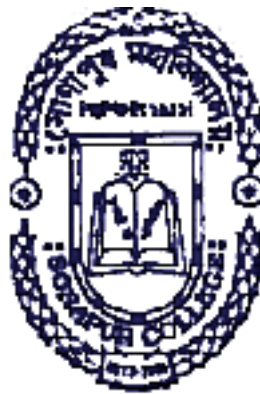


SELF STUDY REPORT
FOR
RE-ACCREDITATION



SUBMITTED TO
NATIONAL ASSESSMENT
AND
ACCREDITATION COUNCIL
BANGALORE - 560 072

SONAPUR COLLEGE
SONAPUR-782402
KAMRUP(M), ASSAM
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SELF STUDY REPORT FOR RE-ACCREDITATION

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PREFACE

It gives me immense pleasure to submit the Self Study Report of Sonapur College to the National Assessment & Accreditation Council (NAAC), Bangalore for the 2nd Cycle of Accreditation in conformity of LOI requirements for further quality improvement and to strengthen us in our quest for quality improvement. Sonapur College is situated on the South Bank of the mighty river Brahmaputra, a pioneer institution of higher studies for both Arts and Commerce of Dimoria region in the district of Kamrup, Assam

Sonapur College was established on 2nd august 1991 with a mission to impart higher education among the students of the locality mostly from Tribal communities and to strive for an all round development of the students. This institute of pioneering higher education is recognized by the UGC under section 2(f) and 12(B) of UGC Acts on 24.03.2006 and 20.09.2012 respectively. The College has been consistently maintaining high academic standards and good institutional social responsibilities. The college is permanently affiliated to the Gauhati University, Assam. Sonapur College had gone for the NAAC assessment and accredited with C++ Grade on 03.05.2004. The IQAC was entrusted to carry out and implement the post accreditation initiatives and responsibilities of the college. The IQAC has been acting effectively in compliance with the recommendations of the Peer team, in implementing the diverse quality enhancing measures during the Post-accreditation period and brought the institution to this stage for 2nd Cycle of Assessment and Accreditation by the NAAC. The Self Study Report is prepared according to the instructions laid down by NAAC. The documents have been prepared by the IQAC with utmost honesty and dedication and to the best of their knowledge with the records available in the institution. This SSR is the outcome of the collective and continuous efforts of the stakeholders of the college. I take this privilege to appreciate the whole hearted involvement and sincere, collaborative and continuous effort of the entire team.

Now we are waiting for the scrutiny of the SSR and the inspection of the college by the NAAC Peer Team that will guide and determine the future course of actions to be initiated by the college.

Hope we shall have the pleasure of hearing soon from you on your decision on Peer Team Visit for Inspection.

Date: 30/04/14

(Dr. Devabrot Khanikor)

Principal, Sonapur College, Sonapur

POST ACCREDITATION INITIATIVES

Reaching out to the poor rural folk in a tribal inhabited area with a mission to impart higher education for their intellectual, ethical, moral and physical upliftment, and to provide exposure to modern technology, is something that the Sonapur College has always aimed at to achieve. There has been a continuous endeavor on the part of the college to ensure quality improvement through self-evaluation. Since its first cycle of assessment by NAAC, in 2004, the college has been ceaselessly putting efforts for a continuous qualitative growth in its academic, infrastructure and all other relevant areas. The college has materialized almost all the suggestions and 'concerns' put forward by the 'NAAC Peer Team' during the last cycle of assessment. A brief account in this regard is given below.

In compliance to the peer team observations, the college has enhanced the scope for horizontal mobility to a great extent. Besides opening up of the 'Commerce Stream', the college has started new vocational subjects like Tourism and Travel Management, Information Technology and Certificate course on Computer Application and Beautician Course. The 'Hindi' as a core subject for both Art and Commerce stream has also been added during this period.

Being an affiliated college under Gauhati University, the college does not enjoy autonomy in designing the curriculum. However, there are some initiatives undertaken by the College to harness an interdisciplinary approach of teaching and learning. For example, the Departments of English, Assamese, Economics and Mathematics of the Arts faculty have been taking classes of the Commerce Stream. Similarly the faculties of all the departments are also allotted with the classes to teach the courses of the Environmental Studies. Not only the classes, have they also supervised the Project Reports of the Environmental Studies, which is mandatory in the curriculum. The college also encourages the faculty members to go for interdisciplinary research. A few have already published joint papers in interdisciplinary topics apart from doing research projects. It is expected that such interdisciplinary research would get a fresh impetus, as the college has recently been recognized under 12 (B) of the UGC Act) which will open up opportunities for the Faculty members to pursue their research and other academic activities.

Since the first cycle of assessment, the college has added a number of IT facilities for teaching and learning process. A new Smart Class Room has been added to facilitate a better application of IT facilities in the class room transaction. Computers with Internet facilities have been provided in the departments which have further augmented the effort towards improving teaching-learning skill. Further, the college library has been enriched with e-library facility by installing a 'Network Resource Centre' and subscription

of the INFLIBNET-N-LIST. As far as the low cost electronic teaching aid is concerned, the college has already procured a few LCD projectors, and one more battery operated LCD Projector it has received from the Regional English Language Office (RELO), US Embassy, New Delhi.

In regard to the departmental and institutional linkages with the national and state level organizations, as suggested by the NAAC Peer Team in its first cycle of assessment, the college has made a significant progress since then. Not only that, some international linkages have also been developed by the college, like the one with the Regional English Language Office (RELO), US Embassy, New Delhi. Such linkage has also yielded benefit to the college in the form of opportunities like, sponsorship of its faculty and student to visit US on academic trip and exchange programme. The college has developed linkage with the National organizations like Indian Trust for Art and Cultural Heritages (INTACH), National Institute of Electronic and Information Technology (NIELIT) and so on. As a result of the linkage, the college received sponsorship from INTACH to hold a National Seminar on 'Heritage at Risk: A Clarion Call to Its Stakeholders' in 2012. The NIELIT has been conducting a Free Computer Certificate Course for the SC/ST students of the College on Office Automation.

As far as the research environment is concerned, the college has made a significant progress since the last cycle of NAAC assessment. There are eleven faculty members who have completed their Ph. D and ten faculties have finally registered and are pursuing their Ph.D degree. The college has a Research Monitoring Cell (RMC) to facilitate and augment research environment in the college. The College has published two volumes of anthologies of research papers of faculties called *Sona Sophia*. The library has been enriched and Network Resource Centre has been added to provide e-library facilities to its faculties as well as the students. The research activities have received a fresh impetus after the college being recognized under 12 (B) of the UGC Act. Within only one and a half year of the 12 (B) recognition, three of its faculties have received MRP Grants and three other have gone to pursue research under Faculty Development Programme. A faculty member has been awarded travel grant by UGC to present her research abroad. Further, a few faculty members have also been awarded with PhD guide ship by different Universities.

As mentioned by the NAAC Peer team in their suggestions, it was not possible on the part of the college to explore external fund, especially from the UGC for research projects as the college was recognized under 12 (B) of the UGC Act only in the later part of September, 2012. During this period the college received some grants from the agency like Assam Science Technology and Environmental Council (ASTEC) for conducting various academic projects. However, in 2013 two of its faculties received UGC grants for Minor

Research Projects and one has received MRP in the year 2014. As far as a consultancy service of the college is concerned, the college is yet to start its Consultancy Services in a formal way. The colleges under Gauhati University have to implement the consultancy rules of the affiliating Gauhati University. The college has initiated the process for the same. Once the consultancy rules are implemented, the policy of the institution in sharing the income generated through consultancy and its use for institutional development will be governed by the rules of Gauhati University. However, the college encourages its faculties to utilize their expertise for consultancy services by networking with institutions, organizations and other agencies and for this, the college provides necessary time, infrastructure and also re-schedule their classes as far as possible.

The NCC and NSS have already started functioning in the college. The cadets of the 50 Assam Air Wings of the NCC have participated in a number of camps including Republic Day Parade and brought laurels to the college by winning prizes. Similarly, the NSS wing of the college also has proven to be an active catalytic force in motivating the students to participate in community services.

Significant progress has been made by the college since its first cycle of NAAC assessment in providing better library services with more books, computerization of catalogue and e-library facilities. As mentioned above, a Network Resource Centre has already been set up in the college with e-library facility.

The working days of the college have been increased from 180 to 183 days in the academic session 2013-14.

The NAAC Peer team suggested that the college should have a Health Centre, the college has responded to this suggestion by opening a First Aid Centre in the college campus for serving its students as well as the faculties and office staff. An agreement has been signed with the Sonapur Public Health Centre for necessary health related services. Moreover, the college has made an arrangement with a local physician who visits the college for medical support as and when called for.

The college has witnessed a manifold growth in terms of the computer and IT facilities in the departments and the office management. All the departments have been provided with desktop computers with internet facilities. Likewise, the college office is being upgraded with 'Office Automation Software'. Each clerical staff of the college is allotted with individual computer. The admission and the student profiles are now available in computer system. Special training programme was held for the office staff to acquaint them with the 'Office Automation Software'.

Remedial Courses have been made compulsory for each of the departments. Provision for tutorial classes has been made available for the students.

The college has a full-fledged Career Counseling and Guidance Cell. Regular training, workshop and awareness programmes are organised by this cell for the students. The students are also often taken for similar programme like 'Graduate Congress' organised by other institute for career orientation. However, regarding the placement, the achievement of the college is very limited, despite its sincere effort.

As far as the National/International linkage is concerned, many faculty members of the college have become members of Regional/ National/ International organizations. Some of such organizations to which the faculty members have established linkages are - North East India Geographical Society (NEIGS), North East Historical Association (NEHA), Indian Institute of Geomorphologists (IGI) , Council of Teachers Education (CTE), English Language Teachers' Association of India (ELTAI), Forum on Contemporary Theory (FCT), Baroda etc.

As suggested by the NAAC Peer Team in the first cycle of the assessment, to initiate the move for self-financing services like Vermicompost, Mushroom cultivation etc., there has been significant efforts made by the Extension Activities and Outreach Programme Cell of the college. The cell organizes similar training programme in 'Dikchak', the adopted village of the college on a regular manner. The students of the college also get an opportunity to have hands on experience in the trainings because the NSS unit of the college is an essential partner of these programmes.

As far as the mobilization of resources is concerned, the college was run with the fund generated by its own during the first seven years of its existence from various sources. Later, the college came under the Deficit Grant in Aids system and paved the way for receiving salary and nominal fund for infrastructure. Still the various infrastructure and other development projects were executed with its own generated funds. It is only since the last part of September, 2012, the process of receiving UGC grant by the college have started after getting the required 12 (B) recognition. Still the college is generating its own resources by means of donations from the alumni, well-wishers, different industries and public and private sector enterprises, MP LAD fund etc.

Though the college did not have an auditorium at the time of its first cycle of assessment, the construction of a big Indoor Stadium cum auditorium is currently underway with the fund received from the UGC. The hall would fulfil a long standing need of the college for holding indoor games and other activities. However, the college has already submitted detailed plan proposal

to the UGC for a full-fledged auditorium with all modern audio-visual facilities. Meanwhile, the college has developed a conference room with audio-visual facility in the newly constructed Academic cum Administrative Block.

As referred in the 'Areas of Concern and Suggestions by the NAAC Peer Team in the first cycle of assessment, the college procured a Xerox machine for the benefit of its students few years back.

Besides the above mentioned progresses, the facilities in the college have witnessed manifold increase since the first cycle of assessment in 2004.

EXECUTIVE SUMMARY

Established in 1991 and accredited by NAAC in 2004 with C⁺⁺ Grade, the Sonapur College has been moving ahead by spreading the light of Higher Education in a purely tribal inhabited area. This institute of higher education, which has been putting its effort from the day one to turn true the dreams cherished by its founders for the intellectual, ethical, moral and physical upliftment of the students, is gearing up for the second cycle of the NAAC assessment and accreditation. This document is truly in conformity with the guidelines of NAAC and its distinctive initiatives to uphold the mission, vision and pursuit for excellence. The whole exercise of compilation of the SSR is essentially a part of the mission of the college for continuous quality improvement and self-evaluation.

The College has its own distinctive strategies for developing and implementing the quality improvement and sustenance of the various plans and policies. The Academic Committee of the College is a powerful body consisting of the Principal as the Chairperson, the Vice Principal, the Head of the Departments, the Coordinators of the IQAC and the Secretary of the Teachers' Association as members. The Academic Committee, after getting necessary inputs from departments, IQAC and other forums, discusses, analyses, plans and makes proposals on the various aspects pertaining to teaching, learning and evaluation. The same is placed in the GB for necessary approval and decision making. This four-tiered structure functions in administrative and other activities also which gives a sense of involvement to all the stakeholders. The Departments are provided with necessary autonomy to design their class allotment as per the central routine, courses to be taught, to design the students' assignments and seminar presentations apart from taking part in the continuous evaluation of the students. To enrich the curriculum, the departments organise Workshops, Group Discussions, and Seminar Presentations which give a student-centric outlook to teaching-learning. The faculty members take part in the various workshops, seminars organised by the affiliating University to keep themselves abreast with the new programmes/ systems introduced by the Gauhati University. To integrate cross cutting issues such as gender, climate change etc., measures are taken by the college to enlighten the stakeholders about the various issues pertinent to their lives. The college has always focussed on the crucial issues of our society as well as the environmental issues of the world. To achieve this goal, the college has established Women's Cell, Grievance Redressal Cell, Sexual Harassment Cell, Environmental Studies Cell, Red Ribbon Club, apart from various other cells. The College maintains a professional relationship with the various Research Bodies for cooperation and collaboration in research oriented activities. Collecting Students' Feedback is a regular practice. Apart from the regular Under-Graduate Courses, the College is running Higher Secondary Courses as per Assam Government's regulation, UG Courses under

KK Handiqui State Open University and a few Self-Financing Courses. The Curriculum for these Self-Financing Courses is designed by the faculty members of the concerned departments in consultation with external experts on certain cases.

The College has been aiming at the holistic development of the students. Apart from imparting quality education, the college is providing opportunities to the students to take part in various co-curricular and extra-curricular activities. The College has a well-structured mechanism to maintain transparency in admission and students' profile. The students as the main stakeholder are kept informed about the various issues and programmes of the College. The Academic Calendar, College Website, News Bulletin and personal interaction provide the necessary information to the stakeholders. Remedial Classes are conducted for the slow learners. To develop the critical thinking as well as creative quality in the learners, the college invigorates them by providing the opportunities by making Seminar Presentation, writing Field Reports, taking part in Group Discussion, writing in the Wall Magazines, taking part in the different Literary Competitions. Faculty Development is a core focus of the College. The College organises different Faculty Development Programmes in the College. The Faculty members are encouraged to take part in various Faculty Development Programmes, Seminars, Conferences, Workshops organised by other Institutes/Universities/agencies. The departments have been provided Computers with Internet facilities. The College has subscribed to N-LIST-INFLIBNET which gives the faculty members the opportunity to have access to e-resources. Evaluation has been a continuous and transparent mechanism in the College. The college closely monitors the performance of the students through a well-defined mechanism.

Research and Extension has been regarded as important component in the Higher education scenario. The College has taken this as an important agenda. The Research Monitoring Cell has been quite functional in encouraging and motivating the faculty in taking up various research works. The faculties have been encouraged to go for research oriented activities. A percentage of 39.28% of faculties have been awarded Ph.D. by different Universities. And another 36% are pursuing Ph.D. Three of the faculties have been awarded FDP by the UGC. Three of the faculty members are awarded MRP by UGC. Four faculty members have been provided Guideship by different Universities. The faculty members have been presenting their research papers in different National and International Seminars/Conferences both in India and abroad. The college has been publishing *Sona Sophia*, a publication of the research papers of the faculties of the College. The College has organised two National Level Seminars so far in the years 2012 and 2013. The College has strived to nurture the rational as well as inquisitive attitude in the students by making the students take part in various research oriented

activities. Extension activities have been a crucial part in the growth of the College. The College has an adopted village Dikchak where it organises community development programmes. The Extension Activities and Outreach Programme Committee organises various community development programmes in the neighbourhood of the College. Numbers of extension lectures on different topics are organised in the feeder schools. The NSS Unit takes active part in the extension activities. The Sonapur College Students' Union too has been involved in the services to the community with dedication.

The College has put up a continuous effort in order to maintain the adequacy of its infrastructure in view of the growing enrolment and the upcoming modern pedagogical technologies in the global context. As such infrastructure for different curricular and co-curricular activities are continuously added to the college. Altogether 25 class rooms, distributed in 4 different blocks, are allotted to impart classes of both Arts and Commerce stream; two separate classrooms for the Department of IT and one separate building for Geography Department have been allotted to the respective departments. The facilities of using LCD or Overhead Projector are available in the classrooms and the faculty members use it on occasions. As far as the technology added learning resources are concerned, the college has a Smart Class Room, two Computer Laboratories, one well equipped Seminar Hall and a Geo-informatics Computer Laboratory for Geography Department. The college has put up significant efforts for providing sports facilities. Besides the playground in the college campus, it has signed a MoU with the Sports Association, Sonapur to use its playground at the time of need. There has been a steady growth of the library in terms of books and IT facilities. A Network Resource Centre has been established in the library to facilitate e-library service to the students and faculties.

There has been a continuous and sincere effort on the part of the college to develop adequate support mechanism for its students. Besides the scholarships meant for Scheduled Caste (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) from the Government, the college offers institutional scholarships in the form of discount in admission fees and free studentship to the meritorious students with poor economic backgrounds. The students are always inspired to join NCC and NSS as a measure of building their leadership quality. The students are always encouraged to participate in various co-curricular and extra-curricular activities. The scenario of students' progression to P.G. level is quite satisfactory.

The College has a well-structured policy to engage the top management, Principal and the Faculty in designing and implementing its quality policy and plans. As far as the plans and policies are concerned, the proposals are initially discussed in the meeting of the Academic Committee, chaired by the Principal, which is attended by all Heads of the Departments,

Secretary of the Teaching Unit and the Coordinators of the IQAC as ex-officio members. The proposals are then referred to the Governing Body for necessary approval. Needless to mention, all the members of the Academic Committee attend the meeting with their proposals after consultation with the other faculty members of the department and the forums. The quality policies of the college are essentially guided by the UGC Rules and the instructions from the Education Department, Government of Assam and the affiliating Gauhati University for administrative as well as academic activities. As empowered by the GB, the Principal constitutes different committees and sub-committees for the implementation of all the projects. The principal maintains a healthy ambience as far as working environment is concerned. He provides the faculties and other stakeholders the necessary autonomy in executing their projects and these results in a reinforcement of excellence. The College provides leadership opportunities at various levels and promotes a culture of participative management. The IQAC has played a crucial role in maintaining the quality assurance processes of the College. It provides the necessary information to the GB by partaking in various feedback processes and analyzing them. It makes plans and strategies for the quality improvement of the different developmental projects of the College. The IQAC is instrumental in the quality enhancing and sustaining measures that have been designed by the College. The college maintains an updated audit report. Academic audit or reviews are regularly done by institutional and external bodies.

The college has conducted green audit of its campus and has enhanced facilities to maintain a clean and green environment. The college has entrusted the department concerned to monitor and assess the environmental impact of the college. It has been celebrating the World Environment Day and Science Day to make the students and the community aware of the environment and also keeps a strict vigil on the use of the resources. Utmost care has been taken by the college to conserve the energy resources available in the college and emphasis is given on the use of renewable resources. The memorial lectures and the all Assam Inter College Debating Competition have been playing a vital role in maintaining a balance amongst the stakeholders in different stages. The adoption of a village, Dikchak since the year 2003 with specific goals and objectives is certainly one of the best practices initiated by the college. The college has been extending necessary help and guidance for the all-round development of the village. The college has also considered "Heritage Preservation" as another best practice adopted so far. The conservation and preservation of natural and cultural heritage, creating awareness and the necessary exposure to all in different platforms are the goals of this best practice

As a pioneer Higher Education institute, the College has been facing challenges as far as developing linkage with industry and NGOs are concerned. However, it has developed a number of linkages with various

industries and organisations like National Institute of Electronics and Information Technology (NIELIT), Govt. of India, Xavier Institute of Management and Information Technology, (XIMIT), Guwahati, and NGOs like 'BA', a Cultural Organization. Offering more flexibility to students has to be taken up by the college. Though the faculty members are involved in evaluation activities related to the external examinations conducted by the Gauhati University, the faculty members are yet to be members of Curriculum Framing Committees of the Gauhati University. Fiscal uncertainty has been proving deterrent in the progress of the College. The College has been facing a deficit in regular sanctioned faculty and has to invest a great deal in deputing efficient Stop-Gap faculty. As a large number of students are first generation learners, its impact is alarming in the overall qualitative performance of the students.

There are few areas where the college has opportunities. ICT facilities can be used more effectively in teaching learning. Students' feedback could be used more profitably for the development of the college. The College has a Land resource potentiality which can be made a great asset for the growth of the College. There has been a great demand for the market oriented courses, which, if initiated will bring in a great number of enrolments.

B. Profile of the Affiliated /Constituent College

1. Name and address of the college:

Name: Sonapur College			
Address: Sonapur, P.O. Sonapur			
City: Guwahati	Pin: 782402	State: Assam	
Website: www.sonapur.org			

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Devabrot Khanikor	O: 03612789010 R: 09435354374	9435354374	03612789010	principalsonapurcollege@gmail.com
Vice Principal	Dr. Bipul Borah	O: 03612789010 R: 09954202935	9954202935	do	bipul.borah5@gmail.com

Steering Committee Co-ordinator	Dr. Biman Patowary	O: 03612789010	9435342864	do	bimanpatowary@gmail.com
	& Dr. Nizara Hazarika	R: 9435342864 & 9864018283	& 9864018283		& nhazarika04@gmail.com

3. Status of the of Institution :

Affiliated College	√
Constituent College	
Any other (specify)	

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-educational

b. By shift

i. Regular

☒

ii. Day

☐

iii. Evening

☐

5. Is it a recognized minority institution?

Yes

☐

No

☒

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Source of funding:

Government

☒

Grant-in-aid

☐

Self Financing

Any other

7. a. Date of establishment of the college: **02/08/1991**

b. University to which the college is affiliated /or which governs the college

(If it is a constituent college)

Gauhati University

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	24/03/2006	
ii. 12 (B)	20/09/2012	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : N /A

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks

i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐ No ☒

If yes, has the College applied for availing the autonomous status?

Yes ☐ No ☒

9. Is the college recognized

- a. By UGC as a College with Potential for Excellence (CPE)?

Yes		No	√
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If yes, date of recognition: (dd/mm/yyyy)

- b. For its performance by any other governmental agency?

Yes		No	√
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If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in Sq.Mts.	2,00,670
Built up area in Sq.Mts.	2,373

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities: N/A

- Sports facilities

* play ground : ☒

* swimming pool

* gymnasium

- Hostel

* Boys' hostel: N/A

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Girls' hostel

- i. Number of hostels: 1
- ii. Number of inmates: 24
- iii. Facilities (mention available facilities): Daily Newspapers & Magazines, LCD TV, Carom, Chess etc.

* Working women's hostel: N/A

- i. Number of inmates
- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise): N/A

- Cafeteria: Regular Canteen

- Health centre: First Aid Centre

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health centre staff –

Qualified doctor	Full time	<input type="text"/>	Part-time:	<input type="text"/>
Qualified Nurse	Full time	<input type="text"/>	Part-time	<input type="text"/>

- Facilities like banking, post office, book shops: N/A

- Transport facilities to cater to the needs of students and staff:

N/A

- Animal house: N/A

- Biological waste disposal: Yes

- Generator or other facility for management/regulation of electricity and voltage: Battery Inverter

- Solid waste management facility: Yes

- Waste water management: Yes

- Water harvesting:

Yes

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength	No. of students admitted
	Under-Graduate	B.A. & B.Com	Three years	H.S.	English & Assamese	400	299
	Post-Graduate						
	Integrated Programmes P G						
	Ph.D.						
	M.Phil.						
	Ph. D.						
	Certificate courses	Computer Application, Beautician, Spoken English, Karbi language & Fine Arts.					
	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes

☒

No

☐

If yes, how many?

4

14. New programmes introduced in the college during the last five years if

any?

Yes	✓	No		Number	4
-----	---	----	--	--------	---

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	-		
Arts	Economics, Education, Geography, History, Maths, Pol.Science, Philosophy, IT, TTM.		
Commerce	Management, Banking & Finance.		
Any Other not covered above	Environmental Studies.		

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

A	Annual System	
B	Semester System	02
C	Trimester System	

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes		No	√
-----	--	----	---

If yes,

- a. Year of Introduction of the programme(s).....(dd/mm/yyyy) and number of batches that completed the programme

- b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:

- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes

☐

No

☒

19. Does the college offer UG or PG Programme in Physical Education?

Yes

☐

No

☒

If yes,

- a. Year of Introduction of the programme(s).....
(dd/mm/yyyy) and number of batches that completed the programme

- b. NCTE recognition details (if applicable)
Notification No.:

Date: (dd/mm/yyyy)

Validity:

- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☒

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>			14	10	1	3	10	1		
<i>Yet to recruit</i>										
Sanctioned by the Management/society or other authorized bodies <i>Recruited</i>					4	13	3	3		
<i>Yet to recruit</i>							2			

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt							
Ph.D.			7	2	1	1	11
M.Phil.					1	1	02
PG			14	10	01	03	28
Temporary teachers							
Ph.D.							
M.Phil.						04	04
PG					05	09	14
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

21. Number of Visiting Faculty /Guest Faculty engaged with the College.

0

22. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	12	13	18	09	16	18	25	15
ST	38	88	38	70	41	71	56	66
OBC	23	41	36	28	24	15	41	39
General	14	29	27	32	111	42	93	39
Others(MOBC)			02					

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	99.33%				
Students from other states of India	0.66%				
NRI students	Nil				
Foreign students	Nil				
Total	99.99%				

25. Dropout rate in UG and PG (average of the last two batches)

UG	4.83%	PG	N/A
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26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs 27,257.00

(b) excluding the salary component

Rs 3105.00

27. Does the college offer any programme/s in distance education mode (DEP)

Yes

☒

No

☐

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes

☒

No

☐

b) Name of the University which has granted such registration.

K.K. Handiqui State Open University

c) Number of programmes offered

2

d) Programmes carry the recognition of the Distance Education Council.

Yes

☒

No

☐

28. Provide Teacher-student ratio for each of the programme/course offered:
1: 25

29. Is the college applying for Accreditation

Cycle 1 ☐ Cycle 2 ☒

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re assessment only)

Cycle 1: **03/05/2004**

Accreditation Outcome/Result : C++

Cycle 2: (dd/mm/yyyy)

Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy)

Accreditation Outcome/Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

256 days

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

183 Days

33. Date of establishment of

Internal Quality Assurance Cell (IQAC)

IQAC: 20/11/2002

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 13/06/2011 for 2009 - 2010

AQAR (ii) 13/06/2011 for 2010 - 2011

AQAR (iii) 26/12/2012 for 2011 - 2012

AQAR (iv) 27/12/2013 for 2012 - 2013

35. Any other relevant data (not covered above) the college would like to include.
(Do not include explanatory/descriptive information)

CRITERIA-WISE INPUTS

CRITERION I: CURRICULAR ASPECTS

1.1.1. State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Mission and Vision of the College:

Sonapur College was established with a mission to impart higher education among the students of the locality and to create an environment for the intellectual, ethical, moral and physical upliftment of the local poor people, mostly belonging to tribal communities, by preserving their cultural and traditional heritage. The College aims to expose the students to modern technology in order to make them aware of their rights and duties for the betterment of the society.

Goals and Objectives

The college aims:

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

There is a mechanism of the college through which the mission, vision and objective of the College are communicated to the students, teachers, staff and other stakeholders.

- The mission vision and objectives of the College are clearly stated in the college Prospectus cum Academic Calendar.
- The same is uploaded in the College Website.
- They are displayed in a hoarding at the entrance of the College for public viewing.

1.1.2. How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

- For effective implementation of the curriculum the college has an Academic Committee which frames and supervises the plans and programmes of the college. The departments hold meetings to discuss the various aspects of the curriculum. The proposals are then placed in the Academic Committee meetings. The Academic Committee makes a threadbare analysis of the departmental inputs. Accordingly an Action Plan is prepared for the effective implementation of the curriculum.
- The College follows a four tiered structure for all sorts of Academic planning and strategies. The structure of the same is



- The departments take feedback from the students on curriculum and analyse them.
- The Head of the Departments place them in the Academic Committee meeting which consists of all Head of the Departments, IQAC Coordinators, Secretary of the teaching Unit, Vice-Principal and Principal as the president. The Academic Committee discusses the matters. The Principal then provides probable solution to issues if it can be solved at the administrator's level. The issues are then

placed in the Governing Body for information, necessary approval and rectification if any.

- The issues that are beyond the administrator's level are forwarded to the G.B. for decision making. The Governing Body consists of members belonging to different stakeholders like a Govt. nominated President, Principal as the Secretary, the Vice - Principal, representative members from teaching and non - teaching staff, Guardian members, Donor member and two representatives from the affiliating Gauhati University.
- The proposals which are out of the purview of the College are forwarded to the Gauhati University. The GU authority convenes meeting with the Principals of the affiliating colleges to discuss and sort the problems and sends the minutes of the meeting to the college.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The College and the Gauhati University have always tried to support the teachers to enhance their pedagogical practices.

- The college is affiliated to Gauhati University, Assam. The university provides the entire course syllabus, text books and reference books details, question pattern, list of practical experiments / titles / programs etc., which enables the teachers to follow the curriculum for each semester.
- Whenever there is any change in the curriculum design, the university sends the details to its affiliated colleges and also uploads it in the University website.
- The college prepares the Annual Class Time-Table keeping in mind the changed curriculum and grading system. And to meet the increasing demand of the curriculum, the college appoints part time faculty.
- The College has always encouraged the faculty members to go for research oriented works. So far 36% of the faculties have been awarded Ph.D. degree by different universities and 50% of the rest are pursuing their Ph.D. degree. Five numbers of the faculty have been awarded M.Phil degree

- The College has facilitated an environment for the faculties to present their research papers in the various National and International Conferences/ Seminars.
- A faculty from the Department of English, Ms. Nizara Hazarika attended a one month long Theory / Praxis Course at Gopalpur-at-Sea of Orissa organized by Forum of Contemporary Theory, Baroda.
- All the members of the teaching staff (sanctioned) have attended the Orientation Programmes, Refresher Courses and Short Term Courses in their respective subjects conducted by the Academic Staff Colleges and sponsored by University Grants Commission.
- A couple of Faculties have been sent by the college authority to the meetings convened by the Gauhati University before implementing the Semester System and also after the implementation of the same. Before that they discussed the various issues with their colleagues of the college in staff meetings organized by the College.
- The College organizes Faculty Development programmes from time to time.
- The College organizes workshops for the teachers.

1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The College has taken up various initiatives for effective curriculum delivery and classroom transaction.

- The College has instructed the departments to prepare lesson plans for both the general and major courses.
- The college prepares the Annual Class Time-Table keeping in mind the changed curriculum and grading system. And to meet the increasing demand of the curriculum, the college appoints part time faculty.
- The College has constructed a Smart Class Room for effective classroom transaction.
- The College has facilitated the departments with computers with internet facilities.

- The number of library books and journals has also been enhanced.
- The College has subscribed to N-LIST/INFLIBNET and the faculties have fully utilized the E-resources for research and classroom transaction.
- A number of departments of the college conducted 'Inter-Class Presentation Sessions' from time to time where students participated and presented papers on course contents under the guidance of teachers from the departments.
- Feedback on course curriculum mechanism has been implemented to know the effectiveness of the curriculum and classroom transaction.
- Course completion reviews are held at the end of every semester in the Academic Committee meeting and if courses are left out by some departments then it is advised to complete departmentally.
- Reviews of result at different levels are done by the authority and the same is discussed in the staff meeting. Remedial measures are taken up by the departments.

1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The College maintains a significant rapport with the beneficiaries in effective operationalisation of the curriculum.

- The institution motivates the departments to take the students to industrial visit as a part of their curriculum which helps the students to gain practical knowledge in their field of study.
- The Commerce faculties take their students to the neighbouring Tea Estates to learn the nuances of the functioning of business houses.
- The Dept. of Geography takes their students to the library of the Department of Geography, Gauhati University and also makes them enable to interact with the faculty and students there. Further, experts are invited to the college to deliberate on certain aspects of the syllabus.
- The Dept. of English collaborates with the Regional English Language Office of US Embassy to organize workshops on ELT.

Experts from ELTI are invited to deliberate on students' workshop on Advanced Writing Skill. An eminent scholar and expert Dr. Bibhash Choudhury from the Dept. of English, Gauhati University was invited to deliver lecture on some aspects from the Syllabus.

- The Dept. of Assamese takes their students on Field trips and visit places which has relevance in curriculum.
- The Department of English has run the Spoken English Course in association with CEC, Sonapur, the Director of which is an alumnus of this department.

1.1.6. What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

- Dr. Nizara Hazarika has been a member of the Syllabus Expert Committee of the Higher Secondary course under Assam Higher Secondary Education Council.
- The College has a regular process of collecting feedback from the students on curriculum. These feedbacks are analysed, discussed in Academic Committee meetings, placed in the Governing Body meetings and finally the ones which are out of the purview of the College are sent to the University by the Principal for further discussion.

1.1.7. Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

- The curriculum of various courses is basically designed by the University. So it is not within the jurisdiction of the college to design curriculum. But the institution frames its syllabus for the Certificate Course like Computer Application, Tribal Language and Culture, Beautician Course and Spoken English Course.

1.1.8. How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The College has a proper mechanism to ensure that the stated objectives of the curriculum are achieved in the course of implementation.

- The institution monitors the students' involvement and their performance through the tests, assignments, seminar presentations, group discussions that are conducted by the departments from time to time.
- Feedback system is there to monitor the faculty performance and the status of syllabus completion.
- The authority of the institution is involved in reviewing the university examination results and receives feedback from the students and staff members. Based on the analysis, proper guidance and counseling are provided to meet the objectives of the curriculum.
- Different departments organize parents-teachers meeting, where the teachers discuss the problems of the students with the parents and seek the feedback from the parents. These meetings help to improve the teaching-learning environment of the college.
- Regular meetings are held at the beginning of the session, in between the session and at the end of the session among the faculties which are usually convened by the Principal.

1.2 Academic Flexibility

1.2.1. Specifying the goals and objectives, give details of the certificate/diploma/ skill development courses etc., offered by the institution.

One of the goals and objectives of the college is to facilitate the students with exposure to the modern technology of education. To meet this, the department of Information Technology under the curriculum of Gauhati University has been started in the college from the 2004-05. The department of IT offers Certificate Course in Computer Application. A Free Certificate Course on Basic Computer Skills has been started in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students. A MoU has been signed with NIIT, Sonapur Branch to enrol our students for the various advanced courses on IT at a concessional rate.

The goals and objectives of the Certificate Course on Computer Application:

- To increase the technical skill of the new generation in the locality through computer knowledge.
 - To make the people computer literate so that they can utilize their ability at different spheres of life.
 - To connect them with the World Wide Web system
 - To make them aware with the spatial variation of the changing world.
- The department of English is also running a **Spoken English Course** since 2003. Initially it had run the course in the College premises with the students from the College. But since 2009-10 the Spoken English Course has been running in collaboration with CEC, Sonapur Centre. The College has signed a MoU with CEC and the students of the College are admitted at a concession rate for the course. The Course has been designed by Ms. Mridusmita Mahanta, a faculty of the department of English of the College and the classes are also taken by faculties from the College. However, from 2014, the Spoken English course has been made compulsory for all Sixth Semester Major students of the College. The Dept. of English is entrusted with the responsibility to run the course.

The Goals and Objectives of the Spoken English Course are:

- to develop the skill of speaking fluently in English
 - to develop better communicative skill among the students.
- The **‘Manuram Karkun Teaching and Research Center for Tribal Language and Culture** started on August 2, 2003 have been providing certificate courses in Karbi Language.

The Goals and Objectives of the Courses are:

- to teach and make people fluent in Karbi language
- to preserve the tribal culture and heritage of the different tribes of the locality.
- to expose the tribal culture and heritage to the outer world.
- to spread the knowledge of the tribal languages among the different tribes to develop a spirit of unity and brotherhood.

- The **Beautician Course** of the College has been a new venture for the girl students of the College.

The Goals and Objectives of the Course are:

- to develop a livelihood skill among the girl students.
- to make the girl students economically empowered.
- to develop in the students a sense of aestheticism.

1.2.2. Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

- No.

1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

The College offers a range of subjects and academic flexibility to student to pursue the programmes of their choice.

Range of Core /Elective options offered by the University and those opted by the college

- Core and elective options are present in almost all courses as it is offered by the University.
- **The institution runs Three Years Degree Course (Arts)**

Accordingly, there are six final End Semester Examinations in the Under- Graduate course viz.

- T.D.C. First year: Sem I & Sem II Examination
- T.D.C. 2nd Year: Sem III & Sem IV Examination
- T.D.C. 3rd Year: Sem V & Sem VI Examination

• **Subjects for Semester (Major Course)**

Sl. No	Major Subject	Compulsory Subject	Elective- 1	Elective- 2	Elective- 3	Elective- 4
1	Assamese	English	Hindi/ Alt. English	Education	Political Science	Economics/ Philosophy
2	English	English	Ass/ Hindi	History	Education	Economics/ Philosophy
3	Education	English	Ass/Hindi/ Alt. English	Political Science	Economics	History
4	Economics	English	Ass/Hindi/ Alt. English	Geography	Education	Political Science
5	Hindi	English	Ass/Alt. English	Education	Political Science	Economics
6	Geography	English	Ass/Alt. English	Economics	Political Science	Education
7	History	English	Ass/Alt. English	Education	Political Science	Philosophy
8	Philosophy	English	Ass/Alt. English	Education	Political Science	Geography
9	Political Science	English	Ass/Alt. English	Education	Economics	History

- **Subjects for Semester (General Course)**

- **Compulsory Subjects:**

Semester-I & II

1. English
2. Either Alternative English or MIL Assamese

Semester-III & IV

1. Either Alternative English or MIL Assamese
2. Environmental Studies

- **Elective Subjects:**

1. Economics
2. Education
3. History
4. Political Science
5. Philosophy
6. Mathematics
7. Geography
8. TTM
9. IT

- **Note: A student is not allowed to take the following combinations of subjects**

1. Assamese/ Hindi/ Alternative English
2. Economics/ Philosophy
3. History/ Geography
4. Mathematics/ Political Science
5. TTM/ IT

- **Major Subjects: the college offers major course in following subjects:**

1. Assamese, 2. Economics, 3. Education, 4. English,
5. Geography, 6. History, 7. Political Science,
8. Philosophy, 9. Hindi

The institution also runs Three Years Degree Course in Commerce (Major/General):

Semester I: General Course

101. Business Mathematics or Fundamentals of Insurance.
(Business Mathematics is compulsory for Major Students)
102. Financial Accounting
103. Business Organisation & Entrepreneurship Development.
104. Indian Financial System

Semester –I: Major Course

101. Business Mathematics (Business Mathematics is compulsory for Major Students)
102. Financial Accounting - I
103. Business Organisation & Entrepreneurship Development.
104. Indian Financial System

105. Cost Accounting (For students having major in Accountancy)

or

105. Human Resource Management (For students having major in Management)

Semester –II: General Course

201. Communicative and Functional English-I or Functional Assamese-I

202. Financial Accounting - II

203. Principles of Management.

204. Business Statistics

Semester –II: Major Course

201. Communicative and Functional English-I or Functional Assamese-I

202. Financial Accounting - II

203. Principles of Management.

204. Business Statistics

205. Management Accounting (Accy)

or

205. Human Resource Planning & Development. (Mgt)

Semester III: General Paper

301: Environmental Studies

302: Communicative & Functional English-II or Functional MIL-II

Core Papers:

303: Corporate Accounting

304: Direct Tax

305: Corporate Law

Specialised Papers

306: Advance Corporate Accounting (ACCY) or Industrial Relation & Labour Law (Mgt)

Semester IV: (General Paper)

401: Business Economics

Core Papers:

402: Auditing & Assurance

403: Indirect Tax

404: Financial Service

Specialised Papers:

405: Advanced Financial Accounting (ACCY) or Cost & Management Accounting (Mgt.)

Semester V: (General Paper)

501: Business Environment

Core Papers:

502: Marketing Management

503: Financial Management

504: Regulatory Framework of Business

Specialised Papers:

505: Financial Statement Analysis (for students having Accountancy Major)

Or

505: Customer Relations and Retail Management (for students having Management Major)

Semester VI: (General Paper)

601: Information Technology in Business

Core Papers:

602: Marketing Management

603: Modern Banking Practice

604: Regulatory Framework of Business (ii)

Specialised Papers:

605: Project Report

(Common for all major students)

Choice Based Credit System and range of subject options

- The University to which the college is affiliated introduced Choice Based Credit and Grading Semester System in the year 2011.

Courses offered in modular form

- There is no course in Modular form being designed by the Gauhati University so far.

Credit transfer and accumulation facility

- Credit transfer and accumulation facility is yet to be introduced.

Students have sufficient freedom to choose from a number of courses available to them.

Lateral and vertical mobility within and across programmes and courses

- The institution offers limited mobility within and across the Programme. The student can opt from a range of core and vocational subjects. The Vocational subjects, viz., IT and TTM can be taken up only by the General Course students.

Enrichment courses

- Certificate Course on Computer Application
- Tribal Language Certificate Course
- Spoken English Certificate Course
- Beautician Course
- Certificate Course on Fine Arts
- Certificate Course on Office Automation in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students.

The students have the freedom to choose from the range of subjects offered by the college. These subjects develop skills in the learners. The mobility offered to the students leaves enough scope for their overall improvement. There is a gradual increase in number of students who have gone for higher studies. However the students have been employed in diverse fields and have taken up various jobs.

1.2.4. Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

- Yes, the institution has four self- financed programmes viz.
 - 1) **Certificate course in Computer Application.**
 - 2) **Spoken English Certificate course.**
 - 3) **Certificate Course on Tribal Language**
 - 4) **Beautician Certificate Course**

The self- financed Courses are functioning with their specific goals to develop skills in the learners. These courses offer basic knowledge to enhance skills in those areas.

The Certificate Course in Computer Application introduces the students to the world of computer, internet and its use in modern day education. The Dept. of IT takes full responsibility in providing the necessary education and training for the course.

- Admission: The IT department issues the forms and collects the same. The students are admitted in the college through proper procedure.
- Curriculum: The curriculum is designed by the IT department.
- Fee Structure: Course Fee: Rs. 1000/- per student.
- Teacher: The faculty from the IT department manages the course.
- Salary: For the designing of the course and teaching the same the IT department is given a share of 60% of the total income from the fee and the rest 40% remains in the General Fund of the college.

The Spoken English Certificate Course is conducted by the Department of English.

- Admission: The Department of English issues forms and collects the same. The students are admitted on the basis of first come first serve basis as the total number of students for each course is 30.
- Curriculum: The curriculum is designed by the faculty members of the English Department.
- Fee Structure: A total amount of Rs. 300/ per student is collected for the whole course.
- Teacher: The Faculty members from the Department of English run the course.
- Salary: The faculty members from the department of English manage the course on an honorary basis.

The Spoken English Course has been carried out in collaboration with the CEC, Sonapur for the past few years. However, from 2014, the College has made it mandatory for the VI Semester Major students to enroll the course.

The Certificate Course of Karbi Language is conducted by the Manuram Karkun Teaching and Research Centre for Tribal Language and Culture. So far the Centre has run courses on Karbi Language.

- Admission: The MKTRC for TLC issues forms and collects them from the aspiring students. Any student who has completed Class X Board is eligible for enrolling in the course. Admission is taken through proper procedure.
- Curriculum: An Expert Committee constituted for the purpose of designing the curriculum had framed the course curriculum. Dr. Mani Ram Kalita, Associate Professor in Assamese has been made the coordinator of the expert Committee.
- Fee Structure:
 - a. Admission Fee: Rs. 500/-
 - b. Monthly Fee: Rs. 100/-
- Teacher: The Centre had appointed two faculties who have expertise in Karbi Language. They were Mr. Gopal Kathar and Mr. Biren Keleng. But of late the centre has appointed Mr. Padeswar Rongpi as the faculty.
- Salary: For the designing of the course and teaching the same the MKTRC for TLC centre is given a share of 60% of the total income from the fee and the rest 40% remains in the General Fund of the college.

Beautician Certificate Course is conducted by Abha Institute of Aroma Therapy and Beauty Care, Jagiroad, Assam.

- Admission: The College has deputed Ms. Rumi Doloi, Asstt. Professor in Assamese of the College as coordinator for the said course. She issues forms and collects the same and submits in the office for proper maintenance of records.
- Curriculum: The Trainer from the Abha Institute of Aroma Therapy and Beauty Care designs the curriculum for the course.
- Fee Structure: Total Course Fee: Rs. 1900/-
- Teacher: The concerned training institute is responsible to provide the experts for the said course.
- Salary: For the designing of the Course and training the students, the Institute has given a share of 60% of the total income to the

training institute from the Fee and the rest 40% remains in the College General Fund.

1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

Yes. The majority of the students of the college belong to the rural and tribal background. As such, the college has special responsibilities towards the economic and social upliftment of the people of the region. Thus, it has been the endeavour of the college to provide them support in every possible way. The academic programmes equip them with skills and qualification to enter the job market with confidence. In spite of the rigid framework of the affiliation system under which the college functions, the college offers programs and certificate courses to promote employability in various fields.

- The College organises Career Development Programs for its students in which the students are provided with knowledge in different fields. For instance, amongst all, the College organised a *Career Awareness and motivation Camp* on 23rd of April, 2012 where 37 no of students participated. Again a *Career Awareness Camp* on 3rd June, 2012 on “*How To Face An Interview*” in collaboration with Rotary Club and the number of the participant was above hundred.
- The College organised an Entrepreneurship Development Program in collaboration with Indian Institute of Entrepreneurship, Guwahati where the students were introduced with various entrepreneurship opportunities for future.
- The College organised an Interactive Session with Rachel Sunden, Dy. Director, American Consulate, Kolkata on 1st February, 2013 who interacted with the students and enlightened them with the various study and career opportunities in the US.
- The College organised a Translation Workshop on 30th January- 1st Feb, 2013 for the students of Literature Departments where a research scholar of Central University, Gujarat and an alumnus of the College had acted as a Resource Person. The students were introduced with the various avenues that they can take up with the skill of translation.

The students are made to participate in various career opportunity programs organised by different outside agencies and the college depute teacher in-charge to take the students to those programs.

- Six students of the College had participated in a Youth Seminar on “Green Growth: Preparing Youth for Sustainable Living” on 22nd - 23rd February, 2013, which was organised by The Energy and Resources Institute at Cotton College, Guwahati.
- A number of students participated in the North-East Graduate Congress organised by University of Science and Technology, Meghalaya on 29th - 30th May, 2013.
- Again, ten no of students from the College participated in a *Youth Seminar* organised by The Energy and Resources Institute on 22nd - 23rd November, 2013 at Cotton College.
- Another career related programme viz. *Indira Priyadarsini Career Awareness Programme* was held at Silpagram, Guwahati, where five students had participated.
- The college has a cultural organisation called *Kalabhumi*, which organises various workshops on Drama, Dance, Music, etc. The products of those workshops are presented in the public gathering in the college premises. A number of students who attended those workshops have established themselves in the respective cultural fields.
- The TTM Department of the College engages its students in various field works related to Tourism industry.
- The IT department of the College offers a Certificate Course on Computer Application which makes the students aware of the Importance of the booming job opportunities in the Computer sector.
- A Certificate Course on Office Automation has been started in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students.
- The College has started a Beautician certificate Course for the girl students.
- The College has started a certificate course on Fine Arts.
- The College runs a Spoken English course in collaboration with the CEC, Sonapur Centre, where the aspiring students of the college are given the opportunity to acquire the skill of speaking in English.

However, from 2013-14, the College has made it mandatory for the VI th Semester Major students to enrol for the Spoken English Course as it is envisioned that the course would develop their communicative skill to face challenges in life.

1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

- No, the University is yet to implement the combination of face-to-face and Distance Mode of Education, though it is in its card. Once it is implemented, the college will surely reap its benefit.

1.3 Curriculum Enrichment

1.3.1. Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

The College is affiliated to Gauhati University. The curriculum is designed by the University and as such the college has no autonomy in designing the curriculum. The College has always tried to integrate the University’s curriculum and the college’s goals in a meaningful way.

- The College always encourages the faculty to spread the light of education among the masses and also to provide quality education to the students. Hence the college aims to inculcate highest academic standards through the commitment and discipline of the faculties as well as students.
- The College has always strived towards the overall development of the students and as a part of it the students are provided opportunities to develop their co-curricular and extra-curricular potentialities.
- The College has introduced vocational subjects like Information Technology and Travel and Tourism Management to expose the students to the newly emerged areas of study which will open up new avenues for them in future.
- The College had conducted a Spoken English Certificate course in collaboration with CEC, Sonapur to empower the students in their communicative skill. Now, it runs the Course on its own.

- The College runs a few certificate courses to inculcate a sense of self - reliance in the students.
- The College opens many opportunities for field trips and extended learning experiences off-campus such as participating in various programmes organized by outside agencies like The Energy and Resources Institute (TERI), India, USTM, Meghalaya, etc.
- The College organizes various personality development programmes and skill enrichment programmes to develop the students' personality, managerial skills, leadership skills, analytical skills, creative potentiality and so on. All these programmes are beneficial for students and are organized by the different subcommittees and also by the departments.
- Seminar Presentations and Group Discussions are made mandatory for the students which enriches their curricular knowledge.
- The students are made part of the various extension activities to develop in them a sense of responsibility towards the society.
- The college organizes various programmes related to the needs of the hour like environment, gender sensitization, health and hygiene, importance of values in life and so on. All these give an exposure to the students about their role in society as a responsible citizen of the nation.

1.3.2. What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The college is affiliated to Gauhati University and hence it does not have any role in designing the curriculum. However, a sincere effort has been made to enrich the curriculum to suit the intellectual needs of the students and also to face the challenges that lie ahead of them in the dynamic employment market through the deep involvement of faculty members, departments and other stakeholders.

- As per UGC guidelines, the college has ensured that the faculty members across the disciplines and subjects take classes on environmental Studies.
- The faculty members are encouraged to participate in the various interdisciplinary Refresher Courses, Seminars and Conferences to gain first-hand knowledge in various areas.

- The College has strived to prepare the students to face challenges in the global market. To develop the required skills, workshops are held for the faculty to design the tools in the areas of spoken English, use of computers and providing in-depth knowledge in the respective subjects. For these the college organizes skill based/subject based workshops for faculty.
- The College organizes Interactive Sessions with clinical psychologists, eminent academicians, scholars, eminent personalities like Deputy Director, American Consulate, Kolkata and so on, where the faculty as well as the students take active part and get knowledge about the pertinent aspects of their life as well as future prospects.
- The Career Counseling and Guidance Cell organises Career Counseling programmes to enlighten the students about the opportunities that lie ahead of them.
- The College encourages the students to participate in various programmes organised by other institutes, both regional as well as national to acquire knowledge and skill for their future life.
- The various departments use audio/visual mode of teaching to enrich their pedagogical deliberation.
- The Dept. of Geography organises Model and Chart competition to enhance the practical knowledge of the students in their subject.
- The Spoken English course is designed to develop the communicative skill of the students.
- The Group Discussions, Seminar Presentations, Home Assignments enhance the conceptual knowledge of the students on their course. This provides a platform for the students to grow their theoretical as well as critical thinking.

1.3.3. Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The college runs co-education system. To integrate cross cutting issues such as gender, climate changes etc., a number of measures are taken by the college to enlighten the stakeholders about the various issues pertinent to their lives. The college has always focussed on the crucial issues of our society as well as the environmental and political issues of the world. To achieve this goal, the college has established Women's Cell, Grievance Redressal Cell, Anti Sexual

Harassment Cell, Environmental Studies Cell, Red Ribbon Club, apart from various other cells.

- Gender has been a crucial issue that the college focuses on. There is a Women's Cell in the college that organises various programmes on Gender Awareness and Women Empowerment.
- The girl children of the adopted village Dikchak are provided free education in the College. Gender sensitization programmes such as talk on women's safety, health care, changing perspective on
- Women's position in society etc. have been organised in the college.
- The College organised a National Seminar on "*Social Equity and Sustainable Development: A Quest for Opportunities and Expectations*" where a thrust area was gender equity. A large number of research papers were presented on this crucial area.
- Information and Communication Technology (ICT) has been regarded as a core area for all branches of studies. The College has two Computer labs for providing computer training to students.
- The departments are provided with Computer with Internet facilities. The faculty members as well as students make use of this facility.
- The IT Department has started Certificate Course in Computer Application for the students. This foundational knowledge of computers and technology training make the students a part of global information system and enhances their employability.
- The College has started free Certificate Course on Basic Computer Skills in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students.
- Students are given intensive coaching both theoretically and practically in all aspects pertaining to communication Technology.
- Library facilities with the latest Books and Journals are also extended to the students.
- Internet facilities are also provided to augment their knowledge.

- The Department of Geography conducted a programme on “Climate Change” in the College premises where the resource person Mr. Jayanta Sarma deliberated on Climate Change, its implication for sustainable development and on how climate change has implication on our lives.
- Environmental Education has been a thrust area of the College. Environmental studies subject is taught in the university syllabus across all disciplines.
- Awareness programmes on environmental issues, hazards are a regular feature.
- The Sonapur College Geographical Society celebrates World Environment Day every year on 5th June in the local feeder schools where the students of the college actively participate apart from the student, teachers and the members of the locality of those schools.
- Legal Awareness Talk is organised to enlighten the students about their rights and responsibilities.
- The Anti-Ragging and Disciplinary Cell, Grievance Redressal Cell and Anti Sexual Harassment Cell are active in the College and organises awareness programmes from time to time.

1.3.4. What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

The College does not have value added courses as such. However, it conducts various programmes to ensure holistic development of students.

- The College organised programmes on Mental Health and Hygiene for the benefit of the students.
- The IQAC organised a talk on *Transforming Indians to Transform India* which was delivered by Dr. Sunita Agarwalla from Chinmaya Mission.
- The College organises Awareness Programmes on Moral and Ethical Values in collaboration with the Prajapita Brahmakumari Aisharya Viswavidyalaya.
- The department of English conducts the Spoken English Course for developing the communicative skill in the students.
- The College organises Dhanjit Medhi Memorial Lecture every

year where eminent personality from diverse fields are invited to deliberate on specific themes which enriches the students' understanding.

- The College has initiated an All Assam Debating Competition where students from all over the state participate. This year Sonapur College won the Best Team Trophy.
- The department offers academic and personal counseling to students regularly.
- Remedial classes and tutorial sessions are introduced to support the weak students.
- Class-teachers try to track the needy and the economically challenged students and see that their needs are met and some regular assistance is made available.
- Career orientation as well as academic orientation is given to each and every student of the department.
- The department also takes special interest in motivating the students to participate in sports, games, cultural and literary events.
- The students are provided with the opportunities to develop a community orientation. They are encouraged to take part in the various community development programmes. Such active participation develops in them a sense of responsibility towards their society.
- The College has started a few Vocational Certificate Courses like, Certificate Course on Fine Arts, Beautician Course and a free Certificate Course on Office Automation. All these courses will help the students to grow in an all-round way.
- The College organises various sports and cultural events where students in large number participate. These activities develop in them a sense of caring and sharing, unity, cooperation, brotherhood, tolerance and to offer a helping hand to one another.

1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The College has a mechanism to take feedback from its students on curriculum. Feedback from Parents on curriculum, placement and

current trends in education is obtained during Parent Teachers Meeting sessions. The teachers from the departments discuss about the curriculum and express their views regarding the curriculum in the Academic Committee through the respective Head of the Departments. Keeping in mind all these feedback, the Academic Committee takes necessary decisions regarding transaction of the syllabus.

- Group Discussions have been introduced to judge students' knowledge and also its application in real life situation.
- Project Works, Home Assignments based on course have been given to students in place of one of the Sessional Examination.
- The Certificate Course on Computer Application has been introduced to meet the demands of the students.
- The teachers have been encouraged to participate in various workshops and seminars to gather information regarding the recent trends in education which enhances their teaching skills.
- Spoken English has been made compulsory for the Semester VI Major Courses to enable students imbibe communication skill which will benefit them in future.
- The College has started an All Assam Debating Competition to develop the quality of good oratory, eloquence and critical thinking in the students which will benefit them to face challenges in life.

1.3.6. How does the institution monitor and evaluate the quality of its enrichment programmes?

The College has always strived to maintain a quality in providing enrichment programmes to the students. The Institution ensures that the enrichment programmes contributes to the development of students' good citizenship qualities, fostering global competencies, inculcating values, promoting the use of technology and pursuit for excellence.

- The authority engages different departments, cells and sub committees for proper execution of the programmes.
- The specific cells submit the reports on each of the programmes to the authority.
- The authority thus collects first hand reports on the various enrichment programmes.

- Feedback is also taken from the students, teachers and other stakeholders through interaction, discussions and suggestions.
- The same is then placed in the Academic Committee Meetings and proper evaluation is done on the basis of reports and also on the feedback received from the stakeholders.
- The IQAC also plays a crucial role in monitoring and evaluating the efficiency and success of these enrichment programs.
- After evaluation, the same is forwarded to the GB for necessary information and approval.

1.4. Feedback System

1.4.1. What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The Affiliating University has full autonomy in designing and restructuring the curriculum for all the courses. The Colleges have no role to play in designing the curriculum.

- The College obtains feedback from the students directly through feedback formats.
- The teachers discuss the pros and cons of the syllabus and the same is forwarded to the Academic Committee through the respective Head of the Departments.
- The feedback from alumni, employees, parents and community are obtained through frequent meets organized by the College.
- These feedbacks are placed for discussion in Academic Committee meetings. Thorough discussions take place and planning and strategies are done to transact the syllabus as well as enrichment programmes are designed.
- The College usually encourages the faculty to forward the feedback to the University. The Faculty members are sent to participate in the various programmes organised by Gauhati University to discuss various issues pertaining to the curriculum, evaluation and so on. For instance, a workshop was conducted by the Gauhati University for this purpose after implementing the Semester system where the Vice Principal of this institution represented the college with all the gathered feedbacks.

- The University as well conducts meeting with the Principal of the affiliated colleges on the Curriculum improvement and modifications if any.

1.4.2. Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, the College has a mechanism to obtain feedback on Curriculum from its students. The Feedback format is designed as per NAAC recommendation. The feedback from parents, outgoing students and Alumni are also taken through interaction, discussions and meetings.

- So far the College has not developed a mechanism to forward the findings to the University. However, in various platforms like workshops organised by University or UGC sponsored Seminars where representatives from University are present, the faculty members of the College present the collective feedback of the college.
- The College has tried to bring in changes and also introducing enrichment programmes to supplement the curriculum. New Certificate Courses have also been introduced.
- The Project works, Group Discussions, Home Assignments have been introduced to supplement the syllabus and also to make the teaching more of learner centred.
- Certificate Courses on Fine Arts, Beautician, and Computer Application have been newly introduced.
- Various enrichment programmes have been designed to complement the needs of the curriculum.

1.4.3. How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

The College has initiated a few new programmes/courses over the past four years.

- The College has been imparting Under Graduate Courses under KK Handiqui State Open University since 2011.

- A PGDCA Course under KK Handiqui State Open University has been initiated in the year 2012.
- A Certificate Course on Computer Application has been started since 2013.
- A Beautician Course has started in 2014.
- A Certificate Course on Fine Arts has started from 2014.
- Certificate Course on Office Automation in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students has started in 2014 and a MoU has been signed.

The College has always strived to provide the best of education, both formal and informal, to the students.

- As the College is situated in a rural, tribal area, the College shoulders its responsibility to provide vocational education to the students also so that they can earn their livelihood if necessity arises. Keeping in mind these aspects the College has introduced the Certificate Courses like, Beautician Course, Fine Arts Course, Office Automation Course and so on.
- As the College is situated in a rural area, a majority of its population are agrarian population. Hence, the students find it difficult at times to enroll for regular courses. Hence, UG Course in the Distance mode has been a boon for them.
- In a world with booming market of ICT, the College takes the responsibility to provide the basic knowledge of IT to its students. Thus the College runs its Certificate Course on Computer Application.
- The Certificate Course on Office Automation in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students is another endeavor in this regard.

CRITERION II

TEACHING, LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

2.1.1. How does the college ensure publicity and transparency in the admission process?

Sonapur College strives to maintain absolute transparency and clarity in the admission process.

- To ensure such a smooth admission process the college aims at proper publicity of the dates of admission so that students, as many as possible, are informed about it. In order to reach out to a majority of students, the college first of all notifies the dates of admission in the college website. In this age of information technology, notification through website can go a long way towards catering to a variety of students in different corners of Sonapur as well as the state and the neighbouring states. The college also stresses on displaying banners in different parts of the town to reach out to the technologically impaired. Moreover, proper steps are taken to advertise through popular dailies. Such steps ensure that a maximum number of students are well-aware of the admission process in advance.
- The college also publishes an annual prospectus wherein all details of the college are incorporated. This prospectus is made available to aspiring students just prior to the new academic session so that they know about the important dates well in advance. This prospectus is available to students on payment of a nominal fee, decided by the college authority. To make the prospectus comprehensive and attractive, the college appoints a Prospectus Committee, the members of which make every effort to come out with a prospectus that covers every vital aspect of the college.
- Apart from the above, the college stresses on periodic updating of the college website and advertisements through proper channels every now and then to maintain a steady presence in the public sphere.
- In order to ensure transparency in the admission process the college appoints an Admission Committee that scrutinizes and sorts out students on the basis of their merit. The admission dates are fixed only on the approval of the Governing Body. The college follows the rules of reservation as prescribed by the government of India. However, keeping in mind the founding members of the college, the authorities of Sonapur College introduced a quota to reserve a few seats for the

relatives of the Founder Members of the College from the session 2013-14 as a mark of respect to them.

- The list of selected candidates is displayed on the college notice board with the marks obtained prior to the date of admission so as to avoid any malpractice in the admission process. Hostel seats too are allotted on merit basis.
- Lastly, the college admission process takes place in the conference halls in the presence of candidates and guardians to ensure maximum transparency.

2.1.2. Explain in detail the criteria adopted and process of admission [Ex. (i) Merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test interview (iv) any other] to various programmes of the institution.

During the process of admission the college adopts a strict merit based system where meritorious students are given first priority.

- The College constitutes an Admission Committee to scrutinise and analyse the profiles of the students for different courses. They prepare the lists of probable students for each course.
- The Reservation Policy of the Govt. of India is followed in the admission of students belonging to the various reserved categories.
- The list of students belonging to the economically lower strata is prepared by the Admission Committee and on the basis of requests, free studentship, fee concession in admission is given to those needy students.
- The Girl students belonging to the adopted village of the college Dikchak is provided free studentship.
- As per the Guidelines laid down by the Govt. of Assam, two students are selected from each Course on the basis of Merit cum Economic status and are provided free studentship.
- The Founder Quota has been introduced to show respect to the contribution of the founder members and under this quota, family members of those founders are provided free studentship in this college.

- The college pre-decides the combination of subjects for the degree course students and the same is given in the Prospectus cum Academic Calendar.
- Those students who opt for a Major Course have to take separate entrance tests in order to get admission in the particular subject of their choice. The various departments organise major selection test for that purpose.
- Students are given freedom to appear in multiple selection tests and later it depends on them which subject they choose.

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide comparison with other colleges of the affiliating university within the city/district.

As the College caters to the needs of the rural, tribal communities of the neighbouring areas, the College finds it difficult to follow a strict admission policy in terms of marks and other criteria. A section of the student community is first generation learners. Under such situation, the College takes responsibility to spread the light of education among these underprivileged communities.

- For students of the Major Programme, a cut off mark of 45% is decided by the college authority in order to maintain the standards of the Major Courses.
- Sonapur College, as far as student performance is concerned, is at par with its neighbouring colleges. However comparison with the city colleges is not justified as being a rural college the resources of the college are limited.
- The neighbouring Dimoria College under Gauhati University has the same kind of students' intake as far as student admission in various courses is offered.

2.1.4. Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes', what is the outcome of such an effort and how has it contributed to the improvement of the process?

Annual revision of the admission process is done and the Admission Committee takes proper steps to keep an eye on student profiles.

- After scrutinising the forms of students and students' profile, the available seats that are vacant in particular categories are filled up by admitting other students.
- Seats for Founder members have been introduced.
- Seats for students from the adopted village, Dikchak have been introduced.
- Free studentship for students belonging to economically poor strata.
- Because of these steps, the process has become more transparent and there has been a huge increase in the student intake every year.
- The college has also introduced schemes like free studentship, discount in admission fee, personal scholarship, departmental support, etc. which has resulted in reduced dropouts every year.
- Moreover, there has been a remarkable increase in the number of female students owing to these measures.

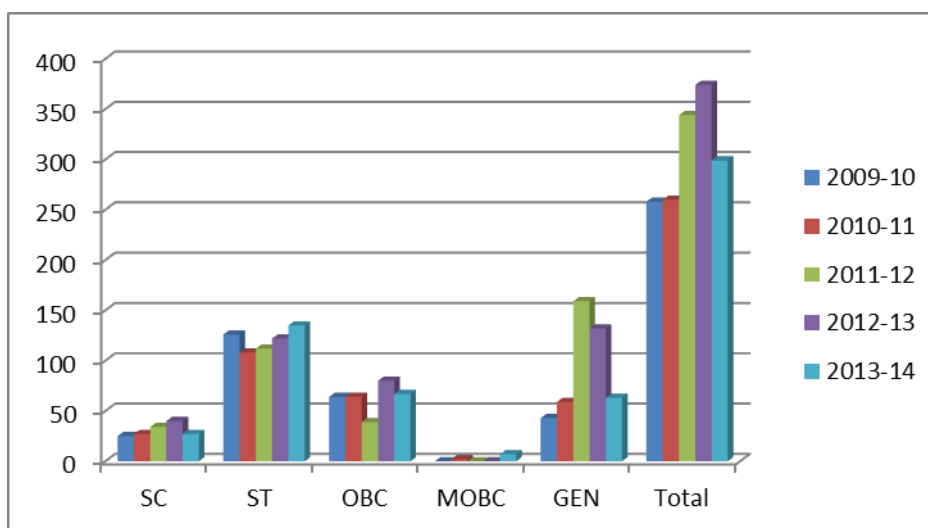
2.1.5. Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate diversity and inclusion.

To ensure equity and justice the college follows the National Policy for Reservation during admission.

- As per the Govt. of India's Reservation Policy, students belonging to SC, ST, OBC/ MOBC, Minority Community are provided admission in the College.
- The list of students belonging to the economically weaker section is prepared by the Admission Committee and on the basis of requests, free studentship, fee concession in admission is given to those needy students.
- The Girl students belonging to the adopted village Dikchak is provided free studentship and thereby the College encourages tribal women and girls of the locality towards education.
- As per the Guidelines laid down by the Govt. of Assam, two students are selected from each Course on the basis of Merit cum Economic status and are provided free studentship.

- The Founder Quota has been introduced to show respect to the contribution of those founder members and under this quota, family members of the founders are provided studentship in this college.

PROFILE OF THE STUDENTS AT THE TIME OF ENROLMENT											
Category	Class	2009-10		2010-11		2011-12		2012-13		2013-14	
		M	F	M	F	M	F	M	F	M	F
SC	BA	5	11	7	7	6	15	15	12	7	11
	B Com	7	2	11	2	10	3	10	3	6	3
ST	BA	24	86	34	69	15	67	30	62	39	82
	B Com	14	2	4	1	26	4	26	4	12	2
OBC	BA	12	37	18	25	9	13	26	37	13	41
	B Com	11	4	18	3	15	2	15	2	7	6
MOBC	BA	0	0	0	0	0	0	0	0	3	4
	B Com	0	0	2	0	0	0	0	0	0	0
GEN	BA	9	23	18	29	33	9	15	30	12	35
	B Com	5	6	9	3	78	39	78	9	12	4
Total(Year/Sex wise)		87	171	121	139	192	152	215	159	111	188
Total (Year wise)		258		260		344		374		299	



2.1.6. Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.

ENROLMENT IN VARIOUS PROGRAMME (2009-2014)																
Programmes		2009-10			2010-11			2011-12			2012-13			2013-14		
		No. of Applications	N0. of students Admitted	Demand ratio	No. of Applications	N0. of Students Admitted	Demand ratio	No. of Applications	N0. of Students Admitted	Demand ratio	No. of Applications	N0. of Students Admitted	Demand ratio	No. of Applications	N0. of Students Admitted	Demand ratio
UG	BA	180	133	7:5				270	208	13:10	292	227	6:5	327	247	13:10
	B Com	56	47	7:6				200	147	7:5	221	147	3:2	92	52	0:5
PG																
M. Phil																
Ph. D																
Integrated PG/Ph. D																
Value Added																
Certificate Courses	Karbi Language	10	10	1:1	15	12	5:4	14	14	1:1	20	20	1:1	20	17	6:5
	Computer	09	09	1:1	19	19	1:1	09	09	1:1	20	20	1:1	17	17	1:1T
	Therapeutic & Beautician													80	45	9:5
	Fine Arts													10	10	1:1
	NIELIT													150	150	1:1
	Spoken English	22	22	1:1	24	24	1:1	37	37	1:1	33	33	1:1	76	76	1:1
Diploma																
PG Diploma																
Distance Mode Course (KKHSOU)*											32	22	3:2	35	21	8:5

*K.K. Handiqui State Open University

- As far as admission into the BA course is concerned, the enrolment pattern of the college reflects an increasing trend. This positive trend is the result of the continuous effort of the college authority and the good academic performance of the college.
- The decreasing trend of enrolment in the B.Com. Course in the academic year 2013-14 is influenced by the opening up of B.Com. course in the neighbouring Jagiroad College.

2.2 CATERING TO STUDENT DIVERSITY

2.2.1. How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard.

So far the College has not got any differently abled students. Students with minor problems are given personal care and mentoring by the faculty and Staff.

- However, the College has constructed Ramps in the newly constructed Academic cum Administrative Block. Provisions have been made in the Old Academic Block for such students.
- Psychological counseling is provided to students on Mental Health and Hygiene.
- The College has come under 12(B) only in September 2012. Thus, the proposals for general development have been submitted to the UGC under XII Plan for financial assistance to fulfill the government directives in this regard.

2.2.2. Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If yes, give details on the process.

The College takes various measures to assess the students' needs in terms of knowledge and skills before the commencement of the programme.

- A General Orientation session of one hour duration is provided to the students on the day of Admission to assess their knowledge base and skill and also to orient them to the particular courses of their choice.
- Before the major selection tests are conducted, the faculty members of the different departments of the college give guidance to the students regarding the subjects of their choice.
- Even before the tests, classes are held to acquaint the students with the syllabus and scope of the subject so that they are well-oriented before they take the final decision.

2.2.3. What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice.

To help the students cope with the new Programmes and to bridge the gap, the College follows certain strategies.

- The students who opt for Major Courses find it difficult to cope with the subjects as there is a huge gap between their HS courses and the

Degree subjects. The teachers of the departments give extra time and effort to the students to orient them in the new subjects.

- Teachers keep regular track of students' progress by organising classroom discussions and by entrusting them with home assignments, group discussions, classroom presentations to judge their acquired knowledge.
- The students are made to make seminar presentation under the guidance of teachers. This helps them to imbibe the skill of writing research papers and also making presentation before their teachers and peers.
- Unit tests, Sessional examinations are held on a regular interval to assess their understanding.
- However, for weaker students, tutorial and remedial classes are organised by the respective departments so that this section of students do not have to suffer and consequently drop out.

2.2.4. How does the college sensitize its staff and students on issues such as gender, inclusion, environment, etc.

The College makes effort to sensitize the students on issues related to gender, inclusion and environment.

- The college has a Women's Cell that organises lectures and talks at regular intervals in order to keep both students and teachers acquainted with the various issues related to gender, women, etc. This cell also stresses on the celebration of the International Women's Day. This year eminent educationist Dr. Sunita Agarwalla had deliberated on "Status of Women: Change in the Mindset" on 8th March, 2013.
- The women's Cell had organised a Legal Awareness Camp in association with the honourable members of the High Court Advocate Association, Guwahati on 30th April, 2011.
- The College has a Red Ribbon Club that organises various Awareness Programmes and also Rallies to sensitise the students about AIDS.
- The IQAC, Sonapur College organised an awareness program on **Sexual Harassment at Workplace** in the College premises and with it, the College constituted its Anti Sexual Harassment Cell of the College. Along with the Grievance Redressal Cell, this Anti Sexual Harassment Cell functions to safeguard and prevent any kind of violence against women at workplace.

- Apart from this, the IQAC holds seminars and talks on topics related to gender, equity, environment, and so on. For instance, the IQAC organised a National Seminars on “Heritage at Risk: A Clarion Call for its Stakeholders” and another on “Social Equity and Sustainable Development: A Quest for Opportunities and Expectations”.
- The College follows the Reservation Policy of the Govt. of India for the inclusion of all categories into the fold of Higher education.
- The students of the reserved categories are provided with the opportunities to get scholarship benefits for pursuing their education.
- The College has provided free studentship to the girl students from Dikchak.
- Environmental Studies department organises programmes and field trips to keep the students oriented with the environmental issues.
- Moreover the World Environment Day is celebrated under the auspices of the Geography Department every year.
- The college organises Plantation Drives in the College Campus and also in its adopted village Dikchak where students are made to take part actively.
- The Dept. of Geography organises a yearly Model and Chart competition in the College to make the students involve in the various issues of environment. The Best team/student is awarded with a cash prize of Rs. 1000/- on the Annual Prize Distribution Day.

2.2.5. How does the institution identify and respond to special educational/learning needs of advanced learners?

The advanced learners have special needs and demands. They need special care to augment their potentiality and also encouragement to identify their own strengths and make further progress.

- The identification of the advanced learners is done through class room discussions, seminars, assignments, etc.
- The teachers provide counseling to the students to track their learning needs and help learners to find out their strengths and weaknesses as well.

- The College organises programmes like Quiz, Debating Competition, Extempore Speech competition, apart from other literary competitions to trace the advanced learners.
- Teachers leave no stone unturned to offer advanced learners guidance even outside the classroom.
- The advanced learners are made the leader of groups in doing group projects like, field trip reports, group paper presentations and so on.
- The authority constitutes Selection Committees to select students for special programs. The Departments provide the names of the advanced learners from each department. The College gives ample opportunities to such students to participate in the various programmes by rescheduling their classes, tests and so on.
- Advanced learners thus identified are encouraged to participate in different programs organised by Sonapur College as well as outside agencies. The College organised a Translation Workshop where students from the Literature Departments had participated.
- The IQAC organised an Interactive session with Rachel Sunden, Dy. Director, US Consulate, Kolkata where Ms. Sunden deliberated on the various career opportunities in the US offered by the US Embassy.
- The Geography department also organises Model and Chart Competition to identify students with special talents.
- Our students have excelled in various competitions organised by The Energy and Resources Institute (TERI), Assam chapter. Two of the students, viz, Ms. Usha Das and Ms. Dharitri Teron, have been selected to participate in the All India Yuva Meet organised by The Energy and Resources Institute at New Delhi.
- Our students have brought laurels in the All Assam Graduate Congress organised by the University of Science and Technology, Meghalaya for the past couple of years.

2.2.6. How does the institute collect, analyze and use the data and information on academic performance (through the programme duration) of the students at risk of dropout (students from the disadvantaged sections of society, physically challenged slow learners, economically weaker sections etc).

The academic performance data is collected from the departments and recorded by the college.

- The Departments are entrusted to organise various tests, seminar presentations and also to give assignments to judge students on their academic performance. The data thus collected are kept in the departments.
- The data is analysed by the Academic Committee meeting and in the meetings with various departments.
- The Principal organises meeting with the Teachers' Unit also to trace the problems (if any) and also to gather information about the academic performance of the students.
- On the basis of that, personal counseling is offered to students who are at risk of dropout.
- Remedial Coaching is offered to weaker students.
- Student Mentoring is provided department wise.
- Tutorial classes are organised to help the slow learners.
- Those who have financial problems are given financial help as well as departmental assistance.
- Students are provided with Book Bank facility. The students belonging to economically weaker sections are provided books and other assistance by the departments as well as by the authority.
- The college has also introduced parent-teachers meetings to go to the root of student problems. Such one-on-one sessions with parents help teachers to deal with student issues at the grassroots.

2.3. TEACHING LEARNING PROCESS

2.3.1. How does the college plan and organise the teaching, learning and evaluation schedules (Academic calendar, teaching plan, evaluation blue print, etc)?

The College has a proper mechanism to plan and organise the various teaching, learning and evaluation schedules. Just before the commencement of any program, the Academic Committee makes plans in its meeting with the needs and requirements of all the departments. Each Department projects their requirements and also shares the problems that they faced in the previous year. On the basis of this discussion, a plan is made for the coming session.

ACADEMIC CALENDAR

- A Prospectus cum Academic Calendar Preparation Committee is constituted to prepare the Prospectus cum Academic Calendar for the year. This Academic Calendar outlines all the major events that will take place throughout the year. The academic calendar is handed to the students at the very beginning of the session so that the students are well aware of the coming session and can plan in advance. The important dates, (such as sessional exams, seminars, assessment etc) are pointed in the calendar and the college strives to stick to those very dates.
- A Time Table Preparation Committee is constituted to prepare the Annual Class Time Table. The time table is then given to each Head of the Departments for class allocation to different teachers. Once that is done, the same is published in the Prospectus cum Academic Calendar along with the name of teachers against whom particular classes are allotted.

TEACHING PLAN

- At the beginning of the session, the Academic Committee chalks out plans for the whole year/semester.
- The Head of the Department conveys the plans and proposals to the departmental colleagues in departmental meeting and discusses its various aspects threadbare.
- **Courses to be taught:** Each department holds meetings and decides on the Courses that they will teach in that particular year as far as Optional Papers are concerned. They take decision on Students Projects and also Student Seminars. The Topics of those seminars are given in the Academic Calendar along with the scheduled dates.
- **Course Allocation:** The Head of the Departments discusses with the faculty members on their course preferences and allocates courses to them. The Heads see to it that the faculty members are well aware of their portions in advance so that they can maintain the quality of the classes.
- **Planning:** Faculty members prepare their schedule of work and assignment patterns at the beginning. The teaching hours and the number of classes are scheduled by the concerned teacher.
- **Academic Progress Report:** The Authority provides the proforma for Academic Progress Report to the Departments to be filled up by each

and every department for monitoring the progress of courses and also to ensure the holding of regular classes by each faculty. Each faculty is required to note down the number of classes that they take each day, the portions taught, the classes that they didn't take, the reasons thereof, which is signed by the Head of the Department and finally by the Principal.

- **Course Progress:** Towards the end of the session, the Departmental Meeting is convened wherein the faculty informs the HOD about the progress of the course and if anything is yet to be completed, she/he gives the exact number of classes that she/he will need to complete the portion.
- **Review:** In the Academic Committee Meeting, the whole teaching process of the year is reviewed and the Principal collects all the information regarding the teaching-learning process of the departments.
- **Suggestion/Instruction:** On the basis of the information thus acquired, the Principal holds meetings with all the teaching staff members and provides necessary suggestions/ instruction to enhance the teaching.

EVALUATION POLICY

- The Academic Committee makes policy for evaluation at the beginning of the course. They decide on the number of assessment tests, nature of such tests, projects works, seminar presentations and so on. The same is given in the Prospectus cum Academic Calendar so that the students are well aware of these policies from the very beginning.
- An Internal Examination Board is constituted to manage all the Internal Examinations like, Sessional, Internal Assessment tests, Project works and so on. The Departments submit the evaluation marks to this Board.
- For the External Examination, separate Examination Boards are constituted to organise the different Semester Examinations. The Principal is the Officer in Charge of all those Examination Committees.
- The College maintains a transparent mechanism for evaluation in each course. The Academic Committee prepares the evaluation Blue Print for the various courses.

For Internal Evaluation: The following Information is provided in the Prospectus:

- **Sessional Exams:** Semester I - IV (20 Marks)
/ Semester V - VI (15 Marks)
- **Home Assignments** ---- Content ---- Presentation
- **Seminar Presentation** ---- Quality of Content ----
Presentation ---- Interaction
- **Group Discussion** ---- Initiation ---- Presentation ----
Conclusion

For External Evaluation: The directives and prospective dates of the Final Examinations under Gauhati University are given in the Prospectus cum Academic Calendar as directed by the affiliating University.

2.3.2. How does IQAC contribute to improve the teaching-learning process?

Being an important stakeholder of the academic and administrative bodies constituted by the authority, the IQAC takes part in all kind of activities for the improvement and sustenance of the quality of the College. The College authority discusses and seeks opinion in the matters of the College with the IQAC. The IQAC is implementing internal quality enhancement programmes. IQAC aims at improving the teaching learning process by:

- Organising various Faculty Development Programmes.
- Organising Workshops for Faculty and Students.
- Promoting Feedback on Curriculum obtained from students.
- Promoting Feedback on Teachers to improve the quality of teaching learning.
- Motivating faculty members periodically to participate in various new programmes.
- By organising Talks and Interactive Programmes for the benefit of teachers and students.
- Motivating Faculty members to attend programmes on New and emerging areas of studies.

- By organising National Seminars.
- By encouraging the faculty members to make self-appraisal and thereby giving them the opportunity to trace their contribution towards their work.
- By involving all the Stakeholders to contribute to the teaching learning through SWOT analysis.

2.3.3. How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among students?

The college attempts to make learning more student-centric by making teaching-learning more participatory and interactive.

- The Departments have computers with Internet facility which facilitates the teachers' use of the Interactive web in a more meaningful way.
- The Central Library provides necessary facilities to the faculties to help learners develop skills.
- The INFLIBNET-NLIST programme has facilitated the teachers to help students provide more reference materials which help them learn collaboratively. The learners are made to write group papers or project reports which help them acquire the skill of collaborative learning.
- The College has a Smart Classroom which facilitates interactive teaching.
- The Faculties are provided necessary leave and class rescheduling for pursuing their Ph.D. research. Three Faculty members are on FDP for Ph.D.
- The authority encourages the faculty members to participate in the various faculty Development Programs.
- The Faculty members are motivated to take part in various Seminars and Conferences both National and International.
- The IQAC organises International Workshops, National Seminars for the teachers of the College, State as well as Country. All these programmes give the teachers the necessary exposure to help the

students develop skills that enhances their independent as well as group learning.

- The college provides the necessary infrastructure and time to organise these events and programmes.

2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The College stresses on the development of students' critical thinking, creativity and scientific temper. The various departments, clubs and societies function in the college and keep the college brimming with the activities that nurture the critical as well as rational thinking of students.

- The Departments organise various programmes to foster scientific and critical thinking. The departments involve the students in fieldwork and project works which make the students think critically and indulge in collaborative learning.
- Each department makes the students present research papers in Seminars which nurture the students' critical thinking.
- Creative Assignments, Academic Projects, Group Discussions etc. foster creative as well as critical thinking among the students.
- Providing opportunities to students to participate in various Academic Activities at Regional as well as National level. Our students participates in Graduate Congress organised by USTM, Meghalaya, Essay Competitions, Model and Chart Competitions, Poster Making Competitions organised by The Energy and Resources Institute, Assam Chapter and in many such events organised by different outside agencies.
- The college promotes creativity among students by encouraging them to publish materials in the college magazine and wall magazines. The Annual College Magazine is a major publication comprising of articles in three languages.
- Creative endeavours like writing poems, stories and articles by students are encouraged. The Annual College Magazine involves the students in all the areas to make them more confident and open doors of opportunities to them.

- The College publishes two issues of four Wall Magazines every year. Creative articles as well as research articles are put up in the Wall Magazines. The Wall Magazines of the college are:

1. *Aishanu* - Publishes by the Department of English
2. *Basundhara* - Publishes by the Department of Geography
3. *Aishanu* - Publishes by the Department of Economics
4. *Supan* - Publishes by the College

2.3.5. What are the technologies and facilities available and used by the faculty for effective teaching? e.g. Virtual laboratories, e-learning resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education etc.

The College, with its limited resources, provides the faculties with basic infrastructural and other learning resources for effective teaching. Innovative pedagogic practices have been introduced to enhance the quality of teaching. The College has made the following technological support available for the teachers to use:

- A smart Class Room in the College.
- The College has a couple of IT Labs to cater to the needs of teachers as well as students.
- Computer aided learning is provided for future learning.
- Access to multi-media learning material by some departments.
- Screening of movies based on prescribed texts organised by the Dept. of English.
- Under the NME-ICT project of UGC, the College has been provided with nine Broadband Connections by the BSNL.
- E-Learning resources have been made available to teachers and students under NLIST - INFLIBNET.
- The College has subscribed to E-Library facility under the American Consulate, Kolkata.

2.3.6. How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops, etc.)

The following initiatives are taken by the college to acquaint the students and faculties with advanced level of knowledge and skills:

- Organising various seminars and workshops - both National and International.
- Organising extension lectures by experts in different fields.
- Interface with eminent poets, writers, social workers, environmentalist, and geographers.
- Group discussions and seminars.
- Training, educational trips and internships for students.
- Exposing students to industrial environment through industrial visits and training.
- Organising interdisciplinary programmes
- Students' participation in symposium, seminars conducted by the college and other institutions.
- Making the students take active part in various projects so that they can acquire practical knowledge about what they have been taught in text-based teaching.
- Encouraging faculties to participate in various National and International Conferences/ workshops organised by National and International Organizations.
- Motivating teachers to be members of various National and International Bodies/Agencies.

2.3.7. Detail (process and the number of students/benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

A Career Counselling Cell has been established for academic counselling. The faculty members also participate in personal counselling. This cell strives to:

- Help students to chalk out academic roadmaps for themselves.
- Acquaint them with various career options through seminars.
- Enable students to integrate themselves with the milieu.
- Address problems related to stress, anxiety, examination phobia, peer pressure and adjustment to changing environment.
- To help students to be self reliant.

The students of the college are provided with a continuous counselling service on various aspects. Besides the Career Counselling and Guidance Cell, the faculty members of all the departments shoulder the responsibility of counselling for the all-round development of its students. The counselling services provided to the students are as follows:

A. Academic Counseling: Some examples of the effort of the college regarding the Academic Counseling are as follows-

1. The first phase of counseling the students receive in the college is on the day of admission. The Principal and a group of selected faculty members conduct an hour long academic counseling to the selected aspirants of the admission.
2. A special Academic Counseling is provided by faculty members of every department to the students who are going to appear in the entrance test for major course.
3. The concerned faculty members of all the departments provide academic counseling to the students on the preparation of the assignments and seminar paper on the topic allotted to the later.
4. Each selected faculty members provides Academic Counseling to a group of specific number of students, assigned for the preparation of the 'Field Report'/'Project Report' of Environmental study, Geography, Education, Commerce, etc.
5. Besides above, academic advice is a part of the duty of the faculty members throughout the session.

B. Personal Counseling: The Personal Counseling provided to the students are as follows:

1. The faculty members provide counseling to many students at personal level from the day one of the later in the college.
2. Personal counseling is also done as a part of mentoring to the students of the major course.
3. There are many students in the college from poor economic background. These students have managed to continue the studies with the personal financial support from the faculty members. As such all their personal problems are dealt by the concerned faculty members.

C. Career Counselling: The Career Counselling and Guidance Cell is responsible for taking care of the career counselling of the students.

1. The cell organises counselling programme on a regular manner by inviting person with the expertise on the subject.
2. The cell often initiates to allow the students to take part in the career orientation programme organised by some other organizations.

D. Counselling on Psycho-social Issues: The College regularly put up its effort for ensuring a very high degree of mental hygiene of its students. It believes that a better outcome of its mission could be achieved only if its students carry very high moral values. Some of its efforts in this regards are as follows-

1. The college invites professional experts for providing necessary guidance on the psycho-social issues. In September 2010, Dr. Jayanta Das, renowned Psychologist delivered the Dr. Dhanjit Medhi Memorial Talk and deliberated on 'Youth Unrest' in a lively interactive session amidst the students.
2. Smt. Pahi Baishya, another professional counsellor also spoke and provided necessary advice to the students on various psycho-social problems.
3. Dr. Bhuban Baruah, Principal, Tezpur Law College and a renowned Human Right Activist, participated in an interactive session with the faculty and students and deliberated on "Law and its Importance".
4. The college organized a special programme on the theme 'Transforming Indian to Transform India' with technical collaboration from the 'Chinmaya Mission' Guwahati Center,

where Dr. Sunita Agarwala, took part in an interactive session with the students on March, 2013.

5. The extension activities by the students in general and the cadets of NSS and NCC in particular facilitate the students to understand the ground realities of various social problems and thus develop the sense of responsibility towards the society.
6. The college also has a Grievance Redressal Cell which is functioning under the able guidance of the principal in consultation with other members. This cell promotes and maintains a conducive and unprejudiced educational environment.

E. Mentoring: The mentoring service is provided department wise to the Major students.

- Each faculty is allotted certain number of students for mentoring service. The teachers take care of their students and extend help and guidance for academic as well as personal matters.

2.3.8. Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by -the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

To boost the capacity to learn and to teach meaningful application of knowledge, innovative teaching methods have been adopted. The college encourages the faculty to complement the academic system with practical skills through various teaching methodologies. The activities undertaken are:

- Field trips
- Educational trips
- Socio-economic surveys
- National and international seminars organised
- Workshops and extension lectures by various experts
- Models and different audio-visual materials used to explain various topics

- Feedback on teachers by students
- Class seminars/ Group Discussions/ Seminar Presentations
- To encourage the visit to library, students are given assignments which they complete using books from library
- Special classes are arranged for slow learners as well as advanced learners.
- Preparation of wall magazine
- Educational visits are arranged from time to time
- Experts on various aspects are invited from time to time

The College has encouraged the faculty to attend various workshops, seminars and Faculty Development Programmes to acquire the knowledge of emerging areas.

- The IQAC has organised Faculty Development Programmes in the College premises.
- The IQAC has organised three workshops on English language teaching in collaboration with Regional English Language Office, US Embassy, New Delhi.
- The Dept. of Geography has organised workshops on GIS, GPS, and Map Learning for students and teachers.
- The Dept. of English organised a Translation Workshop for the students of Literature background where the participants were shown a Japanese movie made from a Novel with social relevance.
- Faculty members are encouraged to participate in various National/International conferences both in India and abroad.

All these practices have improved the teaching-learning environment of the college. The students have acquired new ideas and knowledge apart from their course related knowledge. They have become aware of the developments in different knowledge domains and are ready to face the challenges of globalization.

2.3.9. How are library resources used to augment the teaching-learning process?

The library resources of the College have been considered as one of the crucial sources to augment teaching learning process. The teachers as well as students use these resources to enhance the teaching-learning process.

- The college has a Central Library that caters to the needs of the teachers and students alike. In the library, text books, reference books, journals & periodicals and newspapers are made available for everybody. Reference books are kept in separate bookshelves. The books from the general library are issued to the students. The central library is open on all days except Sundays and government holidays.
- The students can avail these library resources in the Reading Room section, where they can sit and read.
- The different departments have the Departmental Library facility where students from the concerned department can use the library resources. The Departmental Libraries facilitate reading in free periods. Students can borrow books from the Departmental Library too.
- There is a book bank facility to cater to the needs of the underprivileged students.
- The College has made the e-resources available through NLIST-INFLIBNET for the teachers and students.
- The College has subscribed to E - Library facility through the American Consulate, Kolkata.
- Book fairs are organised every year to help the students as well as teachers to procure books for themselves as well as College library.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

➤ Yes, the Institution faced challenges in completing curriculum within the planned time frame and calendar.

- The most common challenge faced by the College is paucity of sanctioned faculty members. With its limited resources, it is difficult

to appoint a large number of ad-hoc teachers.

- Another challenge faced by the College is unexpected closure of the college due to reasons beyond the control of the college.
- Yet another challenge was the irregularity of the students in particular courses.

➤ However, the College has built a mechanism to ensure curriculum completion within the planned time frame by sticking to some basics.

- The management has always tried to make proper arrangement for the completion of the curriculum through a number of ad-hoc appointments. Teachers also take extra classes for the completion of courses.
- A 75% attendance has been made mandatory for students to appear in the Final Exams and this has reduced the percentage of absentees to a considerable degree.
- An Academic Progress Report is maintained throughout the year where the faculty members have to give an account about the classes that are allotted to them, classes taken, portions taught, classes not taken and reason thereof, any other work that they have done apart from taking classes. This report is signed by the Head of the Dept. and then finally by the Principal. This mechanism has made the whole teaching process more transparent and also has made the course completion within stipulated time.
- A well-prepared and complete college calendar for the entire year is made available.
- Individualized comprehensive work plan prepared by each department in the beginning of each semester.
- Constant monitoring by the concerned authority and Academic Committee to ensure effective implementation of the work plans.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

The College maintains a proper mechanism to monitor and evaluate the quality of teaching learning.

- The Academic Committee monitors and evaluates the quality of teaching learning on a regular interval. This Committee makes an assessment of the results and related performances in terms of teaching learning. The Academic Committee provides suggestions and requests to the departments for the necessary improvement.
- Feedback relating to the curriculum is obtained from the students. Feedback on teachers is also obtained from students to ensure quality in teaching learning. The feedback obtained is analyzed and the concerned teachers are counseled to improve academic standards.
- The Governing Body of the College also takes up the matters relating to teaching learning and provides necessary directives for quality sustenance.
- Workshops are organised to upgrade the teaching skills keeping in view the technological advancement and the role of IT in enhancing the quality of higher education.
- Tests are held to assess the performance of the students and monitor the efficacy of the system.
- The internal assessment system which has been implemented also helps to identify slow learners and take necessary steps like special classes and extra classes.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent curriculum

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-		-	-	-	-	-
Ph.D.	-	-	07	02	01	01	11
M.Phil.	-	-	-	-	01	01	02
PG	-	-	14	10	01	03	28
Temporary teachers/Non Sanctioned							
Ph.D.	-	-	-	-	-	-	----
M.Phil.	-	-	-	-	-	04	04
PG	-	-	-	-	05	09	14

Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.							
PG							

All the faculty positions are filled as per the norms laid down by the UGC and the Govt. of Assam. As the Colleges of Assam have been Provincialised under the Provincialization Act, 2005, Govt. of Assam, the College has to follow the rules laid down by the Govt. of Assam.

- For the recruitment of permanent faculty an open advertisement in leading newspaper is given for the information of all.
- Eligible candidates are shortlisted on the basis of UGC guidelines and are invited for personal interview. Assistant Professors are selected on the basis of their merit, API Scores and their performance in personal interview by an interview panel comprising of competent representatives from the University as the Experts, Governing Body Representatives, Principal, and Head of the Concerned Dept. However, with the new system of recruitment, the mark for the personal interview has been waived by the UGC.
- Meritorious candidates with good research potential are selected and the decision of the Interview Board is placed in the Governing Body meeting for approval. Once approved by the GB, the same is forwarded to the Directorate of Higher Education, Govt. of Assam for approval. After receiving the approval from the DHE, the Principal appoints the candidate in the respective post.

The College has a group of qualified and competent faculty strength. However, there is a shortage of sanctioned faculty as the whole matter lies within the jurisdiction of Government Policy. The Govt. of Assam has stopped the fresh appointments for the past many years and only four numbers of faculties have been appointed in the last sixteen years. However ad-hoc appointments have been made as and when required by the college authority.

- Ad-hoc appointments are made with open advertisements in the leading newspapers. Individual applications are also accepted and the candidates are selected through proper interview procedure.

The authority is very supportive to the needs and demands of the faculty members. It provides the necessary financial assistance and logistic support to the Ad-hoc teachers. The departments are given the necessary permission to organise various programmes to disseminate knowledge.

- The Academic Committee discusses the matters related to course and curriculum and provides necessary guidance to the departments to overcome problems regarding curriculum.
- The Departments hold meetings to discuss about the new emerging areas of studies.
- While making new appointments, stress is always given by the concerned departments to select faculty who can take up the newly introduced courses.
- The faculty members are encouraged to participate in the various faculty development programmes organised by different organizations to keep themselves abreast with the newly emerging areas.
- The IQAC of the College organises faculty development programmes from time to time.

2.4.2. How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- The College has Arts and Commerce Faculty and as such there is no scope of opening the new areas belonging to Science discipline like Bio technology. However, the College has started new courses like IT and TTM for its undergraduate students. For recruitment of faculty in these courses, the authority makes advertisements in leading daily and after proper interview the candidates are selected.
- The College encourages interdepartmental exchange of faculties to deal with newly emerging areas of study. The different departments take part in pedagogical practices in other departments as well to meet the requirement of those departments.
- Teachers are encouraged to go for special trainings like GIS in Geography, Educational technology and so on.
- Teachers attend seminars, workshops and form networks with their peers and other scholars all across the country and the world which supports them to deal with the newly emergent areas.
- For the Environmental Studies Course, the HOD of Geography

Department has been made the coordinator and all the faculty members of all the departments take classes for the said course.

- Recruitment of competent faculty on ad-hoc basis is made to compensate the lack of senior faculty in the area.

Dept.	2009-2010	2005	2011-12	2012-13
IT	Ms. Nishamoni Borah	Ms. Nishamoni Borah	Ms. Nishamoni Borah	Ms. Nishamoni Borah
				Mr. Dhiraj Sarma
TTM	Mr. Bodhjyoti Sarma	Ms. Barnali Patowary	Ms. Barnali Patowary	Ms. Silpi Rani Baruah
			Ms. Silpi Rani Baruah	

- The IT Department has been running a Certificate Course for the past two years.

2.4.3. Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes& Number of Faculty

Year	Refresher Courses	HRD Program	Orientation Programs	Staff Training by University	Training Conducted by institutions	Summer/ Winter Schools, etc
2009-2010	13		0		1	
2010-2011			1			
2011-2012						
2012-2013	2		2			1

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

FACULTY DEVELOPMENT PROGRAMME 2009-2013	
Teaching learning methods/	<ul style="list-style-type: none"> • Faculty Development Programme on issues of developing teaching-learning approaches by Dr. K G Bhattacharya, Former Director, academic Staff College, Gauhati University

approaches	<ul style="list-style-type: none"> • Workshop on Learning Style in collaboration with RELO, US Embassy, New Delhi
Handling New Curriculum	<ul style="list-style-type: none"> • New curriculum and other changes are conveyed by Principal to HODs who explain the changes to other teachers. • Interactive session among teachers regarding semester system was organized to plan the syllabi and calendar for house tests according to the new system
Content/ Knowledge Management	<ul style="list-style-type: none"> • Workshop on Semester System • Workshop on Communicative English by Joseph P Dwaileebe, ELF, RELO, US Embassy, New Delhi
Selection, development and use of enrichment materials	<ul style="list-style-type: none"> • Faculties were deliberated upon the use of e resources by the IQAC • The College authority organised a programme where teachers were trained on the use of Smart board as a teaching aid.
Assessment	<ul style="list-style-type: none"> • A couple of workshops were organised on the examination and evaluation system under Semester System • Senior faculty members were deputed to participate in the Workshops on Semester system who later on disseminated it to their colleagues.
Cross cutting issues	<ul style="list-style-type: none"> • Red ribbon Club holds various events to create awareness about AIDS. • The Women's Cell organises various programme to sensitize about issues pertaining to gender. • The Geography Department as well as Environmental Studies department organise programme pertaining to environmental hazards and Eco- preservation. • Extension Activities in the Feeder school as well as in the adopted village Dikchak were organised by the extension Cell. • Extension activities were organised by the NSS wing of the College.
Audio Visual Aids/multime dia	<ul style="list-style-type: none"> • Use of Interactive Board as a teaching tool
OER's	<ul style="list-style-type: none"> • Open Educational Resources- • Teachers make use of Internet and Library and NLIST-INFLIBNET e- resources • They make use of e-resources through American Consulate
Teaching learning material development, selection and use	<ul style="list-style-type: none"> • A day long workshop was organised on 13-11-2013 to impart training to the faculties on the use of e-resources from various websites. • In the workshop the Principal handed over the passwords to each of the faculties for the use of N-list.

c)

Percentage of Faculty	2009-2010	2010-2011	2011-2012	2012-2013
Invited as Resource persons in Workshops / Seminars / Conferences organized by external professional agencies	6%	14.7%	21%	26.3%
Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	61.7%	67.6%	73.7%	84.2%
Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	32.35%	61.7%	68.4%	84.2%

2.4.4. What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The college management strives to promote professional development of faculty by -

- Encouraging faculty to apply for research grants
- Granting study leave to faculty for pursuing Ph.D. Degree. The Faculty members are provided necessary leave and class rescheduling to attend Course work and other Ph.D. related works.
- Three faculties have been provided leave under FDP of UGC.
- Organizing guest lectures in various upcoming areas in different disciplines for faculties.
- Encouraging the faculty to attend general orientation courses, refresher courses, training programmes, workshops, short term courses etc. by providing necessary leave.
- Organizing National/International seminars on crucial issues.
- Granting leave for attending National/International seminars

organized by reputed institutions.

- Providing support for attending International Conference also on a case by case basis.
- The college also brings out a Faculty Research Journal called *Sona Sophia* to encourage literary pursuits of faculty members.
- The College sent faculty members to attend various workshops organised by the Gauhati University on the Introduction of Semester System. These faculty members later shared their knowledge with their peers to give first-hand knowledge to them.
- The College organises programmes to provide exposure to the faculty to various career opportunities both in and outside India. The IQAC had organised an Interactive Session with Rachel Sunden, Dy. Secretary, American Consulate, Kolkata who deliberated on Career Opportunities in the US.
- The College, in partnership with Regional English Language Office (RELO), US Embassy, New Delhi, organises International Workshops on various aspects of English Language Teaching, where the faculty from the Dept. of English of the College apart from the faculties from other Colleges and Universities participate.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The College has always encouraged the teachers to enhance their professional growth. It has motivated the teachers to take up various research-oriented activities apart from taking part in their pedagogical works. The teachers have always strived to enhance their professional excellence by engaging in various research-related and other pedagogical activities. The College provides necessary leave and other benefits to them to involve in various works.

- Dr. Nizara Hazarika, Associate Professor in the Department of English was awarded a fellowship by the U.S. Embassy to pursue an online course on “Building Teaching Skills through the Interactive Web” and was awarded the “E TEACHER” certificate from the University of Oregon, U.S.A in the year 2012.
- Dr. Nizara Hazarika, Associate Professor in the Department of English was awarded a scholarship from the US Govt. to participate in a two

week long Faculty Development Programme from March 10 - 24, 2013 in the USA. As a part of it, also attended a one week long workshop at Georgetown University, Washington DC and the TESOL Convention at Dallas, USA.

- Dr. Nizara Hazarika, Associate Professor in the Department of English was awarded Travel Grant by the UGC, New Delhi to present her Research Paper on “Constructing the ‘Woman’: Decoding the Politics of Gender in Assamese Folktales” at the International Conference on Literature and Librarianship, 2013 at Osaka, Japan.
- Ms. Runu Kalita, Associate Professor, Dept. of Assamese, has been awarded Fellowship under Faculty Development Programme by UGC.
- Ms. Bobi Das, Associate Professor in History has been awarded Fellowship under Faculty Development Programme by UGC.
- Ms. Mridusmita Mahanta, Associate Professor, Dept. of English has been awarded Fellowship under Faculty Development Programme by UGC.

2.4.6. Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes.

- The college has introduced evaluation of teachers by students. A Performa based on NAAC recommendation has been designed to seek suggestions of our prime stakeholders.
- The Performa is filled up by our students who evaluate their respective teachers on the basis of their teaching style, methodology or pedagogic skills and their interaction level.
- The feedback is analyzed by the Principal and corrective measures are taken to enhance teaching learning. The secrecy of this exercise is fully maintained.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The College ensures that the stakeholders of the college, especially the students and teachers are well aware of the evaluation policy of the College at the very beginning of the session.

- The Academic Committee makes policy for evaluation at the beginning of the course. They decide on the number of assessment tests, nature of such tests, Projects works, Seminar presentations and so on. The same is given in the Prospectus cum Academic Calendar so that the students as well as teachers are well aware of these policies from the very beginning.
- An Internal Examination Board is constituted to manage all the Internal Examinations like, Sessional Examinations, Internal Assessment Tests, and Project Works etc. The Departments submit the evaluation marks to this Board.
- For the External Examination, separate Examination Boards are constituted to organise the different Semester Examinations. An examination Centre Committees is constituted as per the direction of the Gauhati University. The Principal is the Officer in Charge of all those Examination Boards. There are different Boards to conduct the different Term End Semester Examinations.
- The College maintains a transparent mechanism for evaluation in each course. The Academic Committee prepares the evaluation Blue Print for the various courses.
- The students are oriented with the evaluation system - weightage of each component of assessment:
 - i) Attendance
 - ii) Aggregate marks from the sessional exam
 - iii) Aggregate from home assignment, group discussions, seminars, etc.
- The marks secured by the individual students are made available to them by issuing Mark sheets.

For Internal Evaluation: The following Information is provided in the Prospectus:

- **Sessional Exams:** Semester I - IV (20 Marks)/ Semester V - VI (15 Marks)
- **Home Assignments** – Content ---- Presentation

➤ **Seminar Presentation** ---- Quality of Content ---- Presentation
---- Interaction

➤ **Group Discussion** ---- Initiation ---- Presentation ----
Conclusion

For External Evaluation: The directives and prospective dates of the Final Examinations under Gauhati University are given in the Prospectus cum Academic Calendar.

- All these information are provided in the Prospectus cum Academic Calendar and the same is put up in the College website.

2.5.2. What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The Gauhati University has adopted the Semester System in place of the Annual Pattern of evaluation. As such the College has adopted the Semester system.

- In the Annual System, the College had taken two Unit tests for the students and internal marks were allotted for attendance too. However, with the Semester System, this practice was changed and now the college organises one sessional exam along with evaluative assessments from different assignments.
- Initially, under the Semester System, the College had organised two Sessional Exams for Internal Assessment and no marks were allotted for other assignments. But from 2012 - 2013, the college reformed this and now the students have to write one Sessional Exam and they score marks from Home Assignments, Seminar Presentations, Group Discussions etc.
- According to the rules of the university, a UG student has to score at least 20% marks in aggregate in the Sessional Examination and 80% from the Final Examination. So the college conducts the following for allocation of the marks for internal assessment:
 1. Sessional examination
 2. Home assignment/seminar/group discussion, etc.
- If a student fails to appear, due to his involvement in other extra-curricular activities, in any of the tests and assignments, the College

organises Re-sessional to accommodate them within the evaluation system.

- The students have to have an attendance of 80% and above to qualify for appearing in the Final Examination. Thus, the College has introduced the practice of Non-Collegiate, Dis-Collegiate for the students to ascertain their attendance in the class.
- For the evaluation of Answer scripts of the Final Examinations, the teachers appointed as the examiners have to go to the Evaluation Zones as specified by the University. However, the College tries to arrange the classes as far as possible so that the classes are not hampered.

2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Our college is affiliated to Gauhati University, Guwahati.

- The examination system of the college, inclusive of syllabus designing, setting of question papers, conducting exams etc., are maintained according to the pattern of the university. According to G.U, a student has to fulfill 20% marks in sessional examination and 80% attendance as conditions to qualify for the final examinations.
- The college has initiated the following major reforms –
 - i) Internal Assessment on the basis of discipline, ability to take initiations, good behavioural patterns, communication skills and innovative efforts introduced in the formative test to ensure effective learning outcomes.
 - ii) One sessional examination and one evaluation process, i.e., seminar, group discussion, home assignment, conducted for the students.

➤ For Implementing the reforms under Gauhati University

- To ensure effective implementation of the reforms of the University, the College constitutes Examination Boards for each Semester to conduct the Odd and even Semester examinations under Gauhati University.
- The College tries to involve as many teachers as possible in the exam process.

- The Supervisors, Examiners and Scrutinizers appointed by the University are released from their college duty to take part in the examination and evaluation process.
- The College organises workshops on Examination and Evaluation from time to time in collaboration with Gauhati University.

➤ **For Implementing the reforms made by the College**

- The College constitutes an Internal Exam Board to monitor and conduct the Internal Exams.
- The Sessional exam is held as per the schedule provided in the Prospectus cum Academic Calendar.
- The Departments manage the student assignments with the prior knowledge and approval of the College authority.
- The Internal Examination Board of the College gives a format to the departments according to which records of student's performance are maintained.
- The evaluated answer scripts are given to the students to see where their strength and weakness lies and proper instructions for improvement are given.
- Finally the records are submitted to the University in the Mark sheets provided by the GU authority.

2.5.4. Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The college adopts formative and summative evaluation approaches to measure student achievement in a programme.

• **The Formative Evaluation**

The Formative evaluation is designed to test the cognitive skills of the students and is based on tests, assignments, field trip reports and seminars.

- **Sessional Exams:** Semester I - IV (20 Marks)/ Semester V - VI (15 Marks)
- **Home Assignments:** On the basis of Syllabi and evaluated on its Content and Presentation

- **Seminar Presentation:** On the basis of syllabi and related fields and evaluated on the basis of Quality of Content --- Presentation --- Interaction
- **Group Discussion:** On the basis of syllabi and other knowledge domain and evaluated on the basis of Initiation --- Presentation --- Conclusion
- Continuous internal assessment having 20% weightage as compared to 80% summative evaluation ensures regularity in classroom. It makes the students innovative thereby improving their performance in the final examination.

- **The Summative Evaluation**

- The Summative evaluation is designed to test the total knowledge of the student on a particular course. As such the Gauhati University sets the Question Paper, the Evaluation Blueprint for each paper, guidelines to the examiners, scrutinisers and so on.
- The College extends its support to the GU authority by providing the human resources of the college in the form of examiners, scrutinisers and also in other exam related works.

- **Impact on the system**

- Motivated by the system, the students have undertaken innovative ideas and prepared project reports. For example, the Departments of Geography and Environmental Studies organize field trips while students from the other departments prepare project reports, assignments, seminars, presentation etc. as a part of the evaluative process. Students have taken up case studies too.
- The affiliating University has made it mandatory for the various Departments to engage their students of VI Semester in Projects and later prepare the Project Report. Accordingly, most of the departments have guided their students to comprehend the research methodology and take part in the different project works.
- In the process the students have developed the skill of critical thinking. It orients them towards research.
- The whole evaluative process has involved the students and teachers in developing a student centered approach and thereby encouraging the students to learn by doing.

- As the College has adopted various evaluative measures, the students are evaluated throughout the year and this makes their attendance regular round the year.

2.5.5. Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The college closely monitors the performance of the students through a well-defined mechanism which is a two way process.

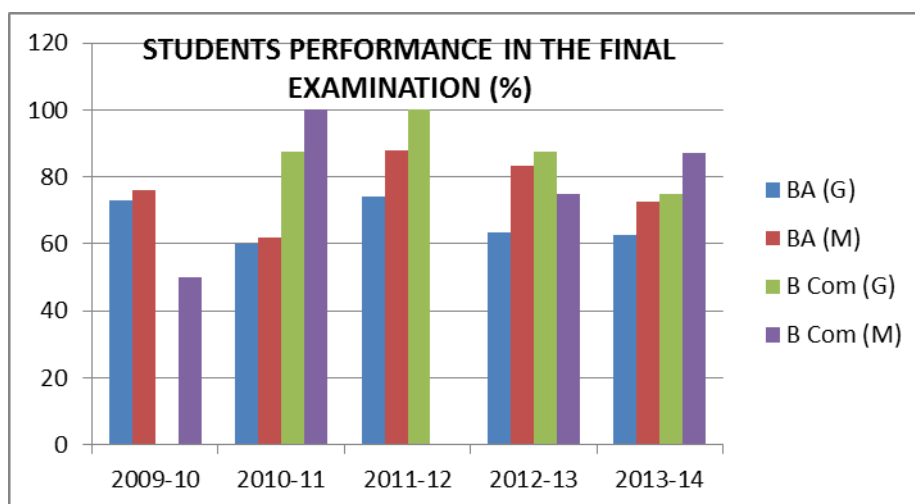
- In the departmental meetings, performance is examined to pinpoint students learning difficulties and necessary remedial actions are identified to improve the performance of students.
- The Head of the Departments place it in the Academic Committee meeting and discusses and analyses the progress and the performance of the students.
- Thus the Principal acquires the first-hand knowledge and places it in the Governing Body meeting for information and necessary suggestions and approval.
- The decisions/ suggestions of the GB are then placed in the Academic Committee meeting through the Principal and the same is disseminated to the departments through the respective Head of the Departments.



- The Performance of the students is judged through continuous evaluation methods. The evaluation system comprises of one sessional test, assignments and a final examination at the end of the session.
- A parent teacher meet is organised to appraise their ward's performance departmentally.

- On the basis of evaluation reports of the students, slow learners and advanced learners are tracked.
- Remedial classes are arranged for weak and average students.
- Tutorial classes are arranged for the advanced learners.
- The assessment marks and attendance record of the students are submitted to the Internal Examination Board for proper record and monitoring. The Board finally submits the same to the Principal for his knowledge and necessary action.

STUDENTS PERRMANCE IN THE FINAL EXAMINATION (%)					
Course/ Programme	2009- 10	202010- 11	2 2011- 12	202012- 13	2013-14
BA (General)	73.17	60	74.28	62.36	62.74
BA (Major)	76	62	88	83.13	72.54
B Com (General)	-	87.5	100	87.5	59.25
B Com (Major)	50	100	100	75	83.33



2.5.6. Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Internal Assessment (IA) - The University has already introduced the concept of IA for all the subjects.

- **In the Annual System,** from 2009-2011 the College conducted
 - Two Unit Tests for Internal assessment for 10% of the total marks.
 - Out of this 10%, 6% weightage was meant for the performance and 4% weightage for attendance.

From 2011-2013, the College has been conducting

- One Unit Test and one Selection Test.
- ❖ Apart from these tests, the departments organise Seminar Paper Presentation, inter class paper presentation and other assignments for the development of independent learning, critical thinking in the students.

➤ **In the Semester System,**

From 2011-2012,

- Two Sessional Exams were conducted for 20% of the total marks.

From 2012 onwards, as per the decision of the Academic Committee,

- One Sessional Exam and one Assignment have been conducted by the departments. The Assignment can be a Seminar Presentation, Home Assignment, Group Discussion and so on.
- All these assignments are designed to develop the independent learning, communication skill in the learners. The College stresses on the overall development of the students.

To maintain transparency in the evaluation process of Internal Assessment:

- Students are given their answer scripts to see and then they are asked

to sign at the back.

- Then the mark sheets are submitted to the College Internal Exam Board.
- The same is sent to the University in the Mark foils provided by the University authority.
- The Answer scripts are sent to the Gauhati University after proper evaluation for record.

2.5.7. Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the Institution as well as Individual teachers use assessment/evaluation as an indicator for evaluating student performance and achievement of learning objectives. As per the Gauhati University parameters, the students are assessed on the basis of their performances in the Exams conducted by the University as well as the College. At the end of the term, the students are assessed on their overall performance from their internal as well as University evaluation.

- The Individual teachers take various steps to assess the knowledge and performance of the students.
- Teachers find different ways to effectively document student responsiveness to the interventions and track progress towards important outcomes.
- Seminars are conducted departmentally for the major and general course students.
- Assignments are given to the students to induce a self-learning habit in the students and are checked by the teachers after a given time and then properly graded.
- Class tests are conducted unit wise and teachers check the test papers and keep the record.
- Group Discussions are organised to develop the communication skill and critical thinking among the students.

2.5.8. What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The college ensures full transparency in the process of evaluation.

➤ **At the College level**

- The grievance is referred to the course instructor for redressal.

The provisions are - 1. Re – totalling, 2. Re - evaluation

➤ **At the University level**

- The grievance is first placed before the Principal through an application.
- The student then writes about his grievance to the Controller of examinations of Gauhati University which is duly forwarded by the Principal.
- A student can seek re - evaluation of the answer script through the application format by paying a nominal fee.
- Or, she/he can have a copy of his evaluated answer scripts through RTI.
- If any change is warranted, the University declares it after proper modification is done. Thus, the grievances are redressed through notification.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1. Does the college have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?

Yes, the college has a clearly stated learning outcome. The Mission and Vision statement of Sonapur College very explicitly presents the learning outcome of its students.

- The College aims to promote the intellectual, ethical, moral and physical development of the students.
- The college aims to sensitize the students to their cultural heritage as well as expose them to modern technology and also to make them aware of their rights and duties for the betterment of the society.
- Our college encourages students to develop attitudes of intellectual curiosity and the motivation for independent thinking.

- Each program is designed to ensure that students develop their knowledge and understanding as well as a range of generic skills.

As far as University's learning outcome is concerned, the **University** states the learning outcomes of each and every course.

- The College encourages its faculty members to attend the workshops and other programmes organised by the Gauhati University to keep themselves abreast of the new programmes and systems under the G.U. For example, when the G.U. had introduced the Semester system, the College sent a few faculty members to attend the workshops on Semester system under G.U. Further, the College too organised a workshop on the Semester system where it invited the Deputy Controller of Examination, Gauhati University.
- Teachers are made aware of the various issues by their fellow colleagues.
- The students are given counseling before the course begins.
- The Major students are provided orientation before the Major course starts.

2.6.2. How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The College has a well-defined structure in terms of teaching, learning and assessment strategies of the college to facilitate the achievement of the learning outcome.

- In the departmental meetings, the performances of the students are examined to pinpoint students learning difficulties and necessary remedial actions are identified to improve the performance and to achieve learning outcomes of students.
- The head of the departments place it in the Academic Committee meeting and discusses and analyses the progress and the performance of the students.
- Thus the Principal acquires the first-hand knowledge and places it in the Governing Body meeting for information and necessary suggestions and approval.
- The decisions/ suggestions of the GB are then placed in the Academic Committee meeting through the Principal and the same is

disseminated to the departments through the respective Head of the Departments.

- At the end of the term the achievement of the learning outcome is assessed through the various evaluations like, Sessional Examinations, Home Assignments, Seminar Presentations, Group Discussions etc. The teachers evaluate students on the basis of their performance in these events and review the results of each student.
- Remedial classes are arranged for weak and average students.
- Tutorial classes are arranged for the advanced learners.
- To evaluate the Assessment part of learning outcome, the college organises the Internal Assessment and the Term End Examinations conducted by the Gauhati University.
- The students are judged through formative and summative evaluation process.

➤ **The Formative evaluation**

- It is designed to test the cognitive skills of the students and is based on tests, assignments, field trip reports and seminars.

Sessional Exams: Semester I-IV (20 Marks)/ Semester V-VI (15 Marks)

Home Assignments: On the basis of Syllabi; and evaluated on its Content and Presentation

Seminar Presentation: On the basis of syllabi; and related fields and evaluated on the basis of Quality of Content – Presentation - Interaction

Group Discussion: On the basis of syllabi and other knowledge domain; and evaluated on the basis of Initiation - Presentation - Conclusion

- Continuous internal assessment having 20% weightage as compared to 80% summative evaluation ensures regularity in classroom. It makes the students innovative thereby improving their performance in the final examination.

➤ **The Summative Evaluation**

- The Summative evaluation is designed to test the total knowledge of the student on a particular course. As such the Gauhati University sets the Question Papers, the Evaluation Blueprint for each paper, and guidelines to the examiners, scrutinisers and so on.
- The College extends its support to the G.U. authority by providing the human resources of the college in the form of examiners, scrutinisers and also in other exam related works.
- Through the performance of the students in the Exams, the college finds out the learning outcome of the students.

2.6.3. What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The college ensures that the courses being offered are synchronised with the present day needs of a globalised world. To develop the social and economic relevance of the courses and also to enhance the innovation and research aptitude of the students the College organises various programmes

- The students are encouraged to make seminar presentation to grasp the nuances of research.
- The students are made to make Inter-class paper presentation so that they can develop a critical aptitude and get feedback from peers.
- The students are motivated to take part in Group Discussion.
- The students are taken on field trips and later they are made to submit field reports based on their findings.
- The students of Geography Department are encouraged to participate on Model and Chart Competition which enhances their knowledge on issues related to their course.
- The College invites eminent persons to interact with the students. Ms. Rachel Sunden, Deputy Director, American Consulate, Kolkata was invited to interact with students where she deliberated on Jobs and Opportunities in the US and later organised a Quiz among students.

- Mr. Sarat Jena, A Research Scholar of Gujarat Central University and an Alumnus of this college organised a three day workshop on Translation and introduced the students to the various emerging opportunities that have come up in that field.
- The Department of Education makes the students take part in Practice Teaching in the neighbouring schools and thereby provide them an opportunity to learn the various issues related to teaching learning.
- The College has introduced the Vocational Courses, namely, Tourism and Travel Management and Information Technology which prepares the students to pursue career in the respective fields.
- The Department of Geography has conducted workshops on the use of GIS, GPS and also on Map Learning and thereby making the students aware of the importance of these aspects in their learning and also its future prospects.
- The IT department has introduced the Certificate Course on Computer Application where they teach the students the basics of computer that will help them in their present as well as future life.
- A few self-financing courses are being introduced keeping in mind the social and economic relevance:
 1. Certificate course for Beautician
 2. Certificate course on Fine arts.
 3. Free Certificate Course on Basic Computer Skills in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Gov. of India initiative for SC/ST students.
 4. The College has applied for a few B. Voc. courses to the UGC in collaboration with different Government Agencies and Industry Houses.

2.6.4. How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

The College has a distinctive mechanism to collect and analyse data on students learning outcomes. At the administrative level, the planning and

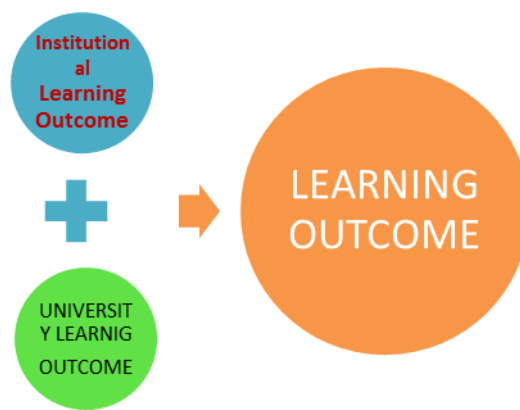
strategy to assess the learning outcome is carried out.

- The students' performance is initially assessed department wise.
- The HODs place it in the Academic Committee meetings. The results are analysed and a comprehensive study is done on the overall performance of the students to assess their achievement of learning outcome.
- The Principal conducts meetings with the academic faculty to discuss the need to develop a formative assessment plan.
- Planning for new session is also done in discussion with the teaching faculty.
- The same is again discussed in the Academic Committee before placing it in the GB for approval and suggestions.
- The students learning outcome is defined through the results of both the Internal and University Final exams.
- To evaluate the Assessment part of learning outcome, the college organises the Internal Assessment and the Term End Examination conducted by the Gauhati University.
- The students are judged through formative and summative evaluation process.
- The examination committee of the college, along with the help of the administrative staff regulates and collects the data of the two evaluation processes.
- In order to improve student's learning ability, remedial classes for the weaker students are taken by the departments.
- Tutorial classes are organised for the students.

2.6.5. How does the institution monitor and ensure the achievement of learning outcomes?

- The College monitors the achievement of learning outcome laid down by the College in its mission through organising various programmes and sensitise the students about the qualities that they should imbibe. The same is pronounced in the Mission and Vision of the College and according to which the college aims to:
 - Spread higher education in this rural tribal area

- Make students rooted to their own culture and heritage
- Expose them to the modern world of knowledge and technology
- Develop intellectual, ethical, moral and physical potentialities of the student.
- Make the students aware of their rights and duties to be responsible citizens of this country and contribute to the betterment of the society.



- The College has ensured the achievement of these outcomes through the various programmes.
- The College has lived upto its dreams in successfully spreading the light of higher education among the masses.
 - The College has a Tribal Museum to preserve the traditional cultural heritage.
 - The College has the Monuram Karkun Tribal Research Centre for Tribal Language and Culture that runs certificate courses of tribal language teaching.
 - The College has a Heritage Club.
 - The College organised a National Seminar on “Heritage at risk: A Clarion Call for its Stakeholders”.
 - The College has introduced the Certificate course on Computer Application.
 - The College runs a Certificate course on Spoken English.

- The College has adopted a tribal village called Dikchak.
- The College has started NCC and NSS for its students.
- The College monitors the achievement of learning outcome laid down by the **Gauhati University** through the assessment of results.
 - The departments are empowered to design and evaluate the assessment pattern. They keep the records of the student's performance.
 - The Internal Examination Board conducts the internal exams and keeps the records of the students' performance.
 - The respective teacher has a complete report of all the activities of students:
 1. Examination
 2. Assignments
 3. Group Discussions.
 - The teacher categorises the students accordingly.
 - The teacher monitors the academic growth of the students and designs further test, assignments and seminars accordingly.
 - The parents of irregular students are also informed from time to time.
 - Monitoring is done by IQAC through student feedback which includes a component of the achievements of learning outcomes.

2.6.6. What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

Academic Excellence:

1. Highest academic achievements with an aim to contribute to the National Growth.
2. Development of the intellectual and ethical curiosity and motivation.

3. Growth of scientific temperament and innovative thinking

Skills

1. Spirit of entrepreneurship
2. Capability in handling responsibilities/situation independently
3. Equipped with knowledge of modern technologies
4. Knowledge based approach in handling situations.

Social Responsibility

1. Responsible towards preserving culture and traditional heritages.
2. Understanding towards a safe and sustainable environment.

Nationalistic spirit

1. Adept with human virtues like spirit of cooperation, discipline, love and feeling of national brotherhood.

The college ensures the attainment of these attributes by including them. The students are encouraged to document their achievements of the specified attributes.

CRITERIA III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1. Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

Though research has been a core activity in the college and the faculty members are involved in research, a few having Ph.D guideship in some Universities, the college is yet to have a recognized research centre of the affiliating university or any other agency.

3.1.2. Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact

Yes, the college has a Research Monitoring Cell to facilitate and monitor funded and non-funded research projects.

- The committee invites proposals from the teaching faculty for Minor and Major Projects to be funded by the University Grants Commission.
- It facilitates access to research oriented activities like presentations of research papers at National and International Conferences and publications of research papers in research journals of National and International repute.
- It also encourages and ensures enrolment and registration of the faculty members for Ph.D.
- Approximately 10% of our faculty is actively engaged in guiding research.

Composition of Research Committee:

The Research Monitoring Cell has been constituted by the Principal of the college for monitoring the research activities of the faculties and students.

President: Principal of the College

Members of the Cell:

Dr. Dharma Ram Deka, Convenor, Associate Professor in Geography
Dr. Ananda Das, Associate Professor in Geography
Dr. K.C. Pathak, Associate Professor in History
Dr. P. Saikia, Associate Professor in Economics
Dr. G. Kalita, Assistant Professor in Philosophy
Dr. M. Bhagowati, Associate Professor in Assamese
Dr. B. Patowary, Associate Professor in Geography
Dr. Nizara Hazarika, Associate Professor in English
Dr. M.R. Kalita, Associate Professor in Assamese

Recommendations and Outcomes of the Research Committee:

- Research Journal *Sona Sophia* has been brought out by the faculties of the college. Two issues have already been published.
- Three Minor Research Projects have been forwarded to the UGC in the Session 2012-2013 and two have been approved. The RMC is currently monitoring a few more Minor and a Major Research Projects to UGC. Another Minor Research Project has been awarded to Ms. Rumi Doloi, Asstt. Prof in Assamese in the year 2013-2014.
- Recommended two National Seminars to INTACH and UGC and both have been successfully organised.
- Two publications of research papers anthologies are under process.

3.1.3. What are the measures taken by the institution to facilitate smooth Progress and implementation of research schemes/projects?

The college Management and Principal encourage the faculty members to pursue Ph.D. programs. To facilitate smooth progress and implementation of research, the following measures are taken:

- Faculty members are provided autonomy to carry out their projects.
- By ensuring timely availability or release of resources.

- Faculty members who have registered for research are given flexibility in the time table to carry out data collection and analysis, library work and laboratory experiments.
- By providing adequate infrastructure like departmental computer with internet facilities, library books, separate reference section in the central library.
- By sanctioning study leave/special leave, reduced teaching load for Research Programmes, to attend Seminars and Conferences related to the research projects.
- By sanctioning purchase of books in the concerned areas.
- By providing the facility of e-resources through NLIST-INFLIBNET, e-library through American Consulate, Kolkata.
- By facilitating interface meetings with eminent intellectuals of national and international repute
- By facilitating timely auditing and submission of utilization certificate to the funding authorities/agencies.
- The members of the Non-Sanctioned teaching staff who are involved with Ph.D research are provided with reduced teaching load and reduced time of stay in the college during the session.

3.1.4. What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Students are encouraged to take part in various research activities through which their rational as well as inquisitive attitude is nurtured.

- Seminar presentations by students have been made compulsory for all the courses. The presentations take place at the individual as well collaborative level. Due credit is awarded for the good presentations.
- Inter-class paper presentations are also organised by the departments where the students have to make presentations before their senior/junior departmental peers.
- Group discussions are also held to groom the students to face the future challenges.

- A few departments like Geography, Environmental Studies, TTM and Commerce stream take their students for field Study and later on made to prepare reports on the basis of their findings.
- The students are guided by the departmental teachers to prepare project reports on ascribed projects.

3.1.5. Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

- The college faculties have been actively involved in different research-oriented activities. The faculties regularly present their research papers in National and International Seminars and Conferences.
- The college has organised two National Seminars and a couple of International Workshops in the college.
- The faculties have published their research journal *Sona Sophia* annually.
- Eleven faculty members have completed their Ph.D and ten faculties have registered/ enrolled for their Ph.D.
- The college teachers are active in research and guiding Ph. D. and M.Phil students in collaboration with other universities. The details are given below:

Sl No	Name of the Faculty	University in which Guideship is awarded
1	Dr. Prasanta Saikia	Assam Down Town University
2	Dr. Biman Patowary	University of Science and Technology, Meghalaya
3	Dr. Ananda Das	Krishna Kanta Handiqui State Open University
4	Dr. Nizara Hazarika	Assam Down Town University

- The college has come under 12(B) of UGC only on 24th September, 2012. Only after that a couple of faculties have been granted Minor Research Projects. Their details are given below:

Minor Research Projects:

Sl no	Name of the Teacher	Title	UGC Sanctioned letter No.	Amount (Rs)
1	Dr. Nizara Hazarika, Dept. of English	Articulating A Public Voice: Colonial Assamese Women and Journal Literature	F-5-327/2012-13/MRP/NERO/225/8 Dt. 28/3/2013	1,50,000
2	Dr Biman Patowary, Dept. of Geography	Geo Environmental Significance of Dong, A Traditional Water Harvesting System in Digaru River Basin and The Threat of its Sustainability Due to Human Interference with Special Reference to Bordong Sub-Basin	F-5-115/2012-13/MRP/NERO/640 Dt. 2/5/2013	1, 50,000
3.	Ms. Rumi Doloi Dept. of Assamese	“Dimoria Anchalar Karbi Janagosthir Loka Geet”	F-5-122/2013-14/MRP/NERO Dt. 28-03-2014	2,10,000

- Since students are made to make seminar presentations, inter-class presentations, field study reports, project reports, the faculty members are involved individually as well as collaboratively in guiding the students. The departmental faculties are engaged to guide their students to prepare their research papers and reports.
- However, in the inter-disciplinary subjects like Environmental Studies, collaborative research methodology is adopted and the Convenor of EVS Co-ordinates with all the faculty members involved in the project. Each faculty is allotted a specific number of students whom they guide in collecting data, in analysing them and finally in preparing the report. From 2009-2010 to 2012-13 sessions, the following faculty members were involved in the field trip of EVS.

Year	Name of the Faculty	Department	Topic	No. of students
	Dr. Mani Ram Kalita	Assamese	Forest Ecosystem	10
	Dr. Mausumi Bhagawati	Assamese	do	10
	Ms. Mridusmita	English	do	10

2009- 2010	Mahanta			
	Dr. Prasanta Saikia	Economics	do	10
	Mr. Pradeep Kr. Dey	Economics	do	10
	Ms. Khirada Mali	Education	do	10
	Ms. Doli Thakuria	Education	do	10
	Dr. Ananda Das	Geography	do	10
	Ms. Bandana Barthakur	History	do	10
	Dr. Kamal Ch. Pathak	History	do	10
	Ms. Nishamoni Borah	IT	do	10
	Mr. Dibakar Bhattacharya	Commerce	do	10
2010-2011	Dr. Mani Ram Kalita	Assamese	Impact of Tourism in the MadanKamdev Temple	10
	Dr. Mausumi Bhagawati	Assamese	do	10
	Ms. Mridusmita Mahanta	English	do	10
	Ms. Bandana Barthakur	History	do	10
	Mr. Pradeep Kr. Dey	Economics	do	10
	Mr. Subhash Baro	Political Science	do	10
	Ms. Doli Thakuria	Education	do	10
	Dr. Kamal Ch. Pathak	History	Impact of Population in the Forest Ecosystem	10
	Ms. Nishamoni Borah	IT	do	10
	Ms. Laya Gogoi	Commerce	do	10
	Mr. Dibakar Bhattacharya	Commerce	do	10
	Ms. Tulika Das	Commerce	do	10
2011-2012	Dr. Mani Ram Kalita	Assamese	Socio-economic Problem and Development of Tourism in North Guwahati	10
	Dr. Mausumi Bhagawati	Assamese	do	10
	Ms. Mridusmita Mahanta	English	do	10
	Mr. Dipjyoti Deka	English	do	10
	Ms. Bandana Barthakur	History	do	10
	Dr. Kamal Ch. Pathak	History	do	10

	Ms. Karabi Devi	Political Science	do	10
	Mr. Subhash Baro	Political Science	do	10
	Ms. Doli Thakuria	Education	do	10
	Ms. Maramee Bardalai	Education	do	10
	Ms. Runu Kalita	Assamese	do	10
	Ms. Pallabi Goswami	Hindi	do	10
	C. M. Bez	Commerce	do	10
	Ms. Tulika Das	Commerce	do	10
2012-2013	Dr. Mani Ram Kalita	Assamese	Socio-economic condition and Environmental Problems in Amprikola Area	15
	Ms. Runu Kalita	Assamese	do	15
	Mr. Dipjyoti Deka	English	do	15
	Ms. Bandana Barthkur	History	do	15
	Ms. Karabi Devi	Political Science	do	15
	Ms. Nishamoni Borah	IT	do	15
	Dr. Prasanta Saikia	Economics	do	15
	Ms. Pallabi Goswami	Hindi	do	15
	Ms. Minakshi Choudhury	Philosophy	do	15

3.1.6. Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The College organises workshops, training programmes for capacity building among the staff and students.

- A Translation Workshop was organised by the Dept. of English in collaboration with IQAC for the students of English Major, Assamese Major and Hindi Major.
- The IQAC, Sonapur College organised a one-day Awareness Programme on the Scholarships and job opportunities for the students as well as faculties in the US, where the Deputy Director of the American Consulate, Kolkata Ms. Rachel Sunden interacted as the Resource Person.
- The Dept. of Geography has organised a Map-Learning Workshop for the students.

- The Dept. of English has organised three workshops on Language Skill Development among faculties which was sponsored by Regional English Language Office (RELO), US Embassy, New Delhi.
- A computer training programme has been organised by the IT Department for the students and staff.

3.1.7. Provide details of prioritised research areas and the expertise available with the institution.

Heritage Conservation:

- Sonapur College has a Museum to preserve the tribal cultural artefacts.
- There is a Tribal Research Centre named Monuram Kurkum Tribal Research CentreB for Tribal Literature and Culture.
- Sonapur College has constituted its “Heritage Club” under the aegis of Indian National Trust for Art and Cultural Heritage (INTACH), Assam Chapter.
- The college had organised an INTACH Sponsored National seminar on “Heritage at Risk: A Clarion Call to its Stakeholders”.
- The college organised a workshop on Lalilang, a traditional folk dance form which is on the verge of extinction.

English Language Teaching:

- The college has collaboration with the Regional English Language Office, US Embassy, New Delhi. The RELO sponsors various programmes for promoting ELT in the region.
- Ms. Mridusmita Mahanta has done her PGCTE and PGDTE from CIEFL, Hyderabad.
- Dr. Nizara Hazarika has been involved in the teacher training programmes organised by Assam Higher Secondary Education Council as a Resource Person. She has completed an E-Teacher programme from the University of Oregon, USA for which she was granted a scholarship by RELO, New Delhi.

- Dr. Nizara Hazarika was selected by the US Govt. to participate in an International Faculty Development Programme in the US.

Environmental Issues, Mapping and Spatial Data Handling:

- The faculties of the Dept. of Geography carry out various research activities with the resources available in the department and with the invited resource persons from different institutions. For the Environmental Studies, Classes and the Projects, the faculty members of all the departments across disciplines provide guidance and necessary help to the students.

Gender Studies:

- The college has a Womens' Cell which works for the issues like women empowerment, gender equality and so on. The cell celebrates the International Women's Day annually and invites reputed Resource Persons for the purpose.
- Most of the women faculties have attended the UGC Sponsored Capacity Building Workshops for the Managers of Higher Education known as Sensitization Awareness and Motivation (SAM) Workshops which has brought a feeling of empowerment in them.
- A number of faculties have done intensive research work in women related issues and have presented their research papers both in India and Abroad, apart from doing their M.Phil and Ph.Ds in Gender Studies.

3.1.8. Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The College has made concerted efforts to attract researchers of eminence and academicians to visit the campus and interact with teachers and students through different means such as organisation of National Seminars, International Workshops, talks, allocation of funds to the departments to conduct workshops and seminars.

Occasion	Year	Name of the Scholar	Designation
Dr. Dhanjit Medhi Memorial Talk	2008	Dr. Ismile Hussain	A researcher of Folk culture and Sankardeva
	2009	Dr. Md. Taher	Former Head of Geography, GU
	2009	Dr. M. Irshad Ali	Professor of Anthropology, GU
	2010	Dr. Jayanta Das	A renowned Psychiatrist of the region
	2010	Dr. Dinesh Baishya	Folklorist and Retd. Principal . B. Barooah College
	2011	Dr. Birendra Nath Datta	A noted literature and folklore researcher
	2012	Prof. Dilip Baruah	Educationist, Retd. Principal, Cotton College,
	2013	Dr. Nani G. Mahanta	Professor of Pol. Science, Gauhati University
	2013	Mr. S.K. Kashyap	Noted Journalist, The Indian Express
Workshop	2011	Joseph P. Dwaileebe	English Language Fellow, US
INTACH Sponsored National Seminar on Heritage	2012	MajGen(Retd.) L.K. Gupta	Chairman INTACH
		Sentilayanger	Padmashree and Heritage Researcher, Nagaland
		Dr. Bipuljyoti Saikia	Scientist- SE, Center of Plasma Physics, IIPR
		Dr. Rajib Handique	Professor, History. GU
		Sjt. Utpal Datta	Media Expert, AIR, Guwahati
		Dr. Samiran Barua	An artist of international repute
Career Counselling	2012	Dr. Jogen Chandra Kalita	Director, College Development Council, GU
Career Counselling	2012	Dr. Nillima Bhagawati	National Secy. Council for Teachers' Education, India
UGC Sponsored National Seminar on 'Equity and Sustainable Development'	2013	Dr. B. G. Unni	Chief Scientist, CSIR-NEIST, G.O.I. Jorhat
		Dr. Shyam Bhadra Medhi	President, Assam Institute of Sustainable Devt
		Dr. Jagnnath Patgiri	Retd. HOD of Geography, Pragjyotish College
		Dr. Partha J. Das	Head, Water Climate and Hazard, Araanyak, Ghy
		Dr. Gayatree Goswami	HOD, Department of Education, GU
		Dr. Bibhash Choudhury	Professor, Department of English, GU
		Dr. Abhijit Sarma	Associate Professor, IIBM, Guwahati
		Dr. Anup Saikia	Reader, Department of Geography, GU
Interactive Session	2013	Ms. Rachel Sunden	Dy. Director, American Center, Kolkata
Workshop	2013	Dr. Sunita Agarwalla	Renowned Educationist, Prof. Dispur College
Workshop		Dr. Parthasarathi Mishra	Director, ELTI, Guwahati
Workshop	2013	Mr. Sarat Jena	Fellow. Central University, Gujarat

3.1.9. What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

As the college has recently come under 12 (B), no faculty has so far utilized Sabbatical Leave for research activities. The Govt. of Assam has not provided the Sabbatical Leave under the Provincialisation Act. However, three faculties have gone on leave under FDP to pursue their Ph.D. research.

3.1.10. Provide details of the initiatives taken up by the institution increasing awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

- The college organizes a talk by faculty just after they are awarded Ph.D. to felicitate them on their achievement. The college provides a platform to the faculties to disseminate their research experience and findings in a gathering where teachers, students, local inhabitants, press and media and also other stakeholders are invited. This practice helps the researchers to transfer their knowledge to the mass.
- The teachers' Journal *Sona Sophia* and the students' Annual Magazine also provide a platform to the researchers to publish their research findings.
- The college encourages the faculty members to publish their Ph.D. thesis into book. Already the Ph.D. thesis of two of the faculties, namely, Dr. Kamal Ch. Pathak and Dr. Gitima Kalita have been published into books.

3.2 Resource Mobilization for Research

3.2.1. What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

- A percentage of 2.7% has been earmarked for research in the Academic Session 2013-2014. The major heads of expenditure financial allocation and actual utilisation has been given below:

Sl No	Major Heads	2009-10		2010-11		2011-12		2012-13	
		Financi al	Actual Utilisat	Financi al	Actual Utilisat	Financi al	Actual Utilisat	Financi al	Actual Utilisati

		allocati on	ion	allocati on	ion	allocati on	ion	allocati on	on
1	Student Seminar		9,658		28,256		38,189		14,2,77
2	EVS Field Study		22,000		25,000		37,231		35,000
3	Semina/Worksh op		19,658		32,285		47,194		2,01532
4	Faculty Incentiv es		-		-		-		
5	Publicat ion		93,100		31,600		45, 625		1,53,00 0
6	Wall Megazi ne		6,000		8,500		9,000		10,000
7	Major/ Minor Project		-		-		-		

3.2.2. Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No, the college does not provide seed money to the faculty for research.

3.2.3. What are the financial provisions made available to support student research projects by students?

- The college provides financial assistance to the departments to encourage students take up research projects and also make seminar presentations.
- College purchases all the latest instruments required for students' research projects.
- Internet facility is made available in the departments.
- The college has subscribed to N LIST-INFLIBNET Services which has been made available and passwords issued to facilitate research.
- Library is up graded with Research Journals.

- The college provides financial support to take students for field study.

3.2.4. How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.

Aligning with the present trend of interdisciplinary approach in Higher education, various departments of the institute interact and undertake interdisciplinary research. A couple of departments collaborated to take up research projects with departmental students.

- The departments of Education and Economics conducted a joint research on “Education and Tourism: A Case Study of Guwahati City” in 2008 involving their departmental students.
- The college has deputed a Coordinator for Environmental Studies who co-ordinates with other departments to conduct field studies and each faculty is allotted a specific no. of students. The faculties later help students to prepare field study report.
- The IQAC organizes national Seminars on Inter-Disciplinary aspects. In 2012, it organized an INTACH Sponsored National Seminar on “Heritage at Risk: A Clarion Call for its Stakeholders”. In 2013, it organized a UGC Sponsored National Seminar on “Social Equity and Sustainable Development: A Quest for Opportunities and Expectations”.
- The Dept. of English organized a Workshop on Learning Styles in collaboration with RELO, US Embassy, New Delhi where the faculties of various departments had participated.

The above mentioned endeavours were successful. However, there are a few challenges faced by the faculty.

- The main challenge faced by the departments or units is the paucity of fund.
- Another challenge faced by the departments to take up such researches is the time constraints. With the introduction of the Semester System, the faculty members are restricted to the various

departmental tasks such as Internal Assessment, Students' Research Projects, Students' Seminar Presentation, Semester exams, Evaluation Works and so on. Under such circumstances, they seldom find time to get involved in Inter Departmental Research Projects.

3.2.5. How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The College always tries to ensure optimal use of its equipments and research facilities.

- Periodic updating and up gradation of the scientific equipment is made.
- Training is provided for lab attendants and students in the efficient handling of laboratory equipment in Lab Department.
- Need based repairs and maintenance of equipment is carried by technical staff appointed by college or by sending the equipment to the manufacturer.
- The Smart Classroom is used by the different departments to conduct workshops, seminars, lectures and other programmes.
- The students make use of the internet facilities available in the departments.
- The college uses the LCD Projectors in seminars, workshops and other research activities. Sometimes they are used in the teaching-learning process as well.
- The faculty and students make use of the e-resources available through N LIST - INFLIBNET, E-library facility through the American Consulate, Kolkata.
- The faculty and students make use of the college IT Lab in research activities.

3.2.6. Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If yes give details.

Yes. The college receives such funds from time to time from various agencies for developing research facilities.

- The Guwahati Refinery, Noonmati has donated four computers with accessories.
- The Dept. of Geography has received an amount of Rs. 1,29,000/- from ASTEC, Assam.
- The College has received grants for research. Two faculties have been sanctioned grant of amount of Rs. 1,50,000/ each and another Faculty has received another grant of amount of Rs. 2,10,000/- from UGC to carry out their Minor Research Projects .
- The college has received a battery operated LCD Projector from Regional English Language Office, US Embassy, New Delhi.
- The K. K. Handiqui State Open University has provided a computer with printer, a LCD Projector, a TV and a Radio as teaching aids.

3.2.7. Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of on-going and completed projects and grants received during the last four years.

The College has supported the faculty in securing research funds from outside agencies.

Nature of the Project	Name of faculty	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
					Sanctioned (Rs)	Received (Rs)	
Minor Projects	Dr. Nizara Hazarika, Dept. of English	March 2012 to Sept. 2013	Articulating A Public Voice: Colonial Assamese Women and Journal Literature	UGC	1,50,000 /	1,25,000	
	Dr Biman Patowary, Dept. of Geography		Geo Environmental Significance of Dong, A Traditional Water Harvesting System in Digaru River Basin and The Threat of its Sustainability Due	UGC	1,50,000	Yet to receive	Yet to receive

			to Human Interference with Special Reference to Bordong Sub-Basin				
	Ms. Rumi Doloi		“Dimoria Anchalar Karbi Janagosthir LokaGeet”	UGC	2,10,000	1,70,00	
Major Project	-	-	-	-	-	-	-
Inter-disciplinary Projects	-	-	-	-	-	-	-
Industry Sponsored	-	-	-	-	-	-	-
Students’ Research Projects		2012-13	Map Learning	ASTEC	1, 29,000	1,29,000	1,29,000
FDP Fellowship	Ms. Runu Kalita	2013-14	Navakanta Baruar Rachanat Loko-Sanskritic Upadan	UGC	Fellowship		
	Ms. Bobby Das	2013-15	Buddhism in Assam from earliest time to 13 th century AD	UGC	Fellowship		
	Ms. Mridusmita Mahanta	2013-15	Expression of Assamese Selfhood and the Brahmaputra	UGC	Fellowship		

3.3 Research Facilities

3.3.1. What are the research facilities available to the students and Research Scholars within the campus?

The following major facilities have been developed and are available in the college to facilitate research

- Internet connectivity on the campus
- Computers with internet access in all the departments
- Well-equipped Central Library
- Provision to the facility of N LIST- INFLIBNET
- Subscription to e-resources

- Seminar/ Conference Hall

3.3.2. What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The College has a well-defined strategy for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas.

- The needs are initially sorted out at the departmental level. The faculties and sometimes even students take part in such discussions to sort out the needs.
- The Head of each department is member of the Academic Committee and they place the proposals in the Academic Committee meeting. The need analysis takes place at this level.
- The Principal then discusses the matters in a joint meeting of the Research Monitoring Cell, the Infrastructural Development Committee and IQAC. Planning is made at this level and the proposals are sent to the Governing Body for information and necessary approval.
- The GB discusses the proposals and takes necessary decision which is then taken up by the Principal for execution.
- The Principal then discusses with the Research Monitoring Cell and final decisions are taken as to how to execute the decisions. The same then is taken up by the Infrastructure Development Committee and also various committees constituted for the purpose.
- If the proposal is beyond the purview of the College, the same is forwarded to the Govt. of Assam and other Agencies for execution.

3.3.3. Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If yes, what are the instruments/ facilities created during the last four years?

Yes. The college receives special grants or funds and other support from time to time from different sources for developing research facilities.

- The college library has received a collection of rare books including Classics and Journals from Dr. Birendra Nath Dutta, a renowned scholar-researcher of Language and Literature to facilitate research in 2011.
- The Guwahati Refinery, Noonmati has donated four computers with accessories in 2012.
- The Dept. of Geography has received an amount of Rs. 1, 29, 000/- from ASTEC, Assam in 2012 for organizing workshop and project and also for purchasing equipment for the Dept.
- The K.K. Handiqui State Open University has provided a computer with printer, a TV and a Radio as teaching aids in 2012.
- The college has received a battery operated LCD Projector from Regional English Language Office, US Embassy, New Delhi in 2013.
- The College has received a LCD Projector from KK Handiqui State Open University in February, 2014.

3.3.4. What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

- The students and research scholars can have access to e-resources through N LIST-INFLIBNET as research facility outside the campus.

3.3.5. Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

- The college has a well-established Information Resource Centre in the form of Central library. The library is well-stocked with 10,314 Books, e-Journals, Print Journals. The research scholars and faculty members are provided with networking, e-journal to facilitate their research. The library facility is available till 4:00 p.m. to enable the research scholars to pursue their research work.
- Departmental Libraries are an extension of the central library.
- N LIST-INFLIBNET service is available in the library and is provided to the teachers and students.

- E- Library facility through American Consulate, Kolkata.

3.3.6. What are the collaborative research facilities developed / created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

The college has undertaken collaborative research with other academic agencies and institutions.

- The college has obtained a project on Map-Learning from Assam Science, Technology and Environment Council (ASTEC). An amount of Rs. 1, 29, 000 /- has been sanctioned to the College for conducting workshop and research under the aegis of the department of Geography. Under this programme, books, laboratory equipment and other infrastructural facilities have been developed in the Dept. of Geography of the college.
- The College conducted a few workshops on English Language Teaching in collaboration with the Regional English Language Office, US embassy, New Delhi. The RELO has provided a battery operated LCD Projector to the College.

3.4 Research Publications and Awards

3.4.1. Highlight the major research achievements of the staff and students in terms of

- **Patents obtained and filed (process and product):** None
- **Original research contributing to product improvement:** None
- **Research studies or surveys benefiting the community or improving the services:** The Extension Cell of the college conducted a survey on the adopted village Dikchak and on the basis of the findings; a number of community development programmes are taken up for the benefit of the people of the village.

- **Research inputs contributing to new initiatives and social development:** Dr. B. Patowary completed his PhD research on “Geo- environmental Status and Strategies for Sustainable Development in Digaru River Valley, Assam” in 2011. A new initiative has been undertaken by him as on the basis of his findings. He has taken up a research project on “Geo Environmental Significance of Dong, A Traditional Water Harvesting System in Digaru River Basin and the Threat of its Sustainability Due to Human Interference with Special Reference to Bordong Sub-Basin” and he has been awarded MRP by UGC for the same.

3.4.2. Does the Institute publish or partner in publication of research journal(s)? If `yes`, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes. The college has a research journal *Sona Sophia* which publishes research papers of its faculty members. The second issue of the journal is underway.

Composition of Editorial Board:

President: Dr. Devabrot Khanikor, Principal, Sonapur College

Editor: Dr. Ananda Das, Associate Professor in Geography

Members:

1. Dr. Dharma Ram Deka, Associate Professor in Geography
 2. Dr. Mani Ram Kalita, Associate Professor in Assamese
 3. Dr. Asraf Ali, Assistant Professor in Geography
 4. Ms. Mridusmita Mahanta, Associate Professor in English
 5. Mr. Dipjyoti Deka, Associate Professor in English
 6. Ms. Laya Gogoi, Assistant Professor in Commerce
- The journal has been published annually from the contribution of the faculty members. The initiative has been taken up by the Sonapur College Teachers' Association.
 - The publication is not listed in any international data base.

3.4.3. Give details of publications by the faculty and students:

- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national/international)
- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory,EBSCOhost,etc.)
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP

Publications by the faculty(2009- March, 2013)							
Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
1. Dr. Mani Ram Kalita	2009-10 2010-11 2011-12 2012-13	10 02 00	-	-	1 - 2 -	-	-

	2013---						
2. Ms. Runu Kalita	2009-10 2010-11 2011-12 2012-13 2013---	0 1 1 0 1		- - - - 1	- 1 1		
3. Dr. Mousumi Bhagawati	2009-10 2010-11 2011-12 2012-13 2013---	0 0 0 2 0			- - - 2 -		
4. Ms. Rumi Doloi	2009-10 2010-11 2011-12 2012-13 2013---	0 0 0 2 2			- - - 2 2		
5. Dr. Bipul Bora	2009-10 2010-11 2011-12 2012-13 2013---						
6. Dr. Prasanta Saikia	2009-10 2010-11 2011-12 2012-						

	13 2013---						
7. Mr. Pradep Kr. Dey	2009- 10 2010- 11 2011- 12 2012- 13 2013---	0 0 2 1 1			2		2012-13 ISBN978-93- 82384-30-4 Assam Book Deport,Guwaga ti-1 2013 -ISBN- 978-93-82384- 46-5, Assam Book Deport, GHY-1
8. Mr. Muslim UddinBarbh uya	2009- 10 2010- 11 2011- 12 2012- 13 2013---	0 0 1 0 0			- - 1 - -		
9. Mr. Prasanta Sarma	2009- 10 2010- 11 2011- 12 2012- 13 2013---						
10. Ms. Mridusmita Mahanta	2009- 10 2010- 11 2011- 12 2012- 13 2013---						
11. Dr. Nizara Hazarika	2009- 10 2010- 11 2011- 12 2012- 13 2013---	1 2 5 6 1	1 - 1 2 1	- - 1 - -	2 3 4 -		
12. Mr. Dipjyoti	2009- 10	1 1			1 1		

Deka	2010-11 2011-12 2012-13 2013---	2 1 1			2 1 1		
13. Ms. Sudipta Phukan	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 1 0			1 1		
14. Ms. Gunjana Dey	2009-10 2010-11 2011-12 2012-13 2013---	- - 1 2	- - - 1		- - 1 1		
15. Ms. Maramee Bardoloi	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 0			- - 1 - -		
16. Ms. Dipa Kakoti	2009-10 2010-11 2011-12 2012-13 2013---	0 2 2 1 0			- 2 2 1 -		
17. Ms. Khirada Mali	2009-10 2010-11 2011-12 2012-13	0 0 1 1 1			- - 1 1 1		

	2013---						
17. Ms. Doli Thakuria	2009-10 2010-11 2011-12 2012-13 2013---	0 0 0 3 -			- - - 3 -		
19. Dr. Dharma Ram Deka	2009-10 2010-11 2011-12 2012-13 2013---	0 0 3 1 3	- - 1 - -	- - 1 1 3	- - 1 - -		
20. Dr. Biman Patowary	2009-10 2010-11 2011-12 2012-13 2013---	4 0 3 1 1			3 - 3 1 1		2009 PrathamikByab aharikBhugolB igyan, Bina Library Ghy-1
21. Dr. Anada Das	2009-10 2010-11 2011-12 2012-13 2013---						
21. Dr. Asraf Ali	2009-10 2010-11 2011-12 2012-13 2013---	0 2 0 2 2	- 1 - - -	- 1	- - 1 1	- - 1 1	
22. Ms. Bandana Barthakur	2009-10 2010-11 2011-	0 0 1 0 1			- - 1		2013- ISBN- 978-93-244- 0314-8, Chandra prakash,Ghy-1

	12 2012- 13 2013---						
23. Ms. Bobi Das	2009-10 2010-11 2011-12 2012-13 2013---	1 1 1 1			- 1 1 1 1		2009-A Brief Introduction of World Civilization, Navodaya Adhyan Manch, Soalkuchi, Assam.
24. Dr. Kamal Chandra Pathak	2009-10 2010-11 2011-12 2012-13 2013---	0 0 3 1			- - 3		2013- ISBN-978-93-80454-85-6, Aniket Rajgar, Ghy
25. Mr. Ishan Krishna Saikia	2009-10 2010-11 2011-12 2012-13 2013---	1 1 1 0 3		- - - - 1	1 - 1 1 1		2011-ISBN-978-81-920586-9-6, Krantikal Prakashan, Nagaon 2013-ISBN-978-93-82030-52-2, C.K.B. College, Jorhat.
26. Ms. Barnali Baishya	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 0			- - 1		
27. Ms. Jushna Borah	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0			- - 1 -		
28. Ms. Nisha	2009-10	0 0					

Mani Borah	2010-11 2011-12 2012-13 2013---	0 0 0					
29. Mr. Rama Kanta Saikia	2009-10 2010-11 2011-12 2012-13 2013---						
30. Sinam Iboton Singh	2009-10 2010-11 2011-12 2012-13 2013---						
31. Dr. Gitima Kalita	2009-10 2010-11 2011-12 2012-13 2013---	11 0 1 1 1			11 - 1 1 1		
32. Ms. SathiBhowmick	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 0			- - 1		
33. Ms. Minakshi Choudhury	2009-10 2010-11 2011-12 2012-	0 0 0 1 0			- - - 1		

	13 2013---						
34. Ms. Gitanjalee Bora	2009- 10 2010- 11 2011- 12 2012- 13 2013---	0 0 2 0 0	- - 1		- - 1		
35. Ms. Karabi Devi	2009- 10 2010- 11 2011- 12 2012- 13 2013---						
36. Mr. Tulsi Mazumdar	2009- 10 2010- 11 2011- 12 2012- 13 2013---						
37. Mr. Subhash Baro	2009- 10 2010- 11 2011- 12 2012- 13 2013---						
38. Ms. Sipli Rani Baruah	2009- 10 2010- 11 2011- 12 2012- 13 2013---	0 0 0 0 1			- - - - 1		
39. Mr. Dibakar Bhattachary ya	2009- 10 2010- 11	0 0 0 0					

	2011-12 2012-13 2013---	0					
40. Ms. Laya Gogoi	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 1			- - 1 - 1		
41. Ms. Tulika Das	2009-10 2010-11 2011-12 2012-13 2013---	0 0 0 0					
42. Mr. Bikash Boro	2009-10 2010-11 2011-12 2012-13 2013---	0 0 0 0					
43. Ms. Archana Sarma	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 0			- - 1 - -		

- SJR
- Impact factor
- h-index

3.4.4. Provide details (if any) of

- **Research awards received by the faculty**

FacultyName/Dept	Award	University	Year of	Topic
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			Award	
Dr.Mani Ram Kalita Assamese	Ph.D	Gauhati University	1999	Dimoria AnchalarUpabhasha :AsamiyaBhasharetiAnchalik RuparBesleshatmakAdhyayan
Dr.Prasanta Saikia Economics	Ph.D	Dibrugarh University	2000	Production and Marketing of Arecanut in Assam
Dr.Ananda Das (Geography)	Ph.D	G.U	2007	Dynamics of Slum formation In selected towns of Western Assam
Dr.Biman Patowary (Geography)	Ph.D	G.U	2009	Geo-Environmental Status and Strategies for Sustainable Development In Digaru river Basin, Assam
Dr.MausumiBhagowat i (Assamese)	Ph.D	G.U	2009	KamalanandaBhattacharjar Rasanawali:EtiBishlesanatmak Adhyayan
Dr. Nizara Hazarika (English)	Ph.D	EFL University, Hyderabad	2011	Colonial Assam and Women's Writing
Dr.Kamal Chandra Pathak(History)	Ph.D	North Bengal University	2011	Peasant unrest and uprising in the Brahmaputra Valleyof Assam: A case study of erstwhile Kamrup, Darrang and Nowgong (1858-1894)
Dr. Dharma Ram Deka (Geography)	Ph.D	Gauhati University	2012	Geo-Ecological Status and economic Potential of wetlands in Dimoria Region of Assam, India.
Dr. Gitima Kalita (Philosophy)	Ph.D	G.U	2012	A Study of Saivism in Brahmaputra Valley
Dr. Ashraf Ali (Geography)	PhD	G.U	2013	Geo-Environmental impact on Socio-economic development in Goalpara District of Assam,India
Dr. Ashraf Ali (Geography)	M. Phil	Vinayak Mission University		Impact of Topography on the distribution of population in Goalpara Dist. Of Assam
Doli Thakuria (Education)	M. Phil	Vinayak Mission University	2008	Role of Tourism Education in rural development, with special Reference to Dimoria Block under Kamrup dist. Of Assam
SathiBhowmick (Philosophy)	M.Phil	Vinayak Mission University	2009	A Critical Analysis of Emotive Moral Judgement
Minakshi Choudhury (Philosophy)	M. Phil	Gauhati University	2009	The Concept of Gandhi's Swaraj
Jashna Borah (Hindi)	M. Phil	The Global Open University, Nagaland	2009	Kabirdas Ki Samajik Chetana

Sudipta Phukan (English)	M. Phil	The EFL University	2010	Other Voices: Women's Writing and the American Baptist Mission in Assam
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- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:**

- Three of the faculties have been awarded MRP by UGC.
- Three faculties have been awarded FDP by UGC.
- One Faculty has been granted scholarship by the Dept. of State, USA to pursue an online course on “Building Teaching Skills through the Interactive Web” from the University of Oregon, USA.
- One faculty was awarded Travel Grant by UGC to present her research paper abroad.
- One faculty member has been awarded fellowship by the US Govt. to attend a two-week long International Faculty Development Programme in the US.
- Incentives are given to faculty for receiving state, national and international recognitions for research contributions.
- The college gives recognition to the faculty members who have successfully completed their Ph. Ds by honouring them in specially organised functions in the college.
- The faculty members who present their research papers abroad are given due honour by organising an interactive session for sharing their experiences with the faculties, students and other stakeholders.
- The faculties are provided necessary leave for attending seminars, workshops, and conferences in the State, National and International level.

3.5 Consultancy

3.5.1. Give details of the systems and strategies for establishing institute industry interface?

The Career Counselling and Guidance Cell of the college initiates the interface talks with the industry as well as training institutes oriented towards the technical skill and soft skill improvement of the students so as to enhance their employability skill.

- The Career Counselling and Guidance Cell had organised a training programme for the students in collaboration with Indian Institute of Entrepreneurship (IIE), Guwahati.
- CEC, Sonapur Centre has been collaborating with the College to run its Spoken English course. The College had a tie up with the CEC, Sonapur Centre to run a few Computer courses for the development of the ICT skills in the learners.
- The College has signed a MoU with National Institute of Electronics and Information Technology, (NIELIT) Govt. Of India, to collaborate and run the Computer Course on Office Automation and the proposed BPO Course. They will provide the placement opportunities to the learners.
- The College has signed another MoU with the Xavier Institute of Management and Information Technology, Guwahati under 'Industry-Institute Partner' to collaborate and run its proposed B.Voc. and other Courses.

**3.5.2. What is the stated policy of the institution to promote consultancy?
How is the available expertise advocated and publicized?**

The Principal/College encourages and supports the faculty to utilize their expertise and facilities for consultancy services.

- The Dept. of Geography renders their expertise in Surveying and Mapping to the students as well as to public.
- Faculties from the Dept. of English extend their expertise in various organisations, like, CEC, Assam Higher Secondary Education Council, K.K. Handiqui State Open University, Dibrugarh University, Assam, in the capacity of Course Developer, Syllabus Designing, Teacher Training, Writing and Editing study materials for undergraduate and post graduate courses.
- The college publicises the expertise available

- ❖ Through the website.
- ❖ Through interaction with peers, experts during seminars, conferences.
- ❖ Through highlighting them in the academic discourses organised in the college.

3.5.3. How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- The college encourages the faculty to utilize their expertise for consultancy services by networking with institutions, organizations and other agencies by providing necessary time, infrastructure and by re-scheduling their classes as far as practicable.

3.5.4. List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Major Consultancy Services and Revenue Generated

Major Areas	Revenue Generated
Surveying and Mapping	Free of cost
English Language Teaching	Free of cost
Spoken English	Rs. 21, 600 during 2013-14

3.5.5. What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The college is yet to start its Consultancy Services in a formal way. The colleges under Gauhati University have to implement the consultancy rules of G.U. The college has initiated the process for the same. Once the consultancy rules are implemented, the policy of the institution in sharing the income generated through consultancy and its use for institutional development will be governed by the rules of Gauhati University.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1. How does the institution promote institution-neighbourhood community network and student engagement, contributing to good Citizenship, service orientation and holistic development of students?

- Sonapur College has an Extension Activities Cell which is entrusted to plan and develop an institution-neighbourhood /community network. The cell takes up various projects for the development of the community.
- The college constitutes various forums, cells and sub-committees like, Red Ribbon Club, Women's Cell to organise various awareness and sensitisation programmes to strengthen the institution-community network.
- The NCC and NSS Units of the college have been made active to raise awareness among the students about their social responsibilities.
- The students are involved in the extension and social activities to make them aware of their role towards the society.
- The Sonapur College Students' Union and a team of committed faculty members engage students in the Community development programs.

Some of the programmes where the students were involved during the last four years are

- Rallies to protect environment are often taken out. Students march holding placards bearing thought-provoking slogans to draw the attention of people to these issues. Rallies to mark- Environment Day is organized by Dept. of Geography and generally flagged off by Principal.
- Red Ribbon Club of the college organises rallies on the World AIDS Day. This year the rally was flagged off by Mr. Apurba Bezbaruah, Consultant, Assam AIDS Control Society.
- Saraswati Puja is yearly celebrated in presence of the teachers, students and neighbourhood.
- The Annual Seven Day NSS Camps conducted in selected villages creates a healthy rapport between the college and the community.
- Comprehensive projects are undertaken by the NSS Volunteers in close collaboration with community. Volunteers actively carry out

programmes like literacy campaign, cleanliness drive and environment friendly initiatives like tree plantation.

Such programmes expose the students to develop good qualities like selfless service and sense of responsibility towards community development. It also creates a sense of awareness among rural people. Training on Mushroom Cultivation and Food Processing are occasionally organized in the adopted village Dikchak. Continuous visits to a particular village strengthen the bond and create space for sustained outreach activities. As a follow up, Medical Camps, Health Awareness Programmes and Awareness Programmes on Nutrition and Hygiene were conducted in order to create a healthy atmosphere for living. An Animal Health Camp was also organised in Dikchak village. The Women's Cell also participates in various community development programmes.

3.6.2. What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

- The college strives to instil civic responsibility in the young minds of students through extension programmes so that they develop into sensitised, socially responsible citizen. The college organises various extension activities. Students are encouraged to take up any one of these activities:

- i. National Service Scheme (NSS)
- ii. National Cadet Corps (NCC)

The college deputed faculty members to take charge of the above. Dr. Ananda Das, Associate Professor in Geography is the NSS Programme Officer of the college and Mr. Subhash Baro, Associate Professor in Political Science is the Teacher in-charge of NCC 50 Assam Air Wings of the college. The concerned teachers keep a track of the students' involvement in the various programmes.

- The college appoints teacher in-charges for each of the categories/units of the students' union. Each of the concerned teachers is responsible for motivating the students in taking part in the various social activities and in turn, they keep a track of them.
- The college always encourages students to take part in the different social service activities. In the Annual Day Function, the Best Social Worker is awarded with a bag of books and the same is sponsored by Mr. Rakhal Kalita, a Social Worker of Sonapur.

3.6.3. How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The college has always maintained a transparent mechanism to involve all its stakeholders in the policy making strategies of the college.

- The Governing Body of the college is constituted with members from the government, the representatives from the affiliating Gauhati University, Guardian members, Donor member, members from the society and representatives from the teaching and non-teaching staff. The college gets regular feedback from all these stakeholders through the Governing Body meetings and also get a clear picture of the overall performance and quality of the institution.
- The IQAC of the College has collected feedback from the stakeholders like teachers, students, alumni, parents, persons from the society and non-teaching staff, and from these feedbacks a clear picture of the overall performance and quality of the College is solicited.
- The Principal organises meetings with teaching and non-teaching staff, Students' Union to get their perspective on various issues related to the college.
- The different committees and Sub Committees of the College keep track of the activities and performances and keep the authority informed on the performances in the respective areas.
- The Academic Committee keeps a track of the overall quality in the Academic field and devises measures if any improvement is required in any area. Likewise, the various other committees and sub committees take stoke of the different activities of the college.
- For the past two years since 2011-2012, the IQAC has started the mechanism to involve the society and all the stakeholders in participating in the SWOT analysis on the overall performance of the College. This helps the college to reflect on and trace its quality and overall performance.
- The Parent-Teachers meetings help the college to find out the perspective of the parents regarding the performance of the College. The College always solicits the suggestions from the parents.

- The College solicits the responses from its Alumni even through Social Networking sites like Facebook. A teacher has been made to moderate between the college and its alumni.

3.6.4. How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the extension and outreach programmes and their impact on the overall development of students.

- The college has an Extension Activities Cell which takes the responsibility to organise its extension and outreach programmes. The Co-ordinator of the cell interacts with the community, the college authority and also the outside agencies both GOs and NGOs. After that, the cell and the college authority discuss the matter and plan the various extension and outreach programmes.
- The college has a number of forums like Red Ribbon Club, Women's Cell which organise different extension and outreach programmes in collaboration with different agencies.
- The different departments plan and organise various extension activities in the feeder schools.

Year	Extension/Outreach Programme	Tentative Budget	Organiser
2009-10	Lecture Programme in Sonapur Balika Vidyalaya	Free	Department of English, Geography, Mathematics
	Quiz, Drawing, Recitation, Extempore Speech at Arabari Rural Library for Women and Children	Free	Mridusmita Mahanta and Khirada Mali
	Training Programme in Floriculture	Free	Extension Cell Sonapur College
	Cleanliness Drive	Free	Sonapur College Students' Union
	Extension Programme in feeder school Sankardev Shishu Bidya Niketan, Sonapur	Free	Department of English
	Environment Awareness Programme	Free	Department of Geography
2010-11	Quiz, Drawing, Recitation, Extempore Speech at Arabari Rural Library for Women and Children	Free	Mridusmita Mahanta and Khirada Mali

	Training Programme on organic fertilizer production at Dikchak	Free	Extension Cell Sonapur College
	Medicinal Tree Plantation drive at Dikchak	Free	Extension Cell Sonapur College
	Cleanliness drive at the neighbourhood	Free	Sonapur College Students' Union
	Extension Programme in feeder school Sankardev Shishu Bidya Niketan, Sonapur	Free	Department of English and Mathematics
	Environment Awareness Programme at Malaibari Girls' High School	Free	Department of Geography
2011-12	Gender sensitization programme at Tamulikuchi Balika Vidyalaya	Free	Womens' Cell, Sonapur College
	AIDS Awareness programme at Satya Sai Balika Vidyalaya	Free	Red Ribbon Club
	Workshop on Natural Disaster Management at Maloibari Balika Vidyalaya	Free	Extension Cell Sonapur College
	Workshop on Natural Disaster Management at Byrnihyt M.E. School, Meghalaya	Free	Extension Cell Sonapur College
	Extension lecture at feeder school Sankardev Shishu Bidya Niketan, Sonapur		Extension Cell, Sonapur College 1. S.I. Singh 2. Dr. A. Ali 3. Dr. M.R. Kalita 4. Dr. M Bhagowoti 5. B. Borthakur 6. M. Mahanta 7. S. Phukan
	Cleanliness drive at the neighbourhood	Free	Sonapur College Students' Union
	Book Collection drive	Free	Sonapur College Students' Union
	Road Safety Awareness Programme	Free	Sonapur College Students' Union
	Environment Awareness Programme at Durung High School	Free	Department of Geography
2012-13	Extension lecture at Mitani High School	Free	Extension Cell Sonapur College
	Extension lecture at Dikchak L.P. School	Free	Extension Cell Sonapur College
	Community Development Programme	Free	NSS

	Environment Awareness Programme at St. Patrick High School	Free	Department of Geography
	Cleanliness Drive at College Road	Free	NSS
	Cleaning of College Campus	Free	Sonapur College Students' Union
	Summer School on Mathematics for students' of feeder schools	Free	Sinam Iboton Singh
	Plantation Drive at Dikchak Village	Free	NSS

3.6.5. How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

Our institution is keen on extension activities to the neighbouring villages. Therefore, the students are motivated to actively participate in NSS, NCC and other extension activities. We have an Extension Activities Cell, different forums and teachers in charge for extension activities. The college encourages students to take part in NCC, NSS and other extension activities through:

- Advertisement on the notice boards
- Announcements about the upcoming events in the college
- Felicitating the Student Achievers of NCC, NSS and other extension activities in specially organised programmes.
- By inviting eminent social workers, representatives of NGOs, NSS and NCC Officers for discourses / interactive sessions with students.
- By organising various extension activities where the students are actively involved.

NSS

As part of our mission to get actively involved with the important issues and to reach out to the less privileged and deserving sections of our society, the college has a unit of NSS which takes up various projects for the benefit of the community. The National Service Scheme aims at the involvement of the students on a voluntary basis in the activities of social service which provide opportunities to the students to understand and appreciate the problems of the communities, awaken social consciousness and inculcate in them a sense of

dignity of labour. The NSS Unit of our college has good number of enthusiastic volunteers. The sincere and dedicated student organizers work under the able guidance of our teachers. They render various services to the village community of our adopted village Dikchak. A one week camp is organised in the adopted village once a year.

NCC

The college has a sub-unit of NCC 50 Assam Air Wings under G.U. The NCC Unit of our college has 30 Cadets. The college is flexible regarding the attendance for those cadets who are selected for various activities, like, Independence Day Parade held in Sonapur Circle office, participation of our cadets in different activities and competitions both within and outside the state. The NCC Cadets who attend the National Level special camps are recognised during the Annual Prize Distribution function.

- The institution encourages girls to enrol themselves in NCC.
- The College fully supports the cadets who go for camps. They are not levied any fine and the lectures are condoned. Extra classes are arranged for them to help them complete their syllabus.
- NCC Cadets participate in State Level Republic Day and Independence Day Parade.
- NCC students also go for National Level Camps.

Red Ribbon Club (RRC)

The Red Ribbon Club (RRC) is a voluntary on-campus intervention forum for students in colleges. It has acquired a momentum which has been a huge resource in India's fight against AIDS. The various programmes organised by the Red Ribbon Club aims at harnessing the potential of educated youth and help them to be the educators among their peers in the entire campus and the community at large. The Club has organised seminars and quiz competition on AIDS related issues in Satya Sai Balika Vidyalaya and Kamalajarai High School. For the past few years, the Red Ribbon Club has been organising Awareness Rally in the locality where all the students take part.

Extension Cell

Apart from the above, the College has an Extension Cell that organises various Extension Activities and Community Development Programmes. The Co-

ordinator of the Cell makes survey and on the basis of the findings, he designs the activities.

- Various lectures are organised in the feeder schools where the faculty members of the College deliver lectures and takes part in various pedagogical activities.
- Community Development Programmes are organised in the local villages and communities where both students and faculty members take part.
- Awareness Programmes are organised to enlighten the masses.
- Plantation Drives are organised both in the Campus and also in the neighbouring localities.
- Cleanliness drives are organised both in the campus and also in the neighbouring localities.

3.6.6. Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- The College has conducted surveys in the adopted village Dikchak and has conducted a number of Extension Programmes from time to time. The Convener of the Extension cum Outreach Programmes had conducted surveys by interacting with the village community and their needs.
- When the College had adopted the village, there was only one student who had completed his Class X Board Exam. So the College started its Mission of sensitizing and educating the students and today we have a great number of students who had passed out their secondary, Higher Secondary and even B.A. exams from Dikchak.
- The College has provided free education to the Girl students of the adopted village.
- The Admission Committee of the College makes a study of the students who come to enrol in the College and on the basis of their findings, the college offers free studentship and concession in admission fees to students belonging to underprivileged section.

3.6.7. Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

Sonapur College has been organising various extension activities to acquire community experience by the students under the guidance of teachers to enhance their social commitment together with personal, civic and academic learning.

- The students get an exposure to serve the society through various extension activities like teaching school students, cleaning neighbourhood.
- Teamwork, Leadership Skills, Time Management, Effective Communication Skills, Effective Decision Making are just a few things students learn while participating and organizing the projects and programmes.
- The students get an effective platform to mingle with each other and learn about culture, traditions and values of people.

3.6.8. How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The institution organizes Awareness Programmes, Health Care Programmes and Environment friendly initiatives to ensure the involvement of the community in its outreach activities and contribute to the community development:

- **Awareness Programmes:** Officers from AIDS Control Society are invited for awareness programmes on HIV/AIDS.
- **Health Care Programmes:** The College organises various programmes in health and hygiene where renowned medical practitioners are invited.
- **Environment friendly Initiatives:** Environmentalists and renowned Geographers are invited for the environment awareness programs and tree plantation drives organised by the college. The College organises various environmental awareness programmes where the local people actively participate.

- The College celebrates the **World Environment Day** in the feeder schools every year where the local schools participate. As a part of the celebration the college takes up plantation drives in those schools.
- The College observes **World Science Day** and as a part of this celebration, a plantation drive is conducted.
- The College involves the community in its various **Extension Activities**.
- In **NSS** Camps, students work with the Community in infrastructural developmental work for the village and also different community development programmes.

3.6.9. Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The College was established with the untiring effort of the local people. So the College has always maintained a cordial relation with the community and also the various institutions of the locality. As a part of its extension and outreach programmes, the college regularly organises various programmes over the years.

Year	Extension/Outreach Programme	Tentative Budget	Organiser
2009-10	Lecture Programme in Sonapur Balika Vidyalaya	Free	Department of English, Geography, Mathematics
	Quiz, Drawing, Recitation, Extempore Speech at Arabari Rural Library for Women and Children	Free	Ms. Mridusmita Mahanta and Ms. Khirada Mali
	Training Programme in Floriculture	Free	Extension Cell Sonapur College
	Cleanliness Drive	Free	Sonapur College Students' Union
	Extension Programme in feeder school Sankardev Shishu Bidya Niketan, Sonapur	Free	Department of English

	Environment Awareness Programme	Free	Department of Geography
2010-11	Quiz, Drawing, Recitation, Extempore Speech at Arabari Rural Library for Women and Children	Free	Ms. Mridusmita Mahanta and Ms. Khirada Mali
	Training Programme on organic fertilizer production at Dikchak	Free	Extension Cell Sonapur College
	Medicinal Tree Plantation drive at Dikchak	Free	Extension Cell Sonapur College
	Cleanliness drive at the neighbourhood	Free	Sonapur College Students' Union
	Extension Programme in feeder school Sankardev Shishu Bidya Niketan, Sonapur	Free	Department of English and Mathematics
	Environment Awareness Programme at Malaibari Girls' High School	Free	Department of Geography
2011-12	Gender sensitization programme at Tamulikuchi Balika Vidyalaya	Free	Womens' Cell, Sonapur College
	AIDS Awareness programme at Satya Sai Balika Vidyalaya	Free	Red Ribbon Club
	Workshop on Natural Disaster Management at Maloibari Balika Vidyalaya	Free	Extension Cell Sonapur College
	Workshop on Natural Disaster Management at Byrnihyt M.E. School, Meghalaya	Free	Extension Cell Sonapur College
	Extension lecture at feeder school SankarDev Shishu Bidya Niketan, Sonapur		Extension Cell, Sonapur College 1. S.I. Singh 2. Dr. A. Ali 3. Dr. M.R. Kalita 4. Dr. M Bhagowoti 5. Ms. B. Borthakur 6. Ms. M. Mahanta 7. Ms. S. Phukan
	Cleanliness drive at the neighbourhood	Free	Sonapur College Students' Union
	Book Collection drive	Free	Sonapur College Students' Union
	Road Safety Awareness Programme	Free	Sonapur College Students' Union
	Environment Awareness Programme at Durung High School	Free	Department of Geography

2012-13	Extension lecture at Mitani High School	Free	Extension Cell Sonapur College
	Extension lecture at Dikchak L.P. School	Free	Extension Cell Sonapur College
	Community Development Programme	Free	NSS
	Environment Awareness Programme at St. Patrick High School	Free	Department of Geography
	Cleanliness Drive at College Road	Free	NSS
	Cleaning of College Campus	Free	Sonapur College Students' Union
	Summer School on Mathematics for students' of feeder schools	Free	SinamIboton Singh
	Plantation Drive at Dikchak Village	Free	NSS

3.6.10. Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years

Though the college has been organising numerous extension activities, it has not received any award so far.

3.7 Collaboration

3.7.1. How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives –collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc. National Collaborations:

Though the College has not done collaborations for research activities in the institutional level, the faculty members have done a few collaborations at their personal level.

- A few of the faculty members have been awarded Guideship for Ph.D. and M.Phil in some other Universities.
- Some faculty members have presented joint research papers in different National and International Seminars and Conferences and also published in research journals.

- The College organises various programmes like Seminars and Workshops in collaboration with some outer agencies, like, Indian National Trust for Art and Cultural Heritage (Assam Chapter), Regional English Language Office, US Embassy, New Delhi, Assam Science Technology and Environment Council (ASTEC), Assam and UGC.

3.7.2. Provide details on the MoUs/collaborative arrangements (if any) with Institutions of national importance/other universities/ industries/ Corporate (Corporate entities) etc. And how they have contributed to the development of the institution.

The College has made provisions for collaborative arrangements and signed MOUs with various agencies who have contributed to the development of the institution.

Serial No	Institutions/Organisations/Industries	Contribution
1.	Sonapur Sports Association	Sports infrastructure facilities
2.	Sonapur Tea Company	<ul style="list-style-type: none"> • College infrastructure, • library books, • sponsoring various programs organised by the College
3.	CEC, Sonapur	Spoken English Course
4.	State Bank of India	Sponsoring various programs organised by the College
5	UCO Bank	Sponsoring various programs organised by the College
6.	National Institute of Electronic and Information Technology (NIELIT), a Govt. Of India initiative	Free Certificate Course on Basic Computer Skills for SC/ST students.
7.	Abha's Beauty Care & Aroma Therapy	Beautician Certificate Course
8.	GNIIT	Computer Courses at a subsidised rate, collaborative BPO Courses
9.	NEILIT	Office Automation Course for SC, ST Students
10.	XIMIT	Proposed B. Voc Courses
11.	BA	Proposed B. Voc Course on Theatre and Stage Craft

3.7.3. Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

The college has been working in collaboration with other reputed institutes/ industries/ community for the development of the college.

- Under the Integrated Tribal Development Plan (Welfare of Plain Tribes and Backward Classes), the Govt. of Assam has sanctioned funds for a ST (P) Girls Hostel in the College.
- The Gauhati Refinery, Noonmati has donated a number of Computers and accessories for the Computer Lab of the College.
- The Regional English Language Office, US Embassy, New Delhi has donated a battery operated LCD Projector to the College.
- The Gauhati Refinery, Noonmati has provided financial assistance for a Water Supply Scheme in College Campus
- Mr. Sambar Rangpee, a well-wisher of the College has donated funds for the construction of the College Gate.
- The Sonapur Tea Company regularly sponsors Sports prizes to students.
- The neighbouring community is involved in the Social/ Cultural/ Sports/Literary upliftment of students by donating prizes, books and cash.
- The College organises its various sports events in the Sonapur Mini stadium for which it has signed a MoU with Sonapur Sports Association. A positive step in this direction has come when the neighbouring Jalukbari village community donated a plot of land for sports ground.

3.7.4. Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

International and National Seminars /Workshops were organized and research activities undertaken to enrich the intellectual and research quotient.

- The college has organized three International Workshops on English Language Teaching. These workshops have paved the way

for our faculty and research scholars to have interaction with many National and International scholars.

- The college has the privilege of hosting an INTACH Sponsored National Seminar on “Heritage at Risk: A Clarion Call for its Stakeholders”.
- The College organised a UGC Sponsored National Seminar on “Social Equity and Sustainable Development: A Quest for Opportunities and Expectations”.
- Three RELO (US Embassy, New Delhi) Sponsored Workshops were organised by the Department of English in collaboration with the IQAC.
- Apart from many Regional level Programs where Eminent Personalities had graced as Resource Persons, Invited Speakers, Guests and Participants.

<i>Year</i>	<i>National Seminar/ International workshop</i>	<i>Eminent Personalities</i>	<i>Designation</i>	<i>Purpose/ Contribution</i>
2009-2010			---	---
2010-2011	Annual Academic Session of North-east India Geographical Society (NEIGS) October, 9,2010	Dr. Haren Sarma Dr. R. Barman	Retd. HoD of Geography, GU Retd. HoD of Geography, GU	Inaugurator Chairperson, Technical Session
2011-2012	1.International RELO Sponsored workshop	1. Joseph P Dwaileebe,	English Language Fellow, USA	Resource Person
		2.Dr PadminiBaruah	Head of the Dept. of ELT, Gauhati University	Resource Person
		3.Mr. S. C. Ray	Deputy Secretary, UGC, NERO, Guwahati	Inaugurator of the Workshop
2012-till date	1. INTACH Sponsored National Seminar on “Heritage at Risk: A Clarion Call for its Stakeholders”	1. Major General (Retd) L.K. Gupta,	Chairman, INTACH, New Delhi	Inaugurator of the Seminar
		2. Padmashree Sentilayanger	Convenor, INTACH, Nagaland Chapter	Key Note Speaker
		3. Dr. Dinesh Baishya	Convenor, INTACH Assam Chapter	President of the Inaugural Session and

				Chairperson of technical Session
		4. Samiran Baruah	Director, Assam State Museum, Guwahati	Invited Speaker
		5. Mr. Utpal Datta	Programme executive, All India Radio, Guwahati	Invited Speaker
		6. Dr Bipuljyoti Saikia	Centre of Plasma Physics, Institute of Plasma Research, Nazirakhat, Assam	Invited Speaker
		7. Mr. Jayanta Kr. Sarma	F. Freelance Consultant (Environment and Development) Guwahati	Invited Speaker
		8. Dr. Rajib Handique	Associate Professor, Dept. of History, Dibrugarh University	Invited Speaker
	2. UGC Sponsored National Seminar on “Social Equity and sustainable Development: A Quest for Opportunities and Expectations”	Dr. B. G. Unni	Chief Scientist, CSIR-NEIST, G.O.I. Jorhat	Inaugurator
		Dr. Shaym Bhadra Medhi	President AISD	Resource Person and Chairman, Tech. Session
		Dr. Jagannath Patgiri	Retd. HOD of Geography, Pragjyotish College	Resource Person and Chairman, Tech. Session
		Dr. Partha J. Das	Head, Water Climate and Hazard, Araanyak, Ghy	Resource Person and Chairman, Tech. Session
		Dr. Gayatree Goswami	HOD, Department of Education, GU	Resource Person and Chairman Tech. Session
		Dr. Abhijit Sarma	Associate Professor, IIBM, Guwahati	Resource Person and Chairman Tech. Session
	3. RELO Sponsored International Workshop on Learning Styles	Michelle Stabler Havener	Senior ELF, USA	Resource Person

3.7.5. How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

a) Curriculum development/enrichment

- The college signed an agreement with CEC, a vocational multimedia institute of the state for development of curriculum as well as to run computer courses in the college campus.
- The College has signed a MoU with NIELIT to run Advanced Computer Courses and also a BPO Course with placement opportunity. Further, this Institute has been the Collaborator for the proposed B.Voc Course on IT.
- The College has signed a MoU with XIMIT (Industry-institute) to collaborate on the proposed B. Voc. Courses on Retail Management.

b) Internship/ On-the-job training

- In March, 2014, the college signed an agreement with G-NIIT, Sonapur Centre for imparting different computer courses at a subsidized rate and assured opportunity for placement.
- The NIELIT and XIMIT will provide job opportunities to the students.

d) Faculty exchange and professional development

- The college underwent an understanding with Regional English Language Office (RELO), US Embassy, New Delhi for carrying out Professional Faculty Development Programme in 2011.
- As such two Faculty Development Workshops on, ‘Communicative Language Training Methodology’ and ‘Integrating Skills in the ESL Class Room’, in the year 2011 and 2012 were organized respectively.
- As a result of this agreement between the college and the RELO, US Embassy, a faculty member of English Dr. Nizara Hazarika was awarded a scholarship by the US Government to participate in a two week long Faculty Development Programme from March 10-24, 2013 in the USA.

- In September, 2013, Ms. Mischelle Stabler Havener, a Senior Faculty of RELO, US Embassy, New Delhi, visited the college and delivered a talk on the theme 'Reflecting on Learning Skills' in presence of students and the faculties.

e) Research:

f) Consultancy:

g) Extension:

h) Publication:

- The college signed an agreement with 'Techno Ed Publication' for the publication of '*Sona Sofia*', a compilation of research papers with ISBN.
- Another agreement have been signed by the college with the 'Purbanchal Prakashan' for bringing out two books of research papers by the IQAC of the college.

i) Student Placement:

- The agreement signed by the college authority with the GNIIT, Sonapur Centre, would provide the students with an assured opportunity for placement after completion of different courses at a subsidised rate.
- The agreement signed by the College with National Institute of Electronics and Information Technology, (NIELIT) Govt. Of India would provide placement service to the students.

k) Introduction of new courses:

The college has undertaken initiatives to introduce new courses in collaboration /technical support of different agencies/individuals.

- The College has signed an agreement with National Institute of Electronic and Information Technology (NIELIT), a Government of India initiative, to start a Certificate Course on Basic Computer Skills for SC/ST students.
- In order to initiate a new course on Beauty Care and Aroma Therapy from the session of 2014-15, the college signed an agreement with 'Ava Institute of Aroma Therapy and Beauty Care, Jagiroad'.

1) Student exchange

- Two students of the college Ms. Usha Das and Ms. Dharitri Teron of TDC Fifth Semester attended an International Youth Programme titled 'Yuva Meet-2014' organised by 'The Energy Resource Institute (TERI)' in February, 2014. The programme was jointly sponsored by Government of India, RCE Delhi, UN University, British Council etc.
- As a result of the understanding between the college and the RELO, US Embassy, New Delhi, a student of the college Ms. Nibedita Rajbongshi of TDC fourth Semester, was selected for a Student Exchange Programme of one year duration to the US. She had successfully cleared all the hurdles in the initial phases of the screening but eventually missed the opportunity due to her lower score of TOEFL.

3.7.6 Detail on the systematic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Quality sustenance and enhancement are the two major thrust areas of the College. The college makes systematic and concerted efforts to establish linkages with International/National institutes/ agencies for creating an academic environment for promotion of quality. Initiatives are taken to promote interdisciplinary learning. National Conferences/International workshops are organized to provide a platform for healthy exchange of ideas. Eminent personalities are invited to share their views on issues of global significance.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

- As the College has come under 12(B) only recently, the college has not been able to do much where finances are involved. Thus it is hoped that in the future the College will be in a position to engage more in research and extension oriented activities.

CRITERIA-IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1. What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The college has a distinctive policy for the enhancement of its infrastructure facilities to ensure effective teaching and learning. In order to fulfill its mission and to achieve the desired goals, the college has put up its effort and has developed a mechanism for continuous monitoring and optimal use of the infrastructure and learning resources.

- The demand/need of new infrastructure is first raised in the meeting of the Academic Committee by the departments where the Heads are Ex-officio members.
- Similar demands are also placed in the Academic Committee meeting by the Coordinators of the IQAC, attributed from the analysis of the Students' Feedback, Parents' Feedback and Public opinion.
- The demands so raised are placed in the Governing Body for decision making. Being the apex decision making body of the college management, the Governing Body finally decides about the creation and enhancement of the infrastructure and suggests the Principal to prepare the detailed plan and estimate.
- The task of preparing the Plan and Estimate is endorsed by the Principal to the respective departments, committees or the IQAC, depending on the nature of demands.
- After ensuring about the budgetary provision, the Principal finally takes up the plan for execution.
- In case the fund is not available, the Principal is empowered to explore the possibilities of fund from different sources like, UGC, DRDA, different agencies of the Govt. of Assam, and industry houses like Guwahati Refinery, Sonapur Tea Company etc.
- As soon as the fund is made available the Plan and Proposal is made for execution.

- The Construction Committee is constituted as per the Government/UGC's directives to carry out the execution.

4.1.2. Detail the facilities available for

- a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

Curricular and co-curricular activities:

The College has put up a continuous effort in order to maintain the adequacy of its infrastructure in view of the growing enrolment and the upcoming modern pedagogical technologies in the global context. As such infrastructure for various Curricular and Co-curricular activities are continuously added to the college.

A. Classrooms:

- Altogether 25 class rooms, distributed in 4 different blocks, are allotted to impart classes of both Arts and Commerce stream.
- Two separate classrooms for the Department of IT and one separate building for Geography Department.
- The entire classrooms are equipped with either White or Green Boards. The facilities of using LCD or Overhead projector are available in the classrooms and some faculty members use it at times.
- Sufficient number of fans and lights are available in each class rooms.

Blocks	Area(ft)	No. of Class room	Total Area
Bhaduri Bhavan	42X22	2	1848 Sq ft
	33X22	1	726 Sq ft
	16X22	2	704 Sq ft
	16X22	1	352 Sq ft
RCC Block	19X20	8	3040 Sq ft
	10X12	1	120 Sq ft
	47X43	3	6063 Sq ft
New Block	12X16	5	960 Sq ft
Administrative Block	12X22	5	1320 Sq ft

Geography Department	22X20	1	440 Sq ft
Department of IT	16X20	1	320 Sq ft
	13X22	1	286 Sq ft

B. Technology enabled learning spaces:

The college always looks forward to provide its students with all kinds of modern teaching-learning facilities with the limited available resources. There are a number of technology enabled learning spaces available in the college.

- **Smart Class Room:** The College has developed a Smart Class Room with its own fund. The room is equipped with a LCD Projector, Interactive Board, Audio System sufficient number of fans and lighting facilities and sitting arrangement of 75 students.
- **Computer Laboratories:** There are two computer laboratories in the college with sufficient power backup and internet facilities.
- **Seminar Hall:** The College has a Seminar Hall in its Administrative cum Academic Building, constructed with the UGC Catch up Grant. The seminar hall is equipped with a Computer, LCD Projector and Audio System. There is another Conference Hall along with the departmental rooms on the first floor of the Administrative cum Academic Block.
- **Geo-informatics Laboratory of Geography Department:** The Department of Geography has developed a Geo-informatics Laboratory for teaching and learning of Geographical Information System (GIS), Global Positioning System and Remote Sensing (RS).
- **Internet in the College Library:** The students of the college are provided with the facility to access to different e-resources through N-LIST-INFLIBNET. The facility is made available for the students in the college library.

C. Seminar Halls:

As mentioned above, presently the college has one well equipped Seminar Hall. There is another Conference Hall along with the departmental rooms on the first floor of the Administrative cum Academic Block.

D. Laboratories:

Three departments, namely, Geography, Education and Computer have separate laboratory facilities. The laboratories are equipped with all apparatuses/equipments etc. for imparting practical classes.

E. Botanical Garden:

- Though there is no course of Science in the college, the Heritage Cub along with the Department of Geography has done the listing of plant species in the college campus.
- The college also has a garden of medicinal plants in the campus.

F. Museum:

The College has a Museum in the campus founded with an objective to preserve the age old traditional heritages as well as to facilitate its students to learn and work for their conservation. The combined effort of its faculties, non-teaching staff and the students has helped to enrich the museum.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

As far as the Extra-curricular activities are concerned the college has provided its students with various facilities to explore their hidden talents.

A. Sports:

Encouragement for sports activities to the students is traditionally a significant priority of the college. As such the college has put up its efforts for the development of sports activities.

• Playground in the college campus:

The playground in the college campus has accommodated facilities for playing volleyball, cricket and other minor outdoor games.

- **MoU with the Sports Association Sonapur:**

- ✚ The college has signed a MoU with the Sports Association, Sonapur. The students have been availing facilities offered by the Sonapur Mini Stadium under Sports Association of Sonapur, for practicing football, cricket, athletics, kho-kho etc.

- ✚ The MOU also has facilitated the college to hold different sports events in the Mini Stadium during the Annual College Week Festival.

- **Sports Kit/ gear etc:**

- ✚ Every year the college purchases different sports kits/ gears. Necessary equipments are available in the college for outdoor sports like football, cricket, volleyball etc. and indoor games like boxing, badminton, weight lifting, arm wrestling, carom, chess etc.

- **Indoor Hall:**

- ✚ The construction of the New Indoor Hall, sized 736 Sq Meter (with a provision for extension), with the UGC fund in the college campus is going to be a shot in the arm towards its effort for the upliftment of sports activities.

- **New Playground:**

- ✚ The college is going to have a new playground shortly in the land measuring around 6 bighas, donated by the neighbouring Jalukbari village.

B. NSS:

- ✚ The college has a unit of NSS which regularly organises social service camps, leadership training programme etc. The college has provided the NSS a space in the campus with facilities to keep its records.

C. NCC:

- ✚ There is a NCC unit of the college. The cadets of the unit have gathered remarkable achievements in the recent times. The college unit has its own accommodation in the campus.

D. Cultural Activities:

The college has a number of facilities available for augmenting the talents of the students in the field of art, culture, drama etc.



Musical Instruments:

The college has a number of cultural and musical instruments which have enabled its students for continuous practice.



Kalabhumi:

The cultural forum of the college named, Kalabhumi regularly holds workshops, training etc. during summer vacation. The college authority has provided a separate space for smooth conduct of the activities of Kalabhumi.

E. Public Speaking:

The college has taken the necessary initiatives for the development of skill of Public Speaking of its students. Various opportunities have been provided to the students for developing this skill.



sonapur College Students' Union:

The Students' Union is an important platform for augmenting the public speaking skill of the students. Whoever contests in the election of the Sonapur College Students' Union must have to be a good orator. The faculty members of the college also help them to develop this skill very often.



Spoken English Course:

The college has been carrying out its Spoken English Course under the auspices of the English Department and CEC, Sonapur. The curriculum of this course has been designed by the faculties of the department. However from the session 2013-2014, the Department of English is running the Course for the VI Semester Major students.



Workshop on Communicative Skill:

The college successfully conducted an International Workshop on 'Communicative Language Teaching Methodology' which was Sponsored by Regional English Language Office (RELO), US Embassy, New Delhi.

F. Health and Hygiene:

The college has under taken several initiatives in order to provide its students with facilities related to health and hygiene.

First Aid Centre:

The college has a unit for providing first aid to its students, faculty members and the non-teaching staff. The Centre keeps in it the most vital first aid medicines and other items.

Doctors on Call:


The college has already come under an understanding with PHC, Sonapur Govt. of Assam, to serve the college, with all kind of medical aid as and when needed.

Free Health and Eye Check-up Camp

The college organises camps for Check-up of General Health and Eye for the students in the college campus.

Red Ribbon Club:

The Red Ribbon Club of the college works for awareness of AIDS menace not only in the college but also in the neighbouring areas.

 The College has signed a MoU with the Public Health Service, Dimoria under which the PHC would take health care of the students and staff of the College.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

Since the date of its inception, there has been a continuous effort made by the college for the growth of its infrastructure facilities to keep pace with the academic growth of the college.

Institutional Plan for a Balance Academic Growth and Infrastructure Development:

- ✚ The Academic Committee is the platform where all the issues pertaining to the development of infrastructure is initially discussed.
- ✚ The issues are raised either by the HODs or the Coordinators of IQAC who are the Ex-officio members of the Academic Committee.
- ✚ The recommendations of the Academic Committee meeting are forwarded to the Governing Body by the Principal.
- ✚ The Governing Body advises the Principal to prepare the detailed Plan and Estimate and also to ensure the provision for fund thereof.
- ✚ As the proposal is approved, the work is done by the respective sub-committee, constituted for the purpose.

Optimal Utilization of Infrastructure:

The college management takes utmost care in order to ensure an optimal use of the infrastructure of the college.

- On the working days, the classrooms, library, laboratory, canteen etc. are fully utilized.
- On every Saturday and Sunday classes of the K. K. Handiqui State Open University are held in the college.
- During the summer vacation different types of student centered activities like workshops, summer schools are held in the college.

Year	Activities During Summer Vacation
2010	<ul style="list-style-type: none">• Department of Geography hold ‘Summer School on ‘Spatial Analysis and Mapping’.• A month long Drama Workshop was organised by ‘Kalabhumi’.

2011	<ul style="list-style-type: none"> • Kalabhumi organised a month long Drama workshop.
2012	<ul style="list-style-type: none"> • Department of Mathematics, under the initiative of its faculty member, Mr. S.I Singh hold a ‘Summer School in Mathematics’. • Kalabhumi hold workshop on ‘Lalilang’, a folk dance form of Assam
2013	<ul style="list-style-type: none"> • Ms. Dipa Kakoti, faculty member of Education hold special classes for the Major course students. • Kalabhumi organised a drama workshop with a production at the end. • Local unit of All Assam Students’ Union also held a children drama workshop in the college.

Sequential Growth of Academic and Infrastructure:-

There has been a sequential growth of the College over the years.

Session 2009-10:

- **Enrolment:** The total enrolment of the college was 965.
- **Amount Spent in Infrastructure Development:** Rs. 8,54,601/-
- **Infrastructure Development:**
 - **New Class Room:** The construction of the remaining two rooms of the first floor of RCC building started.
- **Books in the Library:** A good number of books had been purchased for the library. An amount of Rs.1,20, 614/- was spent for this purpose.
- **Maintenance of Infrastructure:** The College had done repairing and maintenance works in the existing infrastructure. An amount of Rs. 56,997/- was spent for this purpose.
- **Purchase of Sports Item:** The College bought some sports items like Cricket kit, Football, Martial Art kit, Volley ball and Volley ball net.

Session 2010-11:

- **Enrolment:** The total enrolment was increased to 1089.
- **Amount Spent in Infrastructure Development:** Rs. 12,66,071/-
- **Infrastructure Development:**
 - ✚ **Construction of Girls' Hostel:** The College was sanctioned a grant of Rs. 50.20 Lakh for the construction of the Girls' Hostel, from the Department of Welfare of Plain Tribes & Backward Classes, Govt. Of Assam. Accordingly the construction work was started on 07/10/2010.
 - ✚ **New Class Room:** Two rooms of the second floor of the RCC Academic Block were completed.
- **Books in the Library:** A good number of books had been purchased by spending an amount of Rs. 68,672/-
- **Maintenance of Infrastructure:** The renovation work of the Bhadury Bhavan was carried out by fixing new roofing of the veranda and a proper whitewashing of the whole block was done. An amount of Rs. 1,04,548/- was spent for this purpose.
- **Purchase of Computers:** The College purchased three numbers of Desktop Computers and a Printer.

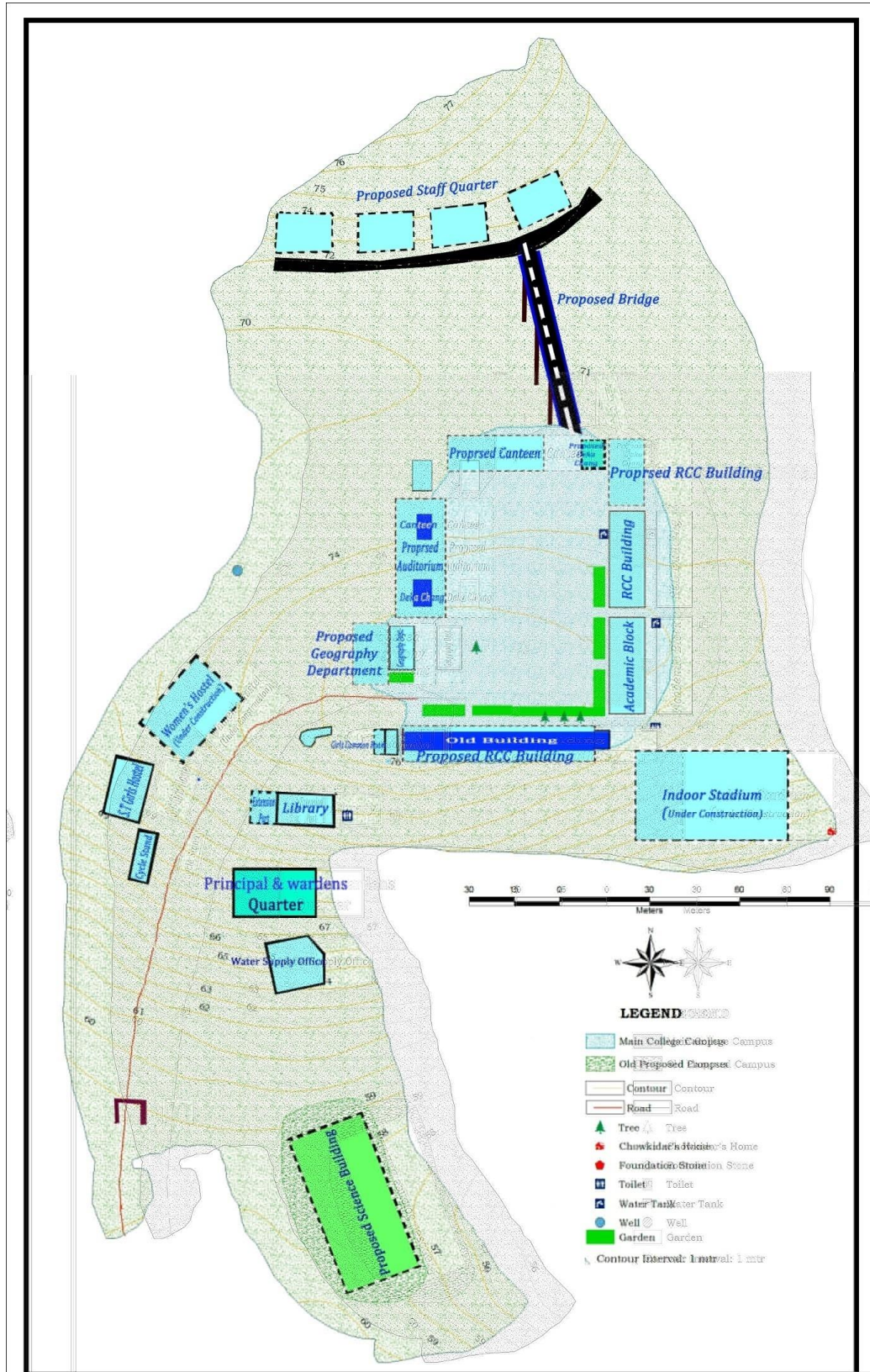
Session 2011-12:

- **Enrolment:** The total enrolment in the college was 1272.
- **Amount Spent in Infrastructure Development:** Rs. 88,08,813/-
- **Infrastructure Development:**
 - ✚ A new Girls' Hostel was inaugurated on August 2, 2011.
 - ✚ A set of new toilets in the College premises was inaugurated.
 - ✚ Construction of a new building for college canteen was also completed.

- ✚ Two new rooms in the second floor of the RCC block were completed.
 - ✚ A new Xerox Machine was purchased.
 - ✚ Works for the construction of a new Academic cum Administrative Block had started on August 2, 2011.
 - ✚ New three phase electricity line with a Transformer was installed.
- **Books in the Library:** An amount of Rs. 1,54,887/- was spent for the purchase of library books.
 - **Maintenance of Infrastructure:** An amount of Rs. 1,77,299/- was spent for this purpose. The roofing in the Bhaduri Bhavan was replaced.

Session 2012-13:

- **Enrolment:** The total enrolment in the college was 1432
- **New Academic Programme:** A study Center of the K. K. Handiqui State Open University has been inaugurated.
- **Amount Spent in Infrastructure Development:** Rs.63,63,575/-
- **Infrastructure Developed:**
 - ✚ The new Administrative cum Academic Block was inaugurated on October 16, 2012.
 - ✚ Separate accommodations were provided to each department.
 - ✚ 5 new class rooms were added.
 - ✚ Construction of a smart class room was completed
 - ✚ New secretariat building of the Students' Union was constructed.
- **Books in the Library:** An amount of Rs. 74,717/- was spent for the purpose of purchasing library books.
- **Maintenance of Infrastructure:** Rs. 25,00,828/- was spent for different maintenance work of the existing infrastructure.



4.1.4. How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

In spite of the fact that no students with physical disabilities have been enrolled in the college it has done all possible preparedness for the same.

- Ramps have been constructed in the ground floors of all the buildings including the Administrative Block.
- The college has already submitted proposal to the UGC for developing infrastructure for the students with disabilities.

4.1.5. Give details on the residential facility and various provisions available within them:

- Hostel Facility – Accommodation available
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility: Common room with audio-visual equipments
- Available residential facility for the staff and occupancy: Constant supply of safe drinking water
- Security:

Hostel Facility:

- The college has a multi-storeyed Girls' Hostel Constructed in 2011 with the fund received from the Department of Welfare of Plain Tribes, Government of Assam. Elaborate arrangement has been made in the hostel to provide academically conducive, safe, secured and economically affordable accommodation in a homely ambience. Altogether 24 boarders can be accommodated in the hostel.
- The construction of a new Women's' Hostel under UGC Scheme is also currently underway.

Recreational facilities:

- Sports item like badminton, carom, and chess board have been provided for the boarders of the hostel.
- Cultural functions are organised in different occasions which provides a platform for the boarders to expose their talents.
- In order to explore the literary talents of the boarders a wall magazine is published on a regular manner.
- The boarders of the hostel have nurtured a kitchen garden in the hostel campus. This has helped some of them to develop skill and to put into practice the hobby for some other, besides fulfilling the need of fresh vegetables.

Computer facility including access to internet:

- For the boarders of the hostel the Computer Center of the college is kept open as and when needed.

Facilities for medical emergencies:

- The facility of first aid is available in the hostel. Medicines needed for emergency purposes are kept in the first aid box.
- The college has the agreement with a doctor who visits the hostel on call.
- The 'Warden' and the 'Monitor' takes care of all kind of medical helps needed by the boarders.

Library facility in the hostels:

- Daily News Papers are regularly supplied for the inmates of the hostel.
- Magazines are regularly supplied for the inmates of the hostel.

Recreational facility-common room with audio-visual equipments:

- A coloured LED Television has been placed in the common room

Available residential facility for the staff and occupancy:

- The cook, night watchman and the sweeper stays in the close proximity of the Girls' Hostel.

Constant supply of safe drinking water:

- There is a provision for 24 hours water supply in the hostel.
- In order to provide potable water for the hostel a water purifier of UV and RO facility has been installed in the hostel.

Security:

- The hostel is fully covered by high rise boundary wall.
- The hostel is provided with security by watchmen of day and night
- There is a mechanism to keep a strict vigilance on the hostel borders. There is a provision of maintenance of outgoing records of hostel borders which is under the observation of the Hostel Warden. Taking attendance during evening prayers is a regular practice. The Principal also pays sudden visits and discusses issues of importance with the Warden and the Monitor.

4.1.6. What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The college puts up different efforts in order to provide its staff and students with different facilities for health support.

- **First Aid Centre:** The College has a small first aid centre, where the necessary 'First Aid' facilities are always kept ready for service.
- **Doctor on Call:** A Medical Practitioner visits the college on call for providing necessary advice to the needy students.
- **Sickroom During Examination:** Special arrangements like 'Sick Room' or 'Sick Bed' is made for the sick candidates in every examinations held in the college. The Officer-in-charge of the Sonapur PHC, who is of Sub-Divisional Medical Officer (SDMO) rank, is always kept as member in the examination committee.
- **Expenditure for Treatment:** Entire expenditures for treating the students who got injury while taking part in the annual sports

meet or representing college in any sports event is incurred by the college.

- **Eye Check-up Camp:** Special camps are organised from time to time for free Eye Check-up of the student and staffs.
- **Group Health Insurance:** Group Insurance is done for each students at an Annual Premium of Rs. 20/- only.

4.1.7. Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

There are several Common Facilities available in the college for the welfare of its students, teaching faculties, non-teaching staff and other stake holders. Some of such facilities are provided with separate space/room in the college campus while some others are attached to the departments to which the convener/coordinator belongs.

- A. IQAC:** There is an IQAC in the college since November, 2002. The IQAC is provided with a well-furnished room of 286 sq ft.
- B. Grievance Redressal Cell:** The College has a Grievance Redressal Cell which basically takes care of the grievances of students, teachers and the office staff. The Grievance Redressal Cell has been accommodated with the Department of Education as its faculty member Ms. Dipa Kakoti is currently the convener of the Cell.
- C. Women’s Cell:** The office of the Women’s Cell is now attached with the Department of Education since its convener is Ms. Dipa Kakoti, a faculty member of the Dept. of Education.
- D. Counselling and Career Guidance:** There is a Career Counselling and Guidance cell in the college which take different initiatives for providing counselling and career guidance to the students. Mr. Dipjyoti Deka, faculty member of the Department of English is the Coordinator of the cell, as such the office is attached to it.
- E. First Aid Centre:** The College has a First Aid Centre in the campus. The provision for first aid is kept ready for service to the students, teachers, and non-teaching staff.

- F. Canteen:** The College has a well-furnished canteen facility to provide food to the students and teaching-non-teaching staff at a subsidized rate. The canteen is accommodated in a house measuring 1647 sq ft.
- G. Recreational Spaces for staff and students:** There are recreational facilities available in the college for the students as well as its staff. For the girls students ludo, carom boards etc. are provided in the Girls' Common Room while for boys, similar provisions are kept in the 'Dekachang'.
- H. Safe Drinking Water:** There is a provision for continuous supply of safe drinking water in the college campus. Besides a 'Water Bay' near the Girls' Common Room, drinking water is available for students in the college canteen. An '*Aqua Guard RO*' near the departments has been installed for the use of all.
- I. Indoor Stadium:** Construction of a new Indoor Stadium in the college campus is currently underway under the UGC Scheme at a cost of Rs.70,00,000/-. The College hopes to use this Indoor Stadium as Auditorium in times of need till the College has a full-fledged Auditorium for which the College has already applied to the UGC.

4.2 Library as a Learning Resource

4.2.1. Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the college has a 'Library Advisory Committee (LAC)'.

- The LAC is composed of the following –

President:	Dr. Devabrot Khanikor, Principal
Coordinator:	Ms. Archana Sarma, Librarian
Members:	1. Dr. Biman Patowary, Coordinator, IQAC
	2. Dr. Mani Ram Kalita, Faculty Member, Assamese
	3. Mr. Tulsi Mazumdar, Faculty Member, Pol. Science
	4. Dr. Mausumi Bhagawati, Faculty Member, Assamese
	5. Ms. Runu Kalita, Faculty Member, Assamese

6. Sri Sanjib Rahang, Vice President, Students' Union

7. Sri Kaushik Rongpee, General Secretary, Students' Union

- The following significant initiatives have been implemented by the committee to make the library user friendly-

2009-10: New rules were framed to accommodate the students of different classes on specific days while issuing books.

2010-11: Entry of books in the computer with the help of local software has started

2011-12: (i) Communication have been made with INBLIBNET for SOUL Software.

(ii) The College has subscribed to N-LIST-INFLIBNET to avail the facility of e-resources.

2012-13: A resolution was taken to extend the library building and accordingly the work was started.

4.2.2. Provide details of the following:

- * **Total area of the library (in Sq. Mts.)**
- * **Total seating capacity**
- * **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- * **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

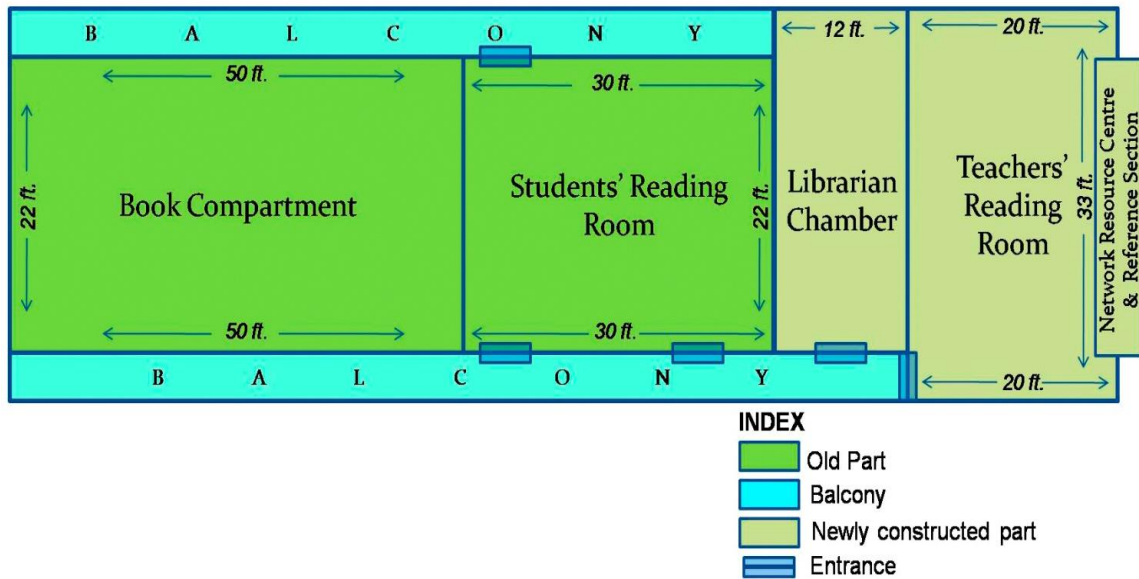
Total area of the library: 2176 sq ft.

Total seating capacity: 65 (for students)

30 (for teachers)

Working hours:

- On working days: 9.00 am to 4.00 pm
- Before Examination Days: 9.00 am to 4.00pm
- During Examination Days:9.00am to 4.00 pm
- During Vacation: 9.00 am -2.00 pm



4.2.3. How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

- he faculty members in particular and sometimes the department as a whole suggests the Librarian for the purchase the new titles according to the need.
- he Librarian prepares the final list of books to be purchased and get the approval of the Library Advisory Committee. Accordingly the books are purchased.
- s the books reach the library, the Librarian checks the bills and does the physical verification. Then the books are entered in the Accession Register, books card affixed and the necessary stamps are put in.
- fter conducting all these formalities, the books are placed in the racks and made ready for issue. Finally the books are issued by observing the mandatory formalities.

E-Journal for Students: There is also the facility to have access on e-journals by the students in the library.

- If a student already has an account on N-LIST, she/he can have access to the e-journals from the net service of the library.
- Students, who do not have account in the N-LIST, are also provided the facility to have access the e-journal by using the user i/d of the librarian.

Procurement of Books and Journals								
Library holdings	2009-10		2010-11		2011-12		2012-13	
	Number	Total Cost (Rs)	Number	Total Cost (Rs)	Number	Total Cost (Rs)	Number	Total Cost (Rs)
Text books	150	50614	28	21773	147	64152	127	33975
Reference Books	225	70000	67	35500	367	90735	208	36320
Journals/ Periodicals	40	2700	36	2400	61	3568	72	5390
E - resources								
News Paper	5	9000	5	9000	9	14860	11	19632

4.2.4. Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC**
- * **Electronic Resource Management package for e-journals**
- * **Federated searching tools to search articles in multiple databases**
- * **Library Website**
- * **In-house/remote access to e-publications**
- * **Library automation**
- * **Total number of computers for public access**
- * **Total numbers of printers for public access**
- * **Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)**
- * **Institutional Repository**
- * **Content management system for e-learning**
- * **Participation in Resource sharing networks/consortia (like Inflibnet)**

- **OPAC:** All the books enlisted and entered in the computer are uploaded in the college website; as such the details of the books are available in the internet.
- **Electronic Resource Management package for e-journals:** The College has already subscribed the N-LIST-INFLIBNET. All the faculty members have their account. The students are also provided with facility to access the e-journals through the N-LIST-INFLIBNET.
- **Federated searching tools to search articles in multiple databases:** Besides the usual search engines like Google, Yahoo etc. , the students and the faculty members
- **Library Website:** The library of the college does not have its own website. However, the profile as well as the detail stock of books, journals etc. of the library have been uploaded in the college website.
- **In-house/remote access to e-publications:** The students and the faculty members of the college have the facility to access the e-publication in-house or in remote mode by opening an account in the N-LIST-INFLIBNET, for which the College has already taken the subscription.
- **Library Automation:** The computerization of the library has already been done with local software. However, the college has applied to INFLIBNET for the SOUL software.
- **Total number of computers for public access:** There are three numbers of computers available in the library for public access.
- **Total numbers of printers for public access:** One printer is available in the library for public access.
- **Internet band width/ speed** ☐ 2mbps ☒ 10 mbps ☐ 1 gb (GB)
- **Institutional Repository:** The college library has started an Institutional Repository, where all the publications of its faculties and students, in both hard and soft copy, have been made available for public access.
- **Participation in Resource sharing networks/consortia (like Inflibnet):** The College has already become a subscriber of

NLIST-INFLIBNET. It has obtained the membership of N-LIST-INFLIBNET and has already applied for the SOUL software.

4.2.5. Provide details on the following items:

- * Average number of walk-ins
 - 80
- * Average number of books issued/returned
 - 70 books/day
- * Ratio of library books to students enrolled
 - 1:8.4
- * Average number of books added during last three years
 - 395
- * Average number of login to opac (OPAC)
 - -
- * Average number of login to e-resources
 - 50 users
- * Average number of e-resources downloaded/printed
 - 100
- * Number of information literacy trainings organized
 - 4 nos
- * Details of “weeding out” of books and other materials
 - The weeding process is not done as the college can’t afford to do so, instead the books are repaired by means of binding afresh.

4.2.6. Give details of the specialized services provided by the library

- * **Manuscripts**

- None

*** Reference**

- 4306

*** Reprography**

- Available in the college Office

*** ILL (Inter Library Loan Service)**

- The facility is available with the neighbouring Dimoria College Library

*** Information deployment and notification**

- The general information regarding facilities available in the library is given in the college Prospectus and the website.
- The current notifications are put up in the Library Notice Board and the College Notice Board

*** Download**

- The students are provided with facility to download their required materials. As such they download various materials like syllabus of the Gauhati University, Study material from N-LIST-INFLIBNET and Google.com etc.

*** Printing**

- The students as well as the faculty members can get the print out of the materials downloaded from the internet at the payment of a specific fee.

*** Reading list/ Bibliography compilation**

- The reading list is available in the 'Accession Register' and in the computer storage. The Librarian maintains the Accession Register and provides the necessary information.

*** In-house/remote access to e-resources**

- The e-resources are available in the library through internet search engines and also N-LIST-INFLIBNET. Any student/faculty can have access to the e-resources by opening account in the N-LIST-INFLIBNET and also through searching in the search engines.

*** User Orientation and awareness**

- The Orientation and the Awareness of the students about the facilities available and the rules to be followed in the library, is given on the very first day in the college during the hour long pre admission counseling.
- The Librarian takes an Orientation Class for the newcomers on their first visit to the library.
- The Librarian keeps the students aware of the various issues pertaining to the Library from time to time.

*** Assistance in searching Databases**

- The Librarian assists the users in searching the database.
- The Library staff helps the students in searching various e-resources in the database.

*** INFLIBNET/IUC facilities**

- The college has already subscribed the N-LIST-INFLIBNET and applied for the SOUL software from the INFLIBNET.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The library staffs provide a number of supports to the students and the teachers of the college.

A. Support to the Students:

- The Librarian takes the 'Library User's Education Class' from time to time.

- The library support staffs help the users in Borrowing and Lending of books.
- The Librarian places the demands and suggestions of the students and teachers in the Library Advisory Committee.
- The library support staffs guide the students in choosing the important books.
- The library staffs always try to encourage the habit of reading among the students.

B. Support to the Teachers:

- The library staff makes a list of the text books and reference books as per the advice of the teachers and the Librarian places it in the meeting of the Library Advisory Committee for approval.
- The Librarian subscribes the journals through the teachers.
- The library support staff helps the teachers in searching the books from the stacks and also provides information regarding the availability of books in the library.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- The college has come under the 12 (B) of the UGC Act only last year. As such the college is yet to develop special facilities for the visually/physically challenged persons in the library. However, the college has submitted similar proposal under the XII Plan of the UGC.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

Yes, the Librarian is responsible for the collection of feedback from the students as well as from the faculty members.

- The feedbacks are analysed and the outcomes are placed by the Librarian in the meeting of the Library Advisory Committee.
- The demands and suggestions derived from the analysis of the feedback are discussed and necessary steps are taken for their execution.
- The demands/needs are forwarded to the Governing Body for necessary approval.
- After obtaining the approval of the Governing Body with financial provisions, the Principal carries it forward for implementation.

Strategies deployed to collect feedback on Library:

- There are two methods of collecting feedback from the students as well as the faculty member. 'Questionnaire Method' is deployed for the students, while feedback from the faculty members is collected by personal interaction and from the proceedings of the meetings.
- A specially designed feedback format is distributed to the students where they provide their responses.
- The faculty members are also provided with the opportunity to express their opinions in the staff meeting or in the Academic Committee Meeting.
- The members of the Library Advisory Committee also come often with various suggestions in the meetings held from time to time.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**
- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Wifi facility**

- **Licensed software**
- **Number of nodes/ computers with Internet facility**
- **Any other**

A. Number of computers with Configuration:

There are altogether 33 computers in the college. The computers are allotted to different branches of the college

Location	No. of System	CPU	Speed	RAM	Hard Disc	Bit	Printer
Dr. D. Khanikor, Principal	1	Pentium® Dual Core	2.9 GHz	(DDR 3) 2 GB	500 GB		HP Deskjet 1000
DR. Bipul Bora, Vice-Principal	1	Pentium® Dual Core	2.9 GHz	2 GB	500 GB	32	HP Laser Jet P 1007
Mr. Hiren Das, Head Assistant	1	64X2 Dual Core	2.32 GHz	2 GB	400 GB	16	
Mr. Son Deuri, Accountant	1	Pentium® Dual Core	2.0 GHz	1GB		32	HP Deskjet 1000
Mr. Babul Garo, Office Assistant	2	Pentium® Dual Core	2.6 GHz	1GB		32	HP Laser Jet P 1007
		Pentium® Dual Core	2.5 GHz	2GB	500 GB	32	Dot Matrix
Mr. Mahendra Das Office Assistant	1	Pentium® Dual Core	2.8 GHz	(DDR 2) 2 GB	80 GB	32	HP Laser Jet P 1007
Mr. Nandeeswar Basumatary, O/A	1	Pentium® Dual Core	2.6 GHz	1GB		16	
Mr. Mangal Marak O/A	1	Pentium®	2.5 GHz	2GB	500 GB	32	
Computer Laboratory (Old)	1	Celeron®	2.4 GHz	500 MB	40 GB	32	
	1	Pentium® Dual Core	3 GHz	2 GB	500GB	32	
	1	Pentium® Dual Core	3 GHz	512 MB	160GB	32	

Computer Laboratory (New)	4	Core (TM) Duo 2	2.93 GHz	4 GB	500GB	32	
Library	1					32	
Network Resource Center (Library)	3	Core (TM) Duo 2	2.93 GHz	4 GB	500GB	32	
Departments (N-Computing)	13	Core 13		8 GB	500GB	32	

B. Computer-student ratio

- 1:43

C. LAN facility

- 8 Computers

D. Wi-Fi facility

- Available in the New Academic cum Administrative Block

E. Licensed software

- Licensed software are used in ‘Biometric Attendance Machine’ and the ‘College Automation’.
- A number of the Computers in the College are with licensed softwares.

F. Number of nodes/ computers with Internet facility

- 20 Computers

G. Any other

4.3.2. Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Location	No. Computer	Available for Students		Available for Faculty	
		With Internet	Without Internet	With Internet	Without Internet
Computer Center (O)	6	2	4	2	4
Computer Center (N)	4	4	0	4	0
Network Resource Center (Library)	3	3	0	3	0
Departments (N-Computing)	13	13	0	13	0

4.3.3. What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- The college always looks forward to upgrade its IT infrastructure and associated facilities.
 - ✚ The college has purchased a good number of books for the students of the IT Department. The College has the plan to purchase more books, and journals for the IT students.
 - ✚ The College has a plan to purchase more computers in order to meet the demand of the student.
 - ✚ The College plans to improve the internet facility for the uninterrupted service in the college campus.
 - ✚ The college has already submitted a detailed proposal to the UGC for the up gradation of the IT facilities, under XII Plan period.
 - ✚ Proposal have already been submitted and also being continuously pursued for getting the posts of the faculty members of the IT Department sanctioned, who are currently working in non-sanctioned posts.
 - ✚ The college has already received four computers from the Gauhati Refinery, Noonmati as donation in 2013. Similar

proposals are also submitted to some other industries and business houses.

4.3.4. Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years).

Head	2009-10	2010-11	2011-12	2012-13
Procurement	48,613	66,410	52,265	58,048
Up gradation	27,845	40,724	22,840	28,554
Maintenance				

4.3.5. How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

The college has provided its faculties, students, and the staff with various ICT resources for teaching/learning as well as the office management.

ICT Resources used for teaching/learning:

- The ‘Smart Class Room’ has facilitated a better mode of teaching/learning.
- The Department of IT is imparting both theory and practical classes of the course curriculum and the certificate courses in the computer laboratory.
- The Department of Geography is teaching theory and practical classes of the Geographical Information System (GIS), Global Positioning System (GPS) and the Remote Sensing (RS) in its laboratory using specific software.
- Besides the electric operated LCD Projectors, the faculty members also use a battery operated projector, received as donation from the US Embassy, New Delhi.
- The Department of English uses the IT facility of the conference room for screening the films on the texts of their syllabus.
- The faculties and the students of the college are using the e-library facility of N-LIST-INFLIBNET from the Network Resource Centre of the library.

- The e-library facility for the students and the faculties also being provided by the American Consulate, Kolkata.
- After providing the Departments with desktops with Wi-Fi facility, the faculty members have received a great advantage in augmenting their academic pursuits.

ICT Resources used for office management:

- The college office is fully automated. The admission, fee collection is done with college automation software.
- As a part of the Management Information System (MIS), the information regarding the important issues, notifications for the significant events like admission are uploaded in the college website for the information of all concerned.
- The college library is also being computerized. The details of the book have been entered in the computer.
- The attendance of the teaching and the non-teaching staff is done in a Biometric Machine. The detail of the attendance is obtained with the help of computer software.

4.3.6. Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- Since there is no internet connection in the classrooms, the teachers have access to the online resources through their data cards or in the departmental computers and use these resources for classroom transactions.
- The students use the internet extensively for generating resources to participate in the Group Discussion, Seminar Presentation etc. It helps in enhancing group and individual learning of the students.
- Smart Classroom is used by the faculty members of English for the screening of films based on the texts which are a part of the syllabus.

- The students of Geography Major Course, especially of the VI Semester, have to go through sessions of 'Hands on Computer' to learn the use of GIS Software.
- The Department of Geography organised several technical sessions on the Application of Computer Software in GIS.

Year	Date	Name of the Programme
2010	13-16 July	Summer School on Spatial Analysis and Mapping
2011	24-28 May	Workshop on 'Application of Computer and Open Source GIS in Geography'
2012	8-11 May	Map Learning Workshop

4.3.7. Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

- The affiliating Gauhati University has recently got the connectivity of the National Knowledge Network. The Gauhati University has not given the connectivity to its affiliated colleges.
- Data Capture Formats (DCF) is submitted online to www.aishe.gov.in as directed by the affiliating Gauhati University and the Directorate of Higher Education, Govt. of Assam. Already the data of the sessions of 2010-2011, 2011-2012, and 2012-2013 are submitted.

4.4 Maintenance of Campus Facilities

4.4.1. How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The college ensures the optimal allocation and utilization of the funds as per the budgetary provisions.

- The academic committee discusses and shortlists the various infrastructures which need the repairing, revamping or other maintenance work during the year. The Head of the Departments, Librarian, representative of the Teachers' Unit and the Coordinators of the IQAC, who are the members of the Academic

Committee, mostly place the specific proposals for such maintenance works.

- Based on the need assessment, budget provisions are optimally made and the Infrastructure Management Committee shoulders the responsibility for the monitoring of its optimal use.

Budget Allocation for Maintenance and Upkeep					
Sl. No	Head	2009-2010	2010-2011	2011-2012	2012-2013
a	Building	1,00,000/-	1,50,000/-	1,75,000/-	2,50,000/-
b	Furniture	75,000/-	2,00,000/-	1,65,000/-	2,50,000/-
c	Equipment	70,000/-	75,000/-	1,25,000/-	1,10,000/-
d	Computers	70,000/-	50,000/-	75,000/-	1,00,000/-
e	Vehicles	-----	-----	-----	-----
f	Any Other (Academic Infrastructure)	2,60,000/-	1,30,000/-	1,50,000/-	1,00,000/-

4.4.2. What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- The college development fund is utilized for the maintenance and upkeep of the infrastructure.
- Based on the recommendations of the Academic Committee Meeting, the Principal short out the plans according to the demands for the maintenance work.
- For the minor refurbishing of the civil works like masonry, water pipe, electrical etc., the management engages specialized skilled workers on contractual or daily wage basis. However, for any major works, with an approval of the Governing Body, tenders are called from the interested parties and the work is offered to the lowest bidder.
- The Infrastructure Management Committee and the members of the Construction Committee, which comprises of technical persons like retired Engineer, monitor the progress of the work.
- Regarding the maintenance of the Computers, the college has signed a MoU with a firm C.R. Associates for the Annual

Maintenance. The same farm is also taking responsibility for the management of the e-waste of the college.

4.4.3. How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Being an institute of only Arts and Commerce faculties, there is no use of sophisticated instruments for measurements etc., except the different survey instruments used by Geography. If the instruments need such mending, the Head of the Department places it in the meeting of the Academic Committee and accordingly necessary fund allocation is made by the Principal with the necessary approval from the GB.

4.4.4. What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The college, in the recent times, has taken several significant steps for the upkeep and maintenance of sensitive equipments.

Voltage fluctuations:

- In 2012, the College installed a 100 KVA Transformer in the college campus in order to do away with the problem of voltage fluctuation in the campus.
- The UPS of the computers are regularly monitored and the necessary repairing/ replacement is done.

Constant supply of water:

- In order to ensure continuous supply of water in the campus, the college authority has appointed a manual on contractual basis in 2013, who is responsible for operating the Water Supply Scheme of the Public Health Department, located in the college campus.
- In 2013, a new bore well have been put up in the college campus, with the financial assistance from the Gauhati Refinery, which has further strengthened the self sufficiency of the college in providing constant water supply in the college campus.

CRITERIA-V

STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1. Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college publishes its updated prospectus annually. The prospectus is issued along with the admission form. The prospectus contains detailed information of the academic programmes as well as the facilities available in the college. The students are provided with the information on the following aspects through the prospectus:

- Mission, Vision, Goals and Objectives of the college.
- A brief Profile of the college containing an outlines description about its sequential growth.
- Details about the courses offered by the college along with the subject combinations and the number of seats available in each of them.
- Procedures of admission and the detailed fees structures.
- An account of the various Student Support Services, Scholarships and the Forums and Societies available in the college.
- Details of the Academic and Co-curricular activities meant for the all-round development of the students
- General Rules, Regulations and Code of Conduct to be followed by the students.
- Details of the Departmental Seminars along with the topics, proposed for the whole year.
- A detailed Academic Calendar for the session that contains working days, holidays and various student centric and other activities of the college.

- Faculty details and a list of Administrative staff.
 - A detailed Class Time Table for different courses along with the name of the faculty members to whom the specific class is allotted.
- The college has evolved an efficient mechanism for ensuring the commitment and accountability of the college.
- The very foundation of the commitment of the college lies in its Mission-Vision and Objectives adopted at the time of inception and mentioned in the 'Memorandum of Association'.
 - In order to ensure the commitment and accountability, the college follows a four tiered structure comprising, 'Department', 'Academic Committee', 'Principal as the College Authority' and 'Governing Body'.
 - Any issue pertaining to the student support is initially discussed in the departmental meetings which are later brought to the notice of the Principal in the Academic Committee meeting. All the Head of the Departments, the Secretary of the Sonapur College Teachers' Association, and the Coordinators of the IQAC are members of the Academic Committee. Similar issues are also raised in the Academic Committee meeting by the Coordinators of the IQAC.
 - After threadbare discussion in the Academic Committee meeting, a consensus is normally formed. The Principal takes the necessary measures for resolving the issues if it remains within his purview which is then placed in the GB meeting for necessary approval. If the issue is beyond the purview of the Principal, it is forwarded to the Governing Body. The latter redresses the issue at its level if it is found to be within its purview. However, if the issue is beyond the jurisdiction of the Governing Body, it advises the Principal to forward it to the Gauhati University for academic matter, to the Directorate of Higher Education for administrative matter or to the concerned agencies for other relevant issues.

5.1.2. Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

- The college has the provision for providing institutional scholarships in the form of discount in admission fees, free studentship to the meritorious students with poor economic backgrounds.

- Apart from the above, special fee concession is also given to the students belonging to meritorious but economically backward families. The details of these scholarships are given below –

Session	Free Studentship		Aid in the Form of Concession	
	No of Student	Amount (Rs)	No of Student	Amount (Rs)
2009-10	5	14890.00	43	24240.00
2010-11	2	6760.00	18	4475.00
2011-12	7	18980.00	15	11700.00
2012-13	6	18120.00	18	17905.00
Total (Rupees)		58750.00		58320.00

- Moreover, the college facilitates the students in getting the scholarships meant for Scheduled Caste (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) from the Government.
- Yes, the financial aids are disbursed to the students in time. In case of the Post Metric Scholarships meant for the reserved category students, the disbursement is done as soon as the fund is received from the concerned authority.
- The details of the scholarships awarded to the ST, SC, OBC and Minority Students are given below:

Session	Post Metric Govt. Scholarship						Govt. Scholarships for Minority Students	
	Scheduled Tribe (ST)		Scheduled Caste (SC)		OBC			
	No of Students	Amount (Rs)	No of Student	Amount (Rs)	No of Student	Amount (Rs)	No of Student	Amount (Rs)
2009 -10	162	500160	---	---	----	---	1	1850
2010 -11	217	744890	24	84725	56	85980	4	34600
2011-12	237	818799	---	---	---	---	2	18700
2012 -13	---	---	----	---	---	---	----	----
Total (Rs)	---	2063849	----	84725	----	85980	---	---

- The college also offers the facility of free studentships to all the girl students admitted from its adopted village Dikchak.
- Besides the above, in order to provide encouragements, there are

many awards including Cash Awards given to the students who perform their excellence in various curricular and co-curricular activities.

Name of the Award	Awarded to Whom	Sponsored by	Form of Award
Special Library Award	Best user of the college library	Librarian	A collection of book
Special Award for Major Course Students	Best Student of +2 Level	College Authority	A collection of books of the subjects the student opt for major course
Departmental Award for Major Course Students	Students who secure Letter Marks (80% or above) in any subjects	Concerned department	A collection of books of the subjects the student opt for major course
Geography Merit Award	Student securing Highest Marks in the final examination of Geography Major Course	Mr. Upen Borah, Founder Secretary of Sonapur College Governing Body	A collection of books of Geography
Assamese Department Merit Award	Student securing Highest Marks in the final examination of Assamese Major Course	Department of Assamese	A collection of books of Assamese
Moti Ram Deka Memorial Award	Best group/individual of Model and Chart Competition	Dr. D. R. Deka and Ms. Doli Thakuria, Faculty Members of Geography and Education respectively	Cash Ward of Rs. 1000/-
Dr. Dhanjit Medhi Memorial Award	Best participant of the Annual College Week Festival	Ms. Khiroda Mali, Faculty Member of Education Department	A memorial trophy and cash award of Rs.1000/-
Special Sports Award	Best Girl Player of the Annual College Week Festival	Dr. Bipul Bora, Vice Principal	A cash award of Rs. 1000/-

Best Singer Award	Best Singer of the Annual College Week Festival	Ms. Rashmi Rekha Saikia, a well wisher from Sonapur	A cash award of Rs. 1111/-
Best Social Worker Award	Best Social Worker of the Year	Sjt Rakhil Chandra Kalita, a well-wisher from Sonapur	A collection of books
Arun Saankar Bhaduri Memorial Award	Best player and winner of the Marathon Race of Annual College Week Festival	Sonapur Tea Company	A Trophy

5.1.3. What percentage of students receives financial assistance from state government, central government and other national agencies?

A certain percentage of students receive financial assistance from the State Government, Central Government and other National Agencies every year.

Session	2009-10	2010-11	2011-12	2012-13
% of Students	44.83	-----	39.2	Fund not yet received

5.1.1 What are the specific support services/facilities available for

- ✓ **Students from SC/ST, OBC and economically weaker sections**
- ✓ **Students with physical disabilities**
- ✓ **Overseas students**
- ✓ **Students to participate in various competitions/National and International**
- ✓ **Medical assistance to students: health centre, health insurance etc.**
- ✓ **Organizing coaching classes for competitive exams**
- ✓ **Skill development (spoken English, computer literacy, etc.,)**
- ✓ **Support for “slow learners”**
- ✓ **Exposures of students to other institution of higher**

learning/ corporate/business house etc.

✓ **Publication of student magazines**

The college has the provision for offering support to its students belonging to different categories.

➤ **Support Systems available for Students from SC/ST, OBC and economically weaker sections:**

There are separate and specific types of support service and facilities available in the college for the students belonging to SC, ST, OBC and Economically Weaker Sections of the society.

- There is provision for Post Metric Scholarships in the college with funding from the Department of Plain Tribes, Government of Assam for the ST, SC and OBC students.
- Students belonging to economically backward category are also offered financial aids in the form of discount in the admission fee.
- Special Quota is reserved in admission for the students belonging to the ST, SC and OBC as per the Government norms.
- At the time of selections of Free Studentships, the college authority also incorporates the dimension of underprivileged category along with the other parameters.
- The college has a Girls' Hostel for the students belonging to the Scheduled Tribes (Plain)
- Special programmes are organised by the Career Counseling and Guidance Cell for the recruitment of the of the students belonging to the Scheduled Tribes (ST) in particular and others in general, in the Defence Services like Territorial Army.
- The college offers Free Studentships to all the girls students and discount in the admission fee to the needy boys, whoever is admitted from the adopted village of the college, Dikchak, where 100% population are ST.
- Students belonging to the Economically Backward Community are also offered Book Bank Facility by the college and other aids including financial one by the individual faculty members.
- With the construction of the "Dekachang (Camati)" a typical house

generally used as dormitory by the 'Tiwas', an ethnic ST population group, the college has initiated a sense of integrity with that community.

- The Manuram Karkun Tribal Research Centre for Tribal Language and Culture of the college is imparting classes on tribal language which has augmented sense of mutual understanding among the students.

➤ **Students with physical disabilities:**

Though the college does not have any students with physical disabilities, it has its necessary preparedness for providing need based facilities for such students.

- Special Free Eye Check-up Camps are organised in the college in collaboration with the District Blind Eradication Society, besides the programme for general health check-up camp.
- Ramps have been constructed in the ground floors of all the buildings including the Administrative Block.
- In case any student is found with slight difficulties of hearing, the faculty members of the concerned department take all possible care for such students to have education without any difficulties.

➤ **Overseas students:**

The college does not have any overseas students yet. As such the question for a support system for such students have not aroused yet. However, the college has a few students from neighbouring states and for whom special facilities like a certain seat in the hostel are available.

➤ **Students to participate in various competitions/National and International:**

Besides the class room activities, the college has put up an effort for providing necessary information, support and guidance to make students participate in various National and International Competitions. The college in this regard has received its dividend in the form of laurels brought by its students from different competitions by means of their participation or by winning prizes. The College has provided facilities to students in order to encourage them to participate in various National/International Competitions.

- Information regarding such competitions that the college receives

are communicated to the students through the Professor in-Charge and the concerned Secretary of the Sonapur College Students' Union.

- Special training/coaching is provided to the college team to prepare for the participation in such competitions.
- Special leaves are granted to the students who are selected for the state or national team of any completions.
- Any student, whoever is selected for the national/international competitions, is exempted from appearing the internal examinations conducted by the college, if the dates are coincided. However, they have to appear in special examinations scheduled in other convenient dates.
- Special Felicitation Programme organised for those students who bring laurels to the college by participating in National/International Tournaments.
- Besides sports, the students are also provided with necessary support for participating in various National and International Conferences. For example, many students of our college have successfully participated in the 'The Energy and Resources Institute organised National Conference' (Youth Meet) or Graduate Congress organised by the University of Science and Technology, Meghalaya etc. and have brought laurels.

➤ **Medical assistance to students: health centre, health insurance etc.:**

The Sonapur College has a distinctive policy for providing medical support to its students.

- The college has a small First Aid Centre, where the necessary 'First Aid' facilities are always kept ready for service.
- A Medical Practitioner visits the college on call for providing necessary advice to the needy students.
- Special arrangements like 'Sick Room' or 'Sick Bed' is made available for the sick candidates in every examinations held in the college. The Officer-in-Charge of the Sonapur PHC, who is of Sub-Divisional Medical Officer (SDMO) rank, is always kept as member in the Examination Committee.
- The entire expenditures for the treatment of the injured students are

reimbursed by the college authority.

- Special camps are organised from time to time for free Eye Check-up for the students.
- Group Insurance is done for each students at an annual premium of Rs.20/- only.

➤ **Organizing coaching classes for competitive exams:**

The Career Counselling and Guidance Cell of the College keeps putting consistent efforts for providing its students with necessary exposure to what is happening around, in order to make them competent for various competitive examinations.

- As a measure of competency building, the college regularly organises special programme like 'Career Awareness and Motivation Camp' by inviting experts from the relevant fields.
- The Certificate Course on 'Spoken English' is another initiative by the college that helps the students to face interviews.

➤ **Skill development (spoken English, computer literacy, etc.,)**

The college has taken up different initiatives in order to provide its students with the facilities like skill development.

- The college runs a 'Spoken English' course in association with CEC, Sonapur which has successfully produced several batches of students. From the Academic Session 2013-2014, the College has made the Spoken English course mandatory for the VI Semester students.
- In order to carry forward its mission for 'Computer Literacy', the college has offered a Certificate Course on Basic Computer Skills conducted in its Computer Centre, besides the course curriculum of Information Technology.
- The College has started a free Certificate Course on Basic Computer Skills in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students.
- The College has initiated a Beautician Course.
- The Department of English organised a seven day workshop on

‘Advance Writing Skill’ in 2010 where Dr, Partha Sarathi Misra, Director, English Language Teaching Institute of Assam, graced as the Resource Person.

- With an objective to provide exposure to its students to the different Computer Software in Mapping and various Spatio-temporal Analysis a five day long Workshop was organised by the Department of Geography in May, 2012.
- A ‘Map Learning Workshop’ was organised by the college in May, 2012, with the objectives of capacity building for map preparation, observation, reading, analysis etc. of the students to introduce map as a decision making tool.
- The IQAC Sonapur College organised a ‘Translation Workshop’ in January, 2013, in collaboration with its Department of English where a fellow of the Department of English, Gujarat University and an alumni of the College, Mr. Sarat Kumar Jena acted as the resource person.

➤ **Support for “Slow Learners”:**

The college maintains a separate strategy for ensuring the academic progress of the ‘Slow Learners’ at par with her/his class mates. Various strategies are designed for the slow learners by the College.

- The slow learners are identified by the concerned faculty members through various internal evaluation tests.
- The faculty members of the concerned department spare extra time for the slow learners in order to have a better understanding of her/his problem.
- Special counselling sessions are organised separately for the ‘Slow Learners’ in order to enhance their self esteem.
- Special Tutorial Classes are conducted for such students. The provision for tutorial classes have been accommodated in the college Time Table
- The problem of slow learning is also often discussed with the parents in the parents-teacher meeting.

➤ **Exposures of students to other institution of higher learning/ corporate/business house etc.**

Significant efforts have been made by the college in providing exposure to its students to the university departments, libraries or the big industrial houses.

- Department of Geography regularly sends its students to the Geography Department of Gauhati University in order to gather first hand experiences in its GIS laboratory.
- The students of various classes are also taken to the K.K.H Library of Gauhati University as educational tour.
- Eminent scholars from other institution of higher learning like Gauhati University, ELTI, Assam, etc are invited by the Department of English, thereby the students are exposed to the level of learning that has been going on in those institutes.
- Every year various departments organize Educational Excursions to different parts of the country and visiting institutes of higher education is a compulsory part of their itinerary. In 2012-13, the Department of Geography and English went to Orissa and Sikkim respectively while rest of the departments visited Shillong for Educational Excursion.
- Some Departments like Commerce and Geography also often organize educational trips to the neighbouring industries to acquaint their students with the first hand information about their functioning. In 2012-13 Session the Department of Commerce took its students to the factory of neighbouring Amchong Tea Company.
- Sometimes the State Government also sponsors similar educational tour to the big industrial houses.

➤ **Publication of student magazines:**

- The college publishes its Annual College Magazine where in the students can showcase their creativity especially in writing.
- Moreover, the Departments of Geography, English, Economics, literary section of the Sonapur College Students' Union publish two issues of Wall Magazines, namely, 'Vasundhara', 'Aishanu' and 'Xopan', respectively.

5.1.2 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The college encourages and provides facilities for developing Entrepreneurial Skills of the students. The college had made a considerable effort for facilitating entrepreneurial skills of the students.

- The college organizes training programmes on Entrepreneurial Skill Development in collaboration with or by inviting experts from other institutes/organizations like Indian Institute of Entrepreneur (IIE), Guwahati.
- The students are taken to the big industries of the state in order to provide exposure to the Industry and Trade Activities, under the 'Udyogjyoti Scheme' of the State Government.
- The student volunteers of the NSS of the college attended the 'Activity Camp' held in the adopted village of the college, Dikchak, and participated in the hands on activities of 'Vermicompost', 'Mushroom Cultivation', etc.
- The Vocational Courses of the college like IT and Travel and Tourism Management (TTM) also offer its students ample scope for augmenting their Entrepreneurial Skill.
- The college has started Vocational and Skill Development Programme like, 'Beautician'; and a few are on the cards.

5.1.3 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

*** additional academic support, flexibility in examinations**

***special dietary requirements, sports uniform and materials**

*** any other**

The college has a distinctive policy for promoting participation of students in extracurricular and co-curricular activities.

- The college has an elected body of Students' Union with a Vice President, General Secretary and different Sectional Secretaries who are guided by one or more teacher in-charge/s. The Students' Union with its different Office Bearers play the catalytic role in providing scope for their participation in extracurricular and co-

curricular activities

- The Annual College Week is the biggest platform where the students can showcase their Extracurricular and Co-curricular talents. The various competitions are designed by the concerned sectional secretaries in consultations with the Teacher in-charge/s which need the approval of the full body of the Students' Union including the Principal who is the President of the Union.
- The different forums and Clubs of the college also promote the participation of the students in different extracurricular and co-curricular activities.

1. **Kalabhumi**, the Cultural Hub of the College organises various workshops during the summer vacation where they invite Renowned Resource persons from diverse fields. It has organised various programmes during the last four years.

Session	Theme of the Workshop	No. of Participants	Resource Person/s
2009-10	Satriya Dance as a classical dance form	20	Dr. Ananda Mohan Bhagabati, Smt. Doli Thakuria
2010-11	Drama Workshop	30	Sri Himangsu P. Das and Ms. Pranami Borah
2011-12	Lalilang, a folk dance form	37	Sri Murulidhar Das, Lalit Kathar
2012-13	Drama Workshop	22	Rafiqul Hussain and Ronald Hussain,

2. The College Magazine and the four Wall Magazines published by the Department of Geography, Economics, English and the Literary Section of the Students' Union, provide space for augmenting the literary talents of the students.
 3. The Sonapur College Geographical Society also organizes different competitions on the environment related themes as a part of the celebration of World Environment Day.
- All the students of the college are encouraged to participate in the different events of Inter-College Sports Competition and the University Youth Festival. The college team is selected on the basis of their performance in the Annual College Week Festival.

- The College teams regularly participate in the All Assam Debating, Quiz, and various cultural events/ competitions held in different colleges.
- The college Football and the Cricket Team regularly participate in the local league and knock-out tournaments organised by the Sports Association of Sonapur.
- Hosting the All Assam Inter College Debating Competition in the college from 2014 is believed to be a shot in the arm in regards to the improvement of the debating skill of the students.
- There are number of significant initiatives taken by the college in order to augment the Co-curricular Skills.
 1. The Department of Geography regularly organizes a Model and Chart competition on the themes related to Geography and Environment. A cash prize of Rs.1000 is offered to the best participant.
 2. The students of the college are encouraged to participate in the Regional Level Meet organized by 'The Energy Resource Institute' (TERI) on a regular manner. In February, 2014, two students were selected to participate in the international conclave called 'Yuva Meet', held at New Delhi.
 3. The students of the college participate in the 'Graduate Congress' organised by the University of Science Technology Meghalaya (USTM) on a regular basis.
 4. The College organises a number of literary events to revamp the creative potentiality of the students.
 5. To develop the critical and rational skill in the students, the various departments involve the students in Group Discussion, Seminar Presentation, Debating Competition, and so on.

Additional academic support, flexibility in examination by the college:

In case of a student's inability to appear in the examination conducted by the college due to participating or representing the college team, state team or the country in any extracurricular or co-curricular event, special arrangements are made for them to reappear in the examinations. Further, if any student remain absent in the class

due to the aforesaid reasons, they are provided with special classes for those portion of the syllabus.

Special dietary requirements, sports uniform and materials:

- Special dietary measures are taken up by the college on certain occasions.
 1. All the participants of the 'Marathon Race' held during the Annual Week Festival' are provided with special food.
 2. Other participants are also provided with free food coupon to be collected from the College Canteen.
 3. Special food is also provided to all the participants who represent college in any sports events.
- Sports Uniform and other necessary sports gear is provided to players representing the college team.
- Necessary medical facilities are provided to the players in time of need when participating in competitions organised inside or outside the college.
- Entire expenditure for treating an injured player is incurred by the college.

5.1.4 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The college provides the necessary support and guidance to its students in preparing for different Competitive Examinations.

- Training on computer fundamentals
- A Career Awareness and Motivation Camp was organised by the 'Guidance and Career Counseling Cell' where noted career counselor of the state Mr. Ranjan Baruah attended as the Resource Person. Dr. Nilima Bhagawati, Former HOD of Education, Gauhati University and Dr. J.C. Kalita, Director CDC, GU, also deliberated on the Programme.

- As a measure to create awareness for joining defense services, an Awareness Programme was organised in collaboration with the 'Territorial Army', in March, 2012.
- The students of the college regularly attend the North East Graduate Congress organised by the University of Science and Technology, (USTM), Meghalaya.
- Ten students attended the congress held in May, 2012 while another 10 attended it in February, 2014.
- In November, 2013, a group of students attended the 'Indira Priyadarshini Career Awareness Programme' organised by State Level Advisory Committee for Students' and Youth Welfare Dept. Government of Assam.
- On being an institute for undergraduate courses, the students are not eligible to appear in the UGC-CSIR- NET, UGC-NET, SLET etc.
- One student Ms. Nivedita Rajbongshi of TDC Fifth Semester had cleared the TOFEL in 2013.
- A number of the students of the college have joined the State Government jobs and Defense Services.

5.1.5 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

The students of the college are provided with a continuous counselling service on various aspects. Besides the Career Counselling and Guidance Cell, the faculty members of all the departments shoulder the responsibility of counselling for the all-round development of its students.

A. Academic Counseling: The College puts an effort to provide Academic Counseling to its students.

1. The first phase of counseling that the students receive in the college is on the day of admission. The Principal and a group of selected faculty members conduct an hour long academic counseling to the selected aspirants of the admission.

2. A special Academic Counseling is provided by faculty members of every department to the students who are going to appear in the entrance test for Major Course.
3. The concerned faculty members of all the departments provide academic counseling to the students on the preparation of the assignments and seminar paper on the topic allotted to the later.
4. Each selected faculty member provides Academic Counseling to the groups of students, assigned for the preparation of the 'Field Study Report' of Environmental Study, etc.
5. Besides above, academic advice is a part of the duty of the faculty members throughout the session.

B. Personal Counseling: The College provides Personal Counseling too to the students.

1. The faculty members provide counseling to students at personal level from the very first day.
2. Personal counseling is also done as a part of mentoring to the students of the Major Course.
3. There are many students who belong to economically weaker section. These students have managed to continue the studies with the financial support from the faculty members. As such all of their personal problems are addressed by the concerned faculty members.

C. Career Counselling: The Career Counselling and Guidance Cell is responsible for taking care of the career counselling of the students.

1. The cell organizes counseling programme on a regular basis by inviting person with the expertise on the subject.
2. The cell often provides the opportunity to the students to take part in the various Career Orientation Programme organised by some other organizations.

D. Counselling on Psycho-social Issues: The College regularly put up its effort for ensuring a very high degree of mental hygiene of

its students. It believes that a better outcome of its mission could be achieved only if its students carry very high moral values.

1. The college invites professional experts for providing necessary guidance on the Psycho-Social Issues. In September 2010, Dr. Jayanta Das, renowned psychologist delivered the Dr. Dhanjit Medhi Memorial Talk and deliberated on 'Youth Unrest' in a lively interactive session amidst the students.
2. Smt. Pahi Baishya, another Professional Counselor also spoke and provided necessary advice to the students on various Psycho-Social Problems faced by the students.
3. Dr. Bhuban Baruah, Principal, Tezpur Law College and a renowned 'Human Right' Activist, participated in an Interactive Session with the students and faculty and spoke at length on "Law and its Importance."
4. The college organised special Programme on the theme 'Transforming Indian to Transform India' with technical collaboration of the 'Chinmaya Mission' Guwahati Center, where Dr. Sunita Agarwalla, Associate Professor of Education, Dispur College, took part in an interactive session with the students on March, 2013.
5. The extension activities by the students in general and the volunteers of NSS and cadets of NCC in particular facilitate them to understand the ground realities of various social problem and thus develop in them a sense of responsibility towards the society.

5.1.6 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- Yes, the college has a structured mechanism for career guidance but there is no formal provision for placement to the students.

Date	Name of the Programme	Organised By	No of Participants
3 June 2011	Workshop on 'How to face interview'	Sonapur College in collaboration with Rotary Club, Guwahati	100
23 April, 2012	Career Awareness and Motivation	Sonapur College. Resource Person: Ranjan Barua	127
29 - 30, May, 2012	North East Graduate Congress	University of Science and Technology Meghalaya (USTM)	10
22 - 23 Feb, 2013	Green Growth, Preparing Youth for Sustainable Development	The Energy Resource Institute (TERI)	6
19 Nov., 2013	Career Awareness	State Level Advisory Committee for Students' and Youth Welfare, Assam	5
22 - 23 Nov, 2013	Youth Seminar	The Energy Resource Institute (TERI)	10
3 - 4 Feb, 2014	International Yuva Meet, New Delhi	The Energy Resource Institute (TERI)	2
22 - 23 Feb, 2014	Graduate Congress	University of Science and Technology (USTM), Meghalaya	10

- In December, 2013, the CV of 12 outgoing students of Commerce Department were forwarded to one Construction Company, namely, Medhi Constructions on request and one candidate, Mr. Simanta Senapati got employment accordingly.

5.1.7 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the college has a Grievance Redressal Cell. There are a number of grievances reported and redressed during the last four years.

Session	No of Grievance Reported	Grievances Reported	No of Grievance Redressed	Grievances not Redressed
2009-10	2	<ul style="list-style-type: none"> • Spacious class room • Boundary wall of the college campus 	2	Instead of concrete wall the campus was covered with bamboo fencing

2010-11	4	<ul style="list-style-type: none"> • To repair the damaged roofing • To provide new musical and sports equipments • Specific text books in the library • To regulate vehicular traffic inside the campus 	4	
2011-12	6	<ul style="list-style-type: none"> • More Class-Room • Erratic Power Supply • Better urinal facility • Repairing and making of new Desk-Bench • Better drinking water facility • New accommodation for Students' Union 	5	The construction of a new office of the Students' Union has been deferred to the next session
2012-13	4	<ul style="list-style-type: none"> • Construction of footpath • Making and repairing of desk-bench • Better facility for drinking water • Provision for spacious classroom 	3	Construction of spacious classroom has been deferred to the next session

5.1.8 What are the institutional provisions for resolving issues pertaining to sexual harassment?

- The 'Women Cell' of the college was responsible earlier for resolving issues pertaining to the Sexual Harassment of the students. However, of late the *Anti-sexual Harassment Cell* has been constituted.
- Till now no cases of Sexual Harassment has been reported.

5.1.9 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- Yes. The college has a *Disciplinary and Anti Ragging Committee* with a senior faculty member as its convener and four other faculties as members.
- Owing to the constant vigil by the *Disciplinary and Anti Ragging Committee*, there are no instances of ragging reported during the

last four years.

5.1.10 Enumerate the welfare schemes made available to students by the institution.

The college provides the students with a number of academic and non-academic welfare schemes in order to ensure a desired level of achievement of its mission and the same information is disseminated,

- Through the prospectus
- Through the college website
- The academic counselling held on the day of admission before the commencement of the admission process
- Notices are circulated and put up in the notice board as and when needed.

There are a number of Welfare schemes provided to the students of the college.

A. Academic Welfare Schemes:

1. Special award for best library user
2. Free studentship
3. Discount in admission fee from the Students' Welfare Fund
4. National, State Merit, Post Metric (for ST,SC, OBC, MOBC) Scholarships and Scholarships for Minority Students
5. Free studentship for the Girls students of 'Dikchak', the adopted village of the college
6. Special Merit Award for students admitted in the TDC Course securing position/star mark in +2 standards.
7. Founder Secretary of the college Mr. Upen Bora offers an Award to the student who secures highest marks in Geography as the Major Course.
8. Student securing highest marks among the first class holders is awarded with a special prize.

9. Late Moti Ram Deka award of Rs.1000/ is offered to the best participant of the Model and Chart Competition.
10. Under the Travel Concession Scheme students receive discount in travel expenses for their educational tours.

B. Welfare Scheme for Co-Curricular and Extracurricular Activities:

1. Special diet is provided to the participants of the major sports events
2. Free food coupon of the canteen for the participants of the annual college week festival
3. Special food for the participants representing college in any sports events.
4. Free medical service for students
5. Best Singer of the Year Award containing Rs.1111/-
6. Special Award for the 'Best Social Worker' of the Year.
7. 'Late Arun Sankar Bhaduri Award' for the best participant of the Annual Marathon Race.
8. 'Late Dhanjit Medhi Award' for the best participant of the Annual College Week Festival.
9. The faculty members of the college have taken initiatives for the overall development of the students. Individual teachers have supported the students in different events including financial assistance.
10. Mr. Sinam Iboton Singh, Associate Professor in the Department of Mathematics of the College sponsors the Prize money of the All Assam Inter College Debating Competition organised by the College.

C. Holding of Book Fair in the college campus on a regular manner.

D. Canteen Facility for food at subsidized rate

E. Group Insurance Scheme for the students

F. Free health and Eye Check-up

G. Special Awareness Programme on Road Safety organised in collaboration with District Transport Office, Kamrup (M).

5.1.11 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

- Yes. The college has an Alumni Association. The Alumni Association of the college has undertaken various activities in order to bring about positive changes to the college. The Alumni Association has extended a helping hand in enhancing the academic as well as infrastructural growth of the college.
 1. The Alumni Association has instituted an award for the 'Topper in the Degree Final Examination' and also 'the Topper in the Higher Secondary Examination' which carry a Cash Prize of Rs. 3000/ and a Citation each.
 2. Some alumni working in higher institute of learning provide free classes for the students. Mr. Samir Sarkar, an alumnus and presently a faculty member of the Business Administration Department of Gauhati University delivered lecture on a topic to the TDC Sixth Semester of Geography Major Students on December 10, 2013, as Guest Lecturer.
 3. Mr. Sarat Kumar Jena, a glittering alumnus of the college and currently a fellow at the Gujarat Central University, conducted a two day long 'Workshop on Translation' from January 31, 2013, as Resource Person.
 4. A few alumni of the college extend their contribution for the growth of the college in the capacity of elected office bearers of the local Gram Panchayat.
 5. The alumni Association extend help and cooperation during the admission in the college. They provide necessary guidance to the new comers.
 6. The Alumni Association has contributed books to the college library.

7. Mr. Pratap Bhattacharjya, an alumnus of the College has donated an amount of Rs. 10,000/ to the Alumni Association to carry out developmental work in the College.
8. The Alumni Association carries out Cleanliness Drive at the College campus.
9. The alumni, currently pursuing higher education or just completed their PG programmes provide counseling to the newly passed out students on their future academic career.
10. Alumni of this college also contribute for its growth by working as faculty member and non-teaching staff.

Name of the Alumni	Working as	Working Since
Ms. Rumi Doloi	Assistant Professor	2009
Mr. Bikash Boro	Assistant Professor	2012
Mr. Babul Garo	LDA	1996
Mr. Nandeswar Basumatari	LDA	1997

- A number of alumni have rendered their service as the ‘Stop Gap Faculties’ in the College.

Session	Name of the Alumnus	Department
2009-10	Mr. Tapan Paul	English
	Ms. Junu Rahang	Pol. Science
	Mr. Ranjan Keleng	Philosophy
	Muslimuddin Barbhuyan	Economics
2010-11	Ms. Junu Rahang	Political Science
	Muslimuddin Barbhuyan	Economics
2011-12	Muslimuddin Barbhuyan	Economics
	Jupitora Kalita	Economics
	Kamal Nayan Talukdar	Assamese
	Manashi Das	Philosophy
	Dibyalata Devi	Geography
2012-13	Muslimuddin Barbhuyan	Economics
	Manashi Das	Philosophy
	Elmina Hannan	English

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

The percentage of students progressing to higher education or employment of the last four batches is as follows -

[illegible]

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

	Arts				Commerce			
	2009-10	2010-11	2011-12	2012-13	2009-10	2010-11	2011-12	2012-13
Sonapur College	60.00	73.49	81.13	72.54	87.5	100	87.5	83.33
Dimoria College	72.97	91.75	84.82	80.76				
Dispur College					86.78	91.94	94.18	93.89
Gauhati University	68.4	74.33	72.79	76.77	94.4	90.3	89.87	93

5.2.3. How does the institution facilitate student progression to higher level of education and/or towards employment?

- In accordance with its mission, the college keeps putting effort and provides all possible help to its students in order to enable them to achieve the desired progress in their career.

A. Efforts Towards Progression to Higher Level of Education

- ✚ The departments as a whole and the individual faculty in particular, keep informing the students about the trends of higher studies in their respective subjects from time to time.
- ✚ Special Awareness Programmes organised by the respective Department/Cell on the progression towards higher level of education.
- ✚ Ms. Rachel Sunden, the Deputy Director of the American Centre and the Public Affairs Officer in the American Consulate, Kolkata, held an Interactive Session with the students on February 1, 2013, and enlightened them about the various academic opportunities available in the USA.
- ✚ Keeping in view the greater demand for translators in various State and Central Government offices as well as private sectors

like media houses etc., the Department of English organised a *Workshop on Translation* in February 1, 2013.

- ✚ Department of Geography provides exposure to the students on the various avenues lying ahead by holding various workshops by inviting experts on the field like Geographical Information System (GIS), Global Positioning System (GPS) and Remote Sensing.

Date	Name of the Programme	Funded by	No of Participants
13-16 July, 2010	Summer School on Spatial Analysis and Mapping	College	39 (including 8 from Jagiroad College)
24-28 May, 2011	Workshop in Computer and Open Source GIS in Geography	College	29
08-11 May, 2012	Workshop on Map Learning	ASTEC	45

- ✚ Counselling is provided by the faculty members of all the departments on the best possible options available.

- ✚ Notices for admission published by all major Higher Education Institutes are put up in the Notice Board.

B. Efforts on progression towards employment:

Inspite of its limited resources, the college always looks forward in providing support for the progression of its students towards employment.

1. A day long workshop on “How to Face Interview’ was organised by the Career Counseling and Guidance Cell of the college in collaboration with the Rotary Club of Guwahati on 3 June 2011.
2. The course on Spoken English is another effort that helps the students in getting a niche in the job market.
3. Many students of the college have opted working in drama, television and film in the state and in Mumbai as their career. The holding of the drama workshops in the college can be attributed for such progression.
4. The college encourages its students to participate in various National and International sports meet. There are some glittering

sports personalities of the college who made their progression towards employment.

- Mr. Nabajyoti Talukdar: Working as Accounts Officer in the SBI
 - Ms. Damayanti Boro: Working as Coach in Sports Authority of India (SAI)
 - Mr. Nitul Das: Working as coach in Sports Authority of India (SAI)
 - Besides, a large number of students of the college have managed to join the Defence, Paramilitary and other security services only due to outstanding sports talents reared during their study in the college with active participation in various meets.
5. The forwarding of the CVs of 12 B.Com. passed out students to the business/industry house, out of which one got appointment, is another significant effort of the college during 2013-14.

5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out?

The college has a distinctive policy for providing support to the students who are at risk of failure and drop out.

- Identification of the students at risk of failure and drop out is the first step towards providing support by the college. The students at risk are mainly due to two reasons:
 - Due to poor financial background
 - Due to weak academic base
- Students with poor financial background are offered with aids in the form of concession in admission fee, free studentship etc.
- Students belonging to the poor financial background avail the facility of book bank.
- The students who are relatively weaker in their academic base are provided with the tutorial and remedial classes.
- The faculty members of the departments provide counselling to those who are at risk of drop out or failure due to weak academic base.

- Many faculty members also provide mentoring to some students of their department who are at risk of fail or drop out.
- Holding of Parent Teachers Meet is another important measure for mitigating risk of drop out or failure.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- The college provides its students a platform for participating in a variety of sports, games and cultural activities in order to prove their talents.
- The Annual College Week is the major platform where all the students (girls and boys) are free to participate.

Sports and Games		Cultural	Literary and Debating	Other Events
Indoor	Outdoor			
Shot-put	Kabaddi	One Act Play	Story Writing	Flower Decoration
Arm Wrestling	Thread and needy*	Borgeet	Poem writing	Mehandi design*
Carom	Music Chair*	Chorus	Comic Writing	Cooking*
Chess	Volleyball	Bishnu Rava Sangeet	News Reading	Cutting and Tailoring*
Badminton	Tug of war	Bhupendra Sangeet	Poem Recitation	
Push-ups	Slow Cycle race	Assamese Modern Song	Debating	
	400 M Race	Hindi Modern Song	Extempore Speech	
	800 M Race	Folk Song (Kamrupiya)		
	1500 M Race	Folk Song (Goalporiya)		
	400X400 M Race	Nagara Naam		
	High Jump	Aai Naam*		
	Long Jump	Biya Naam*		
	Dish Cast	Parbati Prasad Geet		
	Javelin Throw	Assamese Duet		
	Marathon Race	Hindi Duet		
		Tribal Folk Song		

*For girls only

- The detailed programme calendar is published in the College Prospectus cum Academic Calendar.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

The students of the college have achieved and brought laurels by participating in various Co-curricular, Extra-curricular and Cultural activities at different levels.

Year	Name of the Student	Event	Level	Performance/ Position
2009 - 10	Saurav Das	Martial Arts	State	Third
	Damayanti Boro	Senior Kabaddi	National	Participated
	Anupam Deka	Archery	National	Second
	Keshav Das	Archery	National	Third
	Damayanti Boro	Women Kabaddi	National	Participated
	Surav Das	Martial Arts	National	Second
	Karabi Hazarika	Folk Performance	National	Participated
	Karabi Hazarika	Folk Performance	National	Participated
	Karabi Hazarika	Folk Performance	National	Participated
2010 - 11	Saurav Das	Martial Arts	State	Third
	Damayanti Boro	Kabaddi	National	Participated
	Kishore Deka	Martial Arts	International	First
	Saurav Das	Martial Arts	National	Second
	Basanti Chetry	Athletics	Regional	Third
	Kanak Phangcho	Martial Arts	National	Third
	Karabi Hazarika	Folk Performance	National	Participated
	Karabi Hazarika	Folk Performance	National	Participated
	Karabi Hazarika	Folk Performance	National	Participated
2011-12	Kanak Phangcho	Martial Arts	State	Third
	Kaushik Basumatary	Martial Arts	National	Third
2012-13	Kanak Phangcho	Martial Arts	State	First
	Kaushik Basumatary	Martial Arts	State	First

- In 2011-12 there are 35 students participated in the Gauhati University Youth Festival.
- In 2011-12, a group of 7 students brought laurels to the college by winning bronze medal in the Folk Orchestra Competition in the Gauhati University Youth Festival.
- In 2012-13 there are 35 students participated in the Gauhati University Youth Festival.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college has a specific policy for obtaining feedback from the outgoing students as well as the alumni of the college.

A. Feedback from the outgoing students:

- Feedback on Faculties and Course are obtained from the outgoing students by the respective departments.
- The feedback is obtained in such a way that the students themselves hand over the filled in format to the head of the department only after putting it in an envelope and sealing it properly.
- Finally the packets reach the table of the Principal, who complete the necessary analysis of it with the help of one or two very senior faculty members.
- The outcome of the feedback analysis is then conveyed by the Principal to the particular faculty members.

B. Feedback from the alumni:

- The feedback from the alumni is generally obtained in an informal way.

5.3.4. How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The college always involves and encourages its students in various activities relating to creative writing, publication of wall magazine etc.

- The college publishes its annual magazine regularly where the students can showcase their creativity especially in writing. The magazine is edited by the students.
- Moreover, the students of the Departments of Geography, English, Economics literary section of the Sonapur College Students' Union publish two issues of Wall Magazines, namely, 'Vasundhara', 'Aishanu' and 'Xopan', respectively.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, the college has a Students' Council named, Sonapur College Students' Union (SCSU).

Selection/Election to the SCSU:

- The election to the SCSU is held every year in the month of August-September. The date is specifically mentioned in the College Prospectus cum Academic Calendar.
- All the students of the college can contest and cast their vote in the SCSU election. However, a student studying in TDC Fifth and Sixth Semester (Third Year) cannot contest.
- The election is conducted by a Committee, headed by a faculty member as Election Officer, where the students also have their representation.
- The election is held in a very transparent manner and the guideline of the 'Lyngdoh Commission' is adhered to make the whole process democratic.

Constitution of the SCSU:

The SCSU is constituted with the following Office Bearers-

1. President (Principal of the college)
2. Vice President (General Secretary of the previous year)
3. General Secretary
4. Assistant General Secretary
5. Cultural Secretary
6. Games
7. Magazine & Literary Secretary
8. Debate & Symposium
9. Girls' Common Room Secretary
10. Boys' Common Room Secretary
11. Social Service

12. Class Representatives

Activity and Functioning of the SCSU:

- To work for maintenance of a Healthy Environment and ensuring the discipline and moral values of the students.
- To assist the management in exploring the students Co-curricular and Extracurricular talents.
- To act as liaison between the student community and the management on placing and redressal of their grievance.
- To assist the management in the admission process.
- To work for maintaining the academic environment of the college.
- To take part in various extension activities.
- To work for maintaining a 'ragging free' environment in the college.
- To celebrate the important festivals in the college.
- To inculcate in the students a sense of Nationalism, Brotherhood and Patriarchy.

Funding of the SCSU:

- During the admission process a certain fund is collected from the students in the 'Students' Union' head.
- The SCSU can spend the money for the specific cause by following the appropriate formalities.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The students have their representation in the following administrative bodies-

1. Grievance Redressal Cell
2. Election Committee
3. Admission Committee

4. Library Advisory Committee
5. Disciplinary and Anti Ragging committee.
6. Anti Sexual Harassment Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Network with Alumni: The College adopts different ways through which the linkage with the alumnae is maintained.

1. here is get together of the alumni in its General Meetings, held annually.
2. On the day of the celebration of the 'Foundation Day' of the college, i.e. the August 2, there is a tradition of the college to invite the former General Secretaries of the Students' Union and former office bearers of the 'Students' Union' to felicitate along with the other founders.
3. The alumni who work in the college as faculty members or non-teaching staff shoulder the responsibility of keeping the linkage with them.
4. The alumnae are also kept updated about the college by the college website.
5. After opening up of a group named, 'Sonapur College Alumni' in the social networking site 'Facebook', the network of alumni with the college become more stronger. All the relevant information is uploaded in the site.
6. Few teachers also play key role in maintaining this linkage.

Network with former faculty: The different ways by which the linkage with the faculties is maintained by the college.

1. Former faculties are invited to the college on various occasions; thereby they are given cognizance to their valuable service to the college.
2. The holding of the 'Memorial Talk' in memory of the former Principal i/c Late Dr. Dhanji Medhi, annually by inviting renowned personalities of different fields, is yet another effort of the college to recognize the commendable

service put forward by the former faculties.

CRITERION-VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

- 6.1.1. State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

Mission and Vision

Sonapur College was established with a mission to impart higher education among the students of the locality and to create an environment for the intellectual, ethical, moral and physical upliftment of the local poor people, mostly belonging to tribal communities, by preserving their cultural and traditional heritage. The College aims to expose the students to modern technology in order to make them aware of their rights and duties for the betterment of the society.

Goals and Objectives

- To impart education for the attainment of a Degree in the streams of Arts, Science and Commerce.
- To encourage the students to participate in Extra-curricular Activities like Games and Sports, Cultural Programmes, etc.
- To encourage the students for Spiritual Development and to train them in Civil Responsibility, Healthy Living Condition etc.
- To serve the rural people through Extension Education by the application of Scientific Knowledge and Techniques in solving Rural Problems.
- To create an Environment for the Development of Human Virtues like Spirit of Co-operation, Discipline, Love and Feeling of Brotherhood among the students.
- To undertake programmes for Preservation and Development of the Tribal Language and Culture that Constitutes a Major component of the population of the locality.

- To spread the feeling of Nationalism among the new generation.

Initiatives to reflect its distinctive characteristics:

The College takes various initiatives that reflects its distinctive characteristics to meet the need of the society

a) Needs of the society

- i. Imparting quality education in Arts and Commerce
- ii. Community development activities
- iii. Extension lectures in feeder schools
- iv. Adoption of village

b) Students it seeks to serve

- i. Apart from the students in general, special care is taken for the students belonging to the economically lower strata of the society, reserved students categories like SC, ST, OBC, MOBC, Minorities, Tea Tribes etc.
- ii. Students are offered with the facilities like –
 - Quality education on Arts and Commerce
 - Scholarships both Institutional and Government
 - Student Aids viz. Free Studentship, Concession in fees
 - Individual aids by faculties/departments
 - NSS Awareness Programmes
 - Projects related to Society and Environment
 - Tribal Language provided by Manuram Karkun Tribal Research Centre for Tribal Language and Culture
 - Translation Workshop organised by the Dept. of English in collaboration with IQAC
 - Interactive Session by inviting resource persons from National and International arenas

- Developing students' rational/research Orientation through Workshops/ Seminar Presentation/Project Works/Group Discussion.
- To provide Vocational Education, especially in Tourism and Information Technology as a General Course subject. A Certificate Course on Computer Application has been introduced to make the students computer literate.
- The college has encouraged the students to participate in Co-curricular and Extra-curricular activities to develop in them a spirit of Co-operation, Discipline, Love and a feeling of Brotherhood.

c) Institution's traditions and value orientation

The College has its own distinctive tradition and value orientation

- Maintaining a good rapport with the society
- Gradual progression in terms of enrollment, result, infrastructure, linkages, research activities, extension activities etc.
- The college campus has been made tobacco free zone.
- Development of aesthetic values in the students through various cultural and literary competitions.
- Organising Programmes in collaboration with Chinmaya Mission, Art of Living, Bramhakumaris, Krishnaguru Sewa Ashram for the moral upliftment of the students

d) Vision for the future

- To enhance the Horizontal as well as Vertical Mobility
- To initiate Short Term Courses for students that can open up avenues for future employability
- To take up Heritage Preservation Projects with the help of external funding agencies
- Use of Modern Technology for Teaching and Learning
- To enhance the Library Infrastructure

- To enhance the College Infrastructure

6.1.2. What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The College has a well-structured policy to engage the top management, Principal and the Faculty in designing and implementing its quality policy and plans.

- As far as the Plans and Policies are concerned, the Proposals are initially discussed in the meeting of the Academic Committee, chaired by the Principal, which is attended by all Heads of the Departments, Secretary of the Teaching Unit and the Coordinator/s of the IQAC as ex-officio members. The proposals are then referred to the Governing Body for necessary approval. Needless to mention, all the members of the Academic Committee attend the meeting with their proposals after consultation with the other faculty members of the department and the forums.
- The quality policies of the college are essentially guided by the UGC Rules and the instructions from the Education Department, Government of Assam and the affiliating Gauhati University for administrative as well as academic activities.
- In case of Policies and Plans that have the financial involvement, the GB instructs the Principal to ensure the provision for fund. If a positive feedback is received in this regard, the authority goes ahead for the execution of the same. On the other hand, in case of paucity of fund, the authority takes the necessary measures for generating fund from the Government, UGC or other Public and Private Sector Agencies.
- The Principal of the college takes up all the necessary initiatives for the implementation of the policies, by constituting new committees, through the existing committees, cells etc.
- The Governing Body (G.B.) is the sole apex authority of the college management. The G.B. sits regularly for the discussion of Policies and Plans pertaining to the enhancement of quality in the college. The Principal, who is the Secretary of the GB, generally convenes the meeting. After thorough discussion amongst the members, the G.B. adopts resolutions and empowers the Principal for execution of Plans and Policies.

6.1.3. What is the involvement of the leadership in ensuring:

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The Governing Body empowers the Principal to lead the college by making strategies and initiating different programmes for the fulfillment of the stated mission. In turn the Principal shoulders the responsibility in achieving and championing the organizational changes and development.

- The Principal holds regular meetings with the Teaching staff and takes their demands and suggestions for the development of the College.
- The Principal holds regular meeting with the Non-teaching Staff and takes their feedback too on various issues.
- The meeting of the Sonapur College Students' Union (SCSU) with the Principal provides the necessary feedback of the students.
- Feedback from students is also acquired through Questionnaires.
- The feedback from the Alumni is taken through interaction and meetings of the Alumni Association.
- The Parents-Teachers meetings also provide the opinions of the parents regarding their demands and suggestions.
- The meeting of the Principal with the IQAC provides him the necessary suggestions for planning different proposals and strategies.
- The IQAC conducts SWOT analysis on the College from the various stakeholders like, students, teachers, non-teaching staff, alumni, parents, local academicians, and local people and analyses the same to get the feedback from the stakeholders.

- The Principal finally convenes meetings with the Academic Committee and takes necessary feedback. Here action plans and strategies are made for fulfilling the mission and also for making the Institutional Strategic Plan.
- The principal then places the Plans and Proposals in the Governing Body meetings and discusses the various issues thoroughly. The G.B. is constituted of Government nominee, University Representatives, Guardian member, Donor member, and members from Teaching and Non-teaching staff. Thus, the Plans and Policy statements, Proposals and Action Plans get the necessary feedback from all the stakeholders before they are implemented.
- The G.B. then empowers the Principal to implement the Action Plans through proper execution of the same.
- The Principal constitutes different committees for the execution of the plans into full-fledged projects to reach the goals as envisaged in the Mission Statement.
- Maintaining the culture of excellence in all aspects is the Motto and top priority of the leadership. The Principal takes utmost care in reinforcing the culture of excellence. Participatory leadership is ensured to promote the culture of excellence.
- The Principal constitutes the various committees and sub-committees for the different programmes and aspects of the functioning of the college. The leadership ensures the regular monitoring of academic and other activities. The principal convenes meetings from time to time to review the progress of the activities.
- The Principal maintains a healthy ambience as far as working environment is concerned. He provides the faculties and other stakeholders the necessary autonomy in executing their projects and these results in a reinforcement of excellence.
- The College organises various Faculty Development Programmes for keeping the teaching faculty abreast with the modern ways of teaching-learning and other knowledge domains.
- Students are given the top priority as far as policy making is concerned. The College strives for a holistic development of the students. The College not only tries to maintain the students' academic growth, but their all-round development is the motto in providing physical, spiritual, ethical and moral upliftment.

- The college puts emphasize on exposing the students to the basic realities of life through seminars, workshops, extension programmes, field trips, departmental excursions, memorial lectures, co-curricular activities etc. Programmes like NSS, NCC ensures building of leadership qualities as stated in the quality enhancement policy of the college.
- Students are exposed to different avenues about various study and job opportunities that are lying ahead of them.
- The Principal takes the responsibility in championing organizational changes by making plans and strategies for the growth of the college. With the suggestions and in discussion with the various stakeholders, the Principal devises proposals for new academic programmes before it gets the final approval of the G.B.
- The different Sub-committees and Forum extend a helping hand in making new proposals and bringing about changes in the current programmes.
- At the end of each Academic Year, the Academic Committee Meeting discusses the problems faced by the departments during the previous year and also their demands. Accordingly, the Principal makes arrangements to meet the demands of teachers and students by acquiring necessary approval of the G.B.
- New Programmes and other reformative measures are taken up under the able guidance of the Principal which ensures the leaderships involvement in bringing organizational changes and development.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The institution has a well defined procedure to monitor and evaluate Policies and Plans for effective implementation and improvement.

- The Academic Committee which is assigned to monitor the academic activities of the college holds regular meeting to review the progress and implementation of the programmes. The outcomes of the meetings are forwarded to the GB through the Principal. After approval from the G.B., the same is disseminated to the concerned committees for execution.

- The college has a procedure of recording the academic and other activities of the faculties in their respective departments on a daily basis. The same is verified by the HODs and the Principal respectively. In case of any shortcomings, the Principal discusses the matters in the meetings of the Academic Committee for effective implementation and improvement.
- Towards the end of the Academic session, the Principal holds a meeting with Teaching Faculty and takes a first-hand report regarding their teaching, any problems that they faced and also regarding their course completion. This way the Principal monitors about the progress of various academic activities.
- After the Declaration of the results by the University, the same is analysed and evaluated in the Academic Committee meeting. The Principal provides the necessary suggestions to each department.
- For the different programmes related to Students all round development, the College constitutes committees for the successful completion of the programmes. The Principal discusses the issues with the respective committees and allocates funds according to the budget proposal submitted by the Committee. The Principal monitors and evaluates the successful completion of the projects and programmes.
- For the Faculty Development Programmes like organizing Seminars, Workshop, the college constituted a committee and grants a specific fund for the successful completion of the programmes. Once the Programme is successfully completed, the committee has to submit the accounts of the same which is finally audited by a certified Chartered Accountant.
- For the Plans and Policies pertaining to infrastructural development, the College follows the budgetary allocation if the need is justified. In case there have not been any budgetary allocation for certain projects which happens to be important, the leadership takes up those projects and implement them as need based project before taking the approval of the G.B.
- The College has an Infrastructural Management Committee which is responsible to keep a track of the various infrastructural projects. This committee sits with the Principal to discuss about the pros and cons of the projects and provides feedback and suggestions. The information thus gained by the Principal is placed in the G.B. meeting. After a thorough discussion in the G.B., further Plans and

Policies are made for implementation and also for necessary improvement of the on-going projects.

- For minor works pertaining to infrastructural development, the Principal is authorized to take the decision in consultation with the Infrastructure Management Committee before it is placed in the G.B. for information.
- For the purpose of Purchases, organizing Programmes in the College and such works where a small budgetary allocation is required, the Principal holds discussion in different Forums like, Purchase Committee, Academic Committee before it is placed before G.B. for necessary information and approval.
- For monitoring the proposal and fund received from the Government or other agencies, the Plan and Proposal is placed in the G.B. meeting. The G.B. constitutes a committee which is empowered to implement the project. The Committee makes the Plan and Estimate and they apply to the Principal for release of required fund. Once the fund is released, the project is executed and implemented by the Committee. After completion of the project, the Committee has to get the accounts audited by a certified Chartered accountant. This is evaluated by the G.B. before giving the necessary approval and finally sent the Utilization Certificate to the Funding Agency.

6.1.5. Give details of the academic leadership provided to the faculty by the top management?

The Governing Body is the apex body of the College as far as top management is concerned which has empowered the Principal, being the secretary of the G.B., to function on its behest. The Principal has always encouraged the faculty for academic enhancement and grooming academic leadership in them.

- The HODs of all the departments are member of the Academic Committee which is a core committee as far as decision making is concerned.
- The Conveners of various Committees and Sub-committees are appointed from the faculty members.
- The college authority fully encourages and supports the faculty members in the planning and execution of various academic activities.

- The faculty members play an active role in the process of Admissions, Examinations, Students' Elections, Maintenance of Discipline, Students' Counselling, Extension Education Programmes, Seminars and Workshops etc.
- The Faculty members are encouraged to organise Seminars, Workshops and other Academic Programmes.

The Research Monitoring Cell has a crucial role to play as far as the research oriented activities of the College is concerned.

- The Faculty members are empowered to design the various internal assessment tasks and projects.

6.1.6. How does the college groom leadership at various levels?

The college management leaves no stone unturned to groom leadership at various levels of faculty, non-teaching staff, students and alumni. The management not only encourages building leadership in its stakeholders in their respective field of interest but also assign different duties and responsibilities in other fields.

➤ At the Administrative Level

- The Principal leads the College as the Head of the Institution.
- The Vice principal is empowered to lead on certain functioning of the college.
- The Office Superintendent Assistant is provided leadership in the management of the Office.

➤ At The Faculty Level

- The Head of the Departments are provided leadership to lead the departmental activities.
- The faculties are provided leadership by giving them the position of In-charge of the various branches of the Students' Union. These faculties guide the Union Body in organizing programmes.
- The faculties are made Conveners/Co-ordinators of the different Committees, Sub-committees and Forums to design and implement the various programmes.

- The College encourages the women faculty to join the UGC sponsored SAM Workshops and thereby groom leadership quality in them.
- Two faculty members (One female and one male) are appointed as members of the College Governing Body.
- The College has appointed two faculty members (one female and one male) as Co-ordinators of the IQAC.

➤ **At the Students Level**

- The students are provided leadership through participation in the Election of the Students' Union.
- The members of the Students Union provide leadership to the student's fraternity.
- The Students' Union is provided opportunity in exercising their decision making capabilities in organizing various programmes.
- The students can showcase their leadership in organizing and participating in different Sports and Cultural Events.
- The activities under NCC Wings give the students a chance to exercise their leadership.
- The NSS activities by the student volunteers provide ample opportunities to hone their leadership potentialities.
- The Group activities both inside the classroom and outside the classroom develop leadership in students.
- The formation of the Alumni Association has given the alumni of the college to provide leadership in different activities and fields.

6.1.7. How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The college authority delegates authority to the faculty members, departments and other units of the college.

- The College has initiated the process of the rotation of Headship. The headship rotation takes place in every three years.

- The departments are provided autonomy in purchasing books for the library.
- The College provides operational autonomy to each department in allotment of classes to each faculty in accordance with their specialization and preference.
- The departments have the autonomy to hold the Internal Examinations for Internal Assessments.
- The departments have the autonomy in organising Seminars, Workshops, Group Discussions, Extension Education Programmes, Excursions and other Innovative Practices.
- There are different Committees & Sub-committees in the college for assuring intellectual, ethical, moral and physical upliftment of the different stakeholders of the college. All these Committees have their autonomy as far as decision making is concerned in organising various Programmes and Implementing the Projects.

6.1.8. Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

Yes, the College promotes a culture of participative management. The management actively gets involved in the administrative, academic and other activities of the college.

- The President of the Governing Body along with other members interacts with the faculty to achieve the institutional goals and objectives.
- The President of the Governing Body and other members felicitates the Ph.D. holders in specially organised meetings and encourages other faculty members also to pursue research in diverse fields.
- The Principal being the Secretary of the Governing Body holds meeting with the Academic Committee to discuss the various issues pertaining to the functioning of the College. Plans and Proposals are made which are placed in the Governing Body for necessary approval. The Governing Body communicates the decisions taken in its meetings concerning academic, finances and other developmental activities through the Principal. The Principal in turn, constitutes different committees involving faculty members, office staff for effective implementation of the decisions taken.

- For the various Infrastructural Developmental Projects and works, the Management empowers the Principal to construct committees and sub committees for the successful completion of those works. In the Committees the Principal is directly involved being the Chairperson. In most cases, other members of the G.B. are also made members of the committees.
- There are instances where members of the G.B. initiate or donate fund for the infrastructural development or other projects. In such cases, the Principal forms a subcommittees for the implementation of the project and the specific member of the G.B. is made Convener or member as the case may be.
- The Participative Management and the stakeholders have developed a Team Work Culture where each stakeholder has its effective role to play for the betterment of the college which is reflected in the positive growth of the College for the past 23 years.

6.2 Strategy Development and Deployment

6.2.1. Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The Mission Statement of the College has been regarded as the statement for quality policy as far as strategic development of the College is concerned. The Statement is

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

- The Mission statement was developed at the time of inception of the College by the founder members of the College. It was taken up as *the statement* for future development of the College.
- The College conveys this policy to all the stakeholders informally through interaction on different forums and formally by organising meetings.
- The College conveys this policy to the student fraternity through the Prospectus cum Academic Calendar at the beginning of each session.

- The statement is reviewed by organising Public Meeting, Alumni Meet, Academic Committee Meeting, Staff Meetings, Parent-Teachers meet etc. from time to time.
- The IQAC plays an important role in assessing the pros and cons of the Quality Policy of the College. It provides necessary feedbacks from time to time to the management.
- The IQAC conducts SWOT analysis from the various stakeholders and provides necessary measures to the management for quality improvement.
- The management gathers feedback from members of the G.B. and decides on the necessary Plans and Proposals on the quality enhancement of the college. For this purpose, the G.B. acquires the necessary input from the Academic Committee.
- Once the G.B. decides on the Course of Action, the Principal constitutes the Committees and Sub-committees for the implementation of the projects. The Academic Committee which is assigned to monitor the academic activities of the college holds regular meetings to review the progress and implementation of the programmes. The outcomes of the meetings are forwarded to the G.B. through the Principal. After approval from the G.B., the same is disseminated to the concerned committees for execution. Thus, the Plans and Policy Statements, Proposals and Action Plans get the necessary feedback from all the stakeholders before they are implemented.
- The Principal constitutes the various Committees and Sub-committees for the programmes and aspects of the functioning of the college. The leadership ensures the regular monitoring of academic and other activities. The Principal convenes meetings from time to time to review the progress of the activities.
- The College organises various Faculty Development Programmes for keeping the teaching faculty abreast with the modern ways of teaching-learning and other knowledge domains.
- Students are given the top priority as far as policy making is concerned. The College strives for a holistic development of the students. The College not only tries to maintain the Students' Academic Growth, but their all-round development is the motto in providing physical, spiritual, ethical and moral upliftment.

- The college puts emphasize on exposing the students to the basic realities of life through seminars, workshops, extension programmes, field trips, departmental excursions, memorial lectures, co-curricular activities etc. Programmes like NSS, NCC ensures building of leadership qualities as stated in the quality enhancement policy of the college.
- For overall development of the tribal people and for conservation of their cultural heritage the college initiated Certificate Course on Tribal Language.
- To get an exposure to modern technology the department of IT has initiated Certificate Course on Computer Education.
- Different avenues are opened before the students to various study and job opportunities that are lying ahead of them.
- New Programmes and other reformative measures are taken us under the able guidance of the Principal which ensures the leadership's involvement achieving the goals as envisaged in the Quality Policy Statement.
- The Projects are initially reviewed by the specific Sub committees constituted for the purpose.
- The Academic Committee reviews the outcome of the Academic matters.
- The Principal after gathering the reports from the various committees places them before the G.B. for necessary review and approval.
- The G.B. after proper review and analysis approves of the projects.

6.2.2. Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the College has a Perspective Plan for Development. The College makes plans and strategies for the overall development and the different aspects are considered for making the Perspective Plan.

- The College considers the introduction of new Courses/ Programmes in the new emerging areas.
- To provide advanced technology for excellence in the Pedagogical Practices.

- To provide opportunities to students for their Holistic Development to ensure their global employability.
- To begin PG Courses in a couple of subjects like Geography and Assamese.
- To apply in the concerned agencies for infrastructural development
- To develop more infrastructure for academic activities.
- To develop Library infrastructure like procuring more books, journal, e-resources.
- To complete the process of Library Automation.
- To make the facilities for the differently abled students complete.
- To develop research facilities in the College.
- To organise more community development Programme, Awareness Programmes as a part of extension activities.
- To organise Faculty Development Programmes, Staff Development Programmes.
- To develop a good rapport with Society and Industry.

6.2.3 Describe the internal organizational structure and decision making processes.

For the decision making process the College has an organised structure where the different stakeholders has an effective role.



- As far as the Plans and Policies are concerned, the proposals are initially discussed in the meeting of the Academic Committee, chaired by the Principal, which is attended by all Heads of the Departments, Secretary of the Teaching Unit and the Co-ordinators/s of the IQAC as Ex-officio members. The proposals are then referred to the Governing Body for necessary approval.

Needless to mention, all the members of the Academic Committee attend the meeting with their proposals after consultation with the other faculty members of the department, the forums and also the feedbacks taken from the parents, students and alumni.

- The quality policies of the college are essentially guided by the UGC Rules and the instructions from the Education Department, Government of Assam and the affiliating Gauhati University for administrative as well as academic activities
- In case of Policies and Plans that have the financial involvement, the GB instructs the Principal to ensure the provision for fund. If a positive feedback is received in this regard, the authority goes ahead for the execution of the same. On the other hand, in case of paucity of fund, the authority takes the necessary measures for generating fund from the Government, UGC or other Public and Private Sector Agencies.
- The Principal of the college takes up all the necessary initiatives for the implementation of the policies, by constituting new committees, through the existing committees, cells etc.
- The Governing Body (G.B.) is the sole apex authority of the college management, The GB sits regularly for the discussion of Policies and Plans pertaining to the enhancement of quality in the college and necessary decision making. The Principal, who is the Secretary of the G.B., generally convenes the meeting. After thorough discussion amongst the members, the G.B. adopts resolutions and decides on the course of action. The G.B. empowers the Principal for execution of Plans and Policies. Thus, the final decision making body is the G.B. where the representatives of all the stakeholders like administration (Principal and Vice Principal), teachers, office staff, guardians, donors, University nominees, Government nominees have a say in the whole process of decision making.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

➤ Teaching & Learning

The College Authority has always been trying to provide the basic necessary facilities for the improvement of teaching and learning processes.

- Just before the commencement of any program, the Academic Committee makes Plans in its meeting with the needs and requirements of all the departments. Each Department projects their

requirements and also shares the problems that they faced in the previous year. On the basis of this discussion, a plan is made for the coming session which is placed in the G.B. meeting and gets the necessary approval.

- The Head of the Department conveys the Plans and Proposals to the departmental colleagues in departmental meeting and discusses its different aspects threadbare.
- Accordingly the department decides on the courses to be taught, course allocation, detailed planning of the faculties regarding their schedule of work and assignment pattern, teaching hours and number of classes.
- The Authority provides Academic Progress Report to the Departments to monitor the progress of courses and also to ensure the holding of regular classes by each faculty. Each faculty is required to note down the number of classes that they take each day, the portions taught, the classes that they didn't take, the reasons thereof which is signed by the Head of the Department and finally by the Principal.
- In the Academic Committee Meeting, the whole teaching process of the year is reviewed and the Principal collects all the information regarding the Teaching-Learning Process of the departments. On the basis of the information thus acquired, the Principal holds meetings with all the teaching staff members and provides necessary suggestions/ instruction to enhance the teaching process of the College.
- Being an important stakeholder of the academic and administrative bodies constituted by the authority, the IQAC takes part in all kind of activities for the improvement and sustenance of the quality of the College. The IQAC has been organizing various Faculty Development Programmes, Seminars, and Workshops to enhance the Teaching Learning Environment of the College.
- The College has been encouraging the faculties to make Teaching Learning more students centric, where the students are made to learn by taking active part in the process of learning. The students are made to submit Projects, make Presentation, take part in Group Discussions and all these empower them to develop skills that enhance their independent as well as group learning.

- To make the Teaching & Learning more affective and lively Audio-Visual Equipment are introduced.
- Each department of the college is provided with computer with internet facilities.
- The College authority has also subscribed to NLIST-INFLIBNET meant for its faculty as well as students to acquire updated information in their respective fields. This facility is also available in the Central Library of the college where the learners can surf the e-resources.
- The College has subscribed to e-resources through the American Consulate.
- The College as developed its infrastructure also to augment the teaching learning situation.
- The College has improved the Library infrastructure by purchasing books, journals, periodicals and also by enhancing the physical infrastructure of the Library.
- In the class rooms the Black Boards are gradually replaced by White/Green Boards to reduce the dust pollution which gives the class rooms a healthier environment.

➤ **Research & Development**

Since its inception the management has been encouraging its faculty members for research activities.

- The College has a Research Monitoring Cell to monitor the research oriented activities of the faculty members of the College.
- Quite a good number of faculties have already been awarded Ph.D. degree from various recognised universities.
- The authority gives incentives to the research scholars in the form of academic leave, special leave and even financial aid.
- The college management also extend full support for availing Faculty Development Programme (FDP) under UGC by its faculties. At present three faculty members of the college are availing FDP to expedite their research works.

- The College encourages its faculty members to present their Research Papers in various National and International forums. Necessary leave and at times even financial assistance is provided to attend the Seminars/Conferences both in the country and abroad.
- The authority encourages the faculty members to submit Research Projects to the various funding Agencies and get involved in serious research. In the Academic Year 2012-2013, two faculties have been awarded MRP by UGC. One faculty member has been awarded MRP in the year 2013-14. A number of faculties have also applied for MRP in UGC and are awaiting their response.
- The Authority motivates the faculty members in publishing their Research Papers. The Teachers' Unit of the College has initiated the process of publishing an anthology of the research papers called *Sona-Sophia* since 2011-2012. The second issue of the journal has been published.

➤ **Community Engagement**

The College was established by the People of local communities and hence the community is always involved in all the aspects, and functions of the College. As quality improvement strategies of the institution, the college involves the community in different capacities.

- The community finds its representation in the Governing Body of the college.
- The Guardian Members of the G.B. and also the Parent-Teachers Association are the representatives from the community.
- Representatives of the community are engaged as per their expertise in different fields in different Committees and Sub-committees to enhance the quality of the institution.
- The College organises various Community Development Programmes where the community gets actively involved.
- The Extension Cell is empowered to communicate with the people of the locality to design the various Extension Activities for the betterment of the community.
- The Women folk of the community visit the College on various occasions and help the College in performing its function.

- The adopted village Dikchak by the College reflects the responsibility that the college takes up for the development of the community. The Villagers are also involved in the various manual works for the college.

➤ **Human resource management**

The management of the available human resource of the institution has always been a top priority of the institutional authority.

- The G.B. takes utmost care in the appointment of quality teachers as per UGC guidelines. It not only appoints the teachers but also takes measures to retain the quality teachers.
- The authority encourages the faculty to go for Refreshers Courses, Orientation Programmes or Short-term Programmes and accords necessary permission and leave to attend the same.
- The college also ensures upgradation and updating of quality teachers by arranging regular Faculty Development Programmes.
- The college has a well-defined strategy to reward and motivate the quality teachers. The College felicitates the Ph.D. Degree holder just after they are awarded the degree in formally organised meetings.
- The authority engages its members in different fields according to their interest and expertise.
- The college organizes different seminars, workshops, talks, camps, extension education etc in the college and also encourages its stakeholders to participate in such programmes organized by other institutions and organizations at different levels.

➤ **Industry Interaction**

Being located in a tribal, rural area, the college is not exposed to direct industrial interaction.

- Although there are limited numbers of industries surrounding the institution, the authority organizes field visits to the different industries to acquire the knowledge of production, employment, pollution and environmental degradation.
- The management also approaches some of the industries for financial assistance under their Corporate Social Responsibility

Schemes. The College has received financial assistance from the Gauhati Refinery Ltd. on two projects, namely, Computers for the Sonapur College Computer Centre and a Water Supply Scheme.

- The College has signed a MoU with National Institute of Electronic and Information Technology (NIELIT) and Xavier Institute of Management and Information Technology as industry partner to run the Certificate Courses and to start its proposed UGC B.Voc. Programmes.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- To review the activities of the institution, the Principal of the college has different mechanisms to disseminate information collected through feedback and personal contacts to top management and the stakeholders. Some of the mechanisms are
 - Prospectus cum Academic calendar
 - News Bulletin
 - College Notice Board
 - College Website
 - Display Board
 - Online communication
 - Physical communication through messenger
 - Communication through official letters
 - Regular meetings
- However the Principal carefully undertakes measures to disseminate the information among all the stakeholders including the Governing Body.
- All the activities and functioning of the College has to get the necessary approval of the G.B. The Principal places all the information regarding the college affairs in the G.B. meeting. The G.B. is constituted of the various stakeholders like, Government nominee,

Gauhati University representatives, Guardian member, Members from Teaching and Non-teaching staff, and Donor members. Thus all the stakeholders get a first-hand report on the affairs of the college.

- The Principal organises meetings with the Teaching and Non-teaching staff to abreast them about the affairs of the college.
- The regular meeting of the Principal with the Students' Union gives the students the necessary information about the college affairs.
- The Parent-Teachers meeting provides the College necessary information about students and also the suggestions of the parents. The Principal thus gathers knowledge about the students' affairs and provides necessary information to the guardians about the College.
- The Public meetings organised by the College on different occasions gives the Principal an opportunity to provide information to the public about the activities of the College.
- Moreover, the Principal being easily accessible to all the stakeholders, invite everybody to provide suggestion and also express any grievance that they might have. These personal interactions give a chance to inform the stakeholders about the functioning of the college.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

For improving the effectiveness and efficiency of the institutional processes, the management encourages its members for involvement in the college activities.

- Members from both Teaching and Non-teaching are made Conveners/In-charges/ Members of different Committees and Sub-committees. All the members are thus involved in the different functioning of the college.
- The participation of the Teaching staff is ensured at the planning stage when the year-long Programme is designed in the Academic Committee meeting and the same is percolated to the departmental staff by the Head of the Department in the department meetings.
- The authority empowers the Head of the Department to decide on the courses to be taught, Course allocation, detailed planning of the faculties regarding their schedule of work and assignment pattern,

teaching hours and number of classes in consultation with the faculties from the department.

- The Principal holds meeting with the Teaching staff to ensure the smooth and efficient functioning of the college and also to inform them about the guidelines or instructions from the university, UGC or State Government.
 - The Principal holds meetings with Non-teaching staff to discuss about the different issues pertaining to office management and provides necessary suggestions if any.
 - Staff Development Programmes are organised for the office staff on office management and automation. Feedback is acquired from the office staff regarding their performance and problems.
 - There are some special committees such as Admission Committee, Grievance Redressal Cell, Women Cell, Library Advisory Committee, Anti Sexual Harassment Cell etc, which help a lot in managing college administration.
 - The management encourages the research activities by providing necessary leave, fund for Seminars, Workshops and Conferences conducted on campus.
-

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

In general, three Governing Body meetings should be held in a year. The number may be increased as the situation may arise. There were five sittings of the Governing Body in 2012-2013. Altogether 56 resolutions were undertaken and all the resolutions have been implemented.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

- The affiliating Gauhati University (GU) has no provision for according the status of autonomy to an affiliated college.

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The institution has a Grievance Redressal Cell to ensure the grievances and complaints are promptly attended to and resolved effectively.

- There are two ways of lodging grievances - one by dropping the grievances in the specific Complaint Box and also through written complaint to the Principal.
- Most of the grievances generally come through Sonapur College Students' Union, Sonapur College Teachers' Association and Non-teaching staff union apart from the personal grievances.
- The cell amicably settles the grievances raised by the students as well as the staff through discussion among its members along with the Principal and Vice-principal of the college. They analyze the complaints and the genuine complains are accepted for redressal.
- The Redressal takes place at various levels. For certain personal grievances, the redressal is done through personal counselling. The redressal takes place at the administrator's level.
- In certain cases the grievances are forwarded to the Governing Body for better settlement. The G.B. takes measures or decisions for the necessary redressal. The G.B. empowers the Principal for taking the necessary action for redressal. The Principal discusses with the Grievance Redressal Cell and executes the directives of the G.B.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

- No instance of Court Cases so far has been lodged by or against the College.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, the College has a mechanism for analyzing student feedback on institutional performance.

- The IQAC is responsible for collecting and analyzing the feedback of the students on institutional performance. The Principal being the Chairperson of the IQAC gets directly involved in the analysis and the resultant response to those feedbacks.

- Based on the analysis and response, the authority puts an effort for the overall improvement of the institution. Some of the outcomes of such analysis are -
 - ✚ The College purchased LCD Projectors for teaching, learning and research purpose.
 - ✚ The College has constructed a smart classroom.
 - ✚ To make the teaching learning student centric, the College has made Group Discussions, Seminar Presentations, Field trips mandatory for students.
 - ✚ New classrooms were constructed for academic purposes.
 - ✚ To maintain the transparency in Evaluation, the students were provided a chance to go through the evaluated answer scripts by the concerned teachers.
 - ✚ The faculty interacts with the students on a regular basis and provides necessary guidance.
 - ✚ The Principal and Vice Principal are accessible to the students to discuss on any matter.
 - ✚ More books are procured for the Library.
 - ✚ The College has provided more computers to the Computer Lab.
 - ✚ A free Certificate Course on Office Automation has been initiated in collaboration with National Institute of Electronic and Information Technology (NIELIT), a Govt. of India initiative for SC/ST students.
 - ✚ The College has constructed a Girls Hostel for the ST(P) girls. Another Women's Hostel is under construction with UGC fund.
 - ✚ The College has always strived for the holistic development of the students. As such, it has encouraged and provided opportunities for the students to take part in various co-curricular and extra-curricular activities.

- ✚ The College provides all possible sports facilities to the students. An Indoor Stadium has been constructed with the UGC fund.

6.3 Faculty Empowerment Strategies

6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The College has always endeavoured to enhance the Professional Development of the teaching and non-teaching staff.

- The college always encourages its teaching members to ensure timely completion of their Orientation Programmes, Refresher Courses and other Professional Development Courses.
- The college organizes different Seminars and Workshops in the college and also encourages its faculty members to participate in different Seminars and Workshops organized by other institutions for their intellectual upliftment.
- The college management also extends full support for availing Faculty Development Programme (FDP) under UGC by its faculties.
- The college encourages its faculty members to participate in Short Term Courses organised by UGC - ASCs to enhance their motivation skills and knowledge, techniques and methodologies, and thereby inculcate in them the right kind of values to take initiatives for innovative and creative work.
- To enhance the Professional Development of its administrative staff the authority always encourages its official staff to participate in different workshops to enhance their working skills.
- The College organises staff training programmes for its Non-teaching staff.
- The College has subscribed to N-LIST-INFLIBNET to provide e-resources to teachers to enhance their knowledge domain.
- The College organises Talks and Lectures to provide different outlooks to new knowledge.
- The College procures reference books, Journals and Periodicals for the easy access of faculty members for their research.

- The College publishes the annual collection of research papers of the Faculties called *SonaSophia*.

6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, re-training and motivating the employees for the roles and responsibility they perform?

The College has adopted different strategies to train, re-train and motivate the employees to perform their roles for the betterment of the college.

- The College has encouraged the faculty members to attend the Orientation Programmes, Refresher Courses and Short Term Courses as desired.
- The College encourages the faculty members to attend various Conferences, Seminars and Workshops organised by other Institutes and Universities.
- The College organises Seminars and Conferences for faculty members in collaboration with other research bodies and NGOs.
- The College organises Faculty Development Programmes to keep the faculty members abreast with recent trends of education.
- The College organises Talks where eminent educationists are invited to deliberate on various aspects pertaining to education.
- The college management sanctions duty leave to the faculty for attending Seminars /Conferences to keep them updated on the recent advancements in their respective fields.
- The women faculty is deputed to attend the UGC sponsored Capacity Building Programmes for Women Managers in Higher Education and acquire managerial skills.
- The College motivates the faculty members to take up research activities and has encouraged them to submit research proposals to the different funding agencies like UGC.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The College has a mechanism to capture the multiple activities of the faculty members and to evaluate their performances through Performance Appraisal System.

- The College has a procedure to monitor the performance of the faculty members. The Authority provides Academic Progress Report to the Departments to monitor the progress of courses and also to ensure the holding of regular classes by each faculty. Each faculty is required to note down the number of classes that they take each day, the portions taught, the classes that they didn't take, the reasons thereof which is signed by the Head of the Department and finally by the Principal.
- The authority provides Annual Appraisal Format to the Faculty members towards the end of each Academic Session. The Faculty members have to document their various engagements and performances throughout the year and submit it to the Principal.
- The IQAC collects filled in Self-Appraisal format by the teachers and forward it to the authority.
- The Principal collects students' feedback on Teachers' Performances.
- Based on these information and appraisals the authority makes an assessment of the Teachers' Performances and places them in the Governing Body for necessary information. The G.B. provides necessary suggestions for better appraisal.

6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The College has a mechanism to collect, monitor and evaluate the Teachers' Performance through annual Performance Appraisal system.

- Once the appraisal is done, the same is placed in the G.B. by the Principal for information and review. The necessary suggestions and reviews are provided to the concerned faculty through individual interaction by the Principal. In most cases, the Principal places the review of the performance appraisal by the G.B. in the Academic Committee meeting for furthering the performances.
- The Performance appraisal is also sent to the Government of Assam for the Career Advancement of the concerned faculty members.
- The Performance Appraisal of the faculty members forms a core part of the Annual Report and DCF that the College submits to the

affiliating University and also to the Ministry of Human Resources, Govt. of India.

- The Academic Committee decides on the future course of action for better appraisal and the different departments design their future plans for the betterment of the College.
- The suggestions of the G.B. are provided on a general basis for the improvement of the faculty's performance. As a result of these appraisals, the faculty members are geared up to take various academic works related to teaching and learning and also research projects.
- The suggestions and reviews are communicated through the Principal to the concerned faculty member. It is also done through the Academic Committee meeting where the different issues pertaining to the performances of the faculties are analyzed threadbare to reach a consensus. The Future Plan is designed here for the enhancement of the performance of the faculties. The Head of the Departments or IQAC communicates these suggestions to the faculties from time to time.

6.3.5. What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- The College has a Welfare Scheme for Teaching and Non-teaching staff called *Sonapur College Staff Mutual Benefit Society*. This society is recently constituted in the month of December, 2013, and the members of both Teaching and Non-teaching staff are its members. After a period of six months, the members will be able to avail the loan benefit from the society.
- The College provides financial assistance to the Non-teaching staff as and when applied for and as the college deems it fit. A percentage of 20% have availed such benefit from the College.
- There are schemes for Medical Help, accident and retirement benefit for the staff members. However with the signing of the MoU with Sonapur PHC, the staff members will be benefited with free treatment in times of emergency.

6.3.6. What are the measures taken by the Institution for attracting and retaining eminent faculty?

The college has been provincialized and guided by the Assam College Employees (Provincialisation) Act, 2005 and the subsequent Assam Government Service Rules. All the appointments and retainment of teachers are governed by the same. However, the college always adheres to strict academic norms as far as teachers' quality and performance is concerned.

The College provides an ambience for the growth of its faculty from every aspect and thereby maintains a policy of retainment of its faculties.

6.4 Financial Management and Resource Mobilization

6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The College has its own mechanism to monitor effective and efficient use of available resources.

- Accounts are maintained through proper accounting procedure.
 - The Funds are deposited in the specific accounts in a Nationalized Bank as and when received.
 - Cash Book and Ledger Books are maintained.
 - According to the demand, the Fund is released by maintaining double entry in a Cashbook with a record in the Daily Payment Account Register.
 - The whole account of various receipt and expenditure is finally placed in the G.B. Meeting for necessary approval.
 - The Principal and Secretary is entitled to submit an Action Taken Report on the fund utilized in the next G.B. meeting.
 - The income and expenditure is accounted by the certified Auditors internally and finally by the Government Auditors.
- **For Curricular and Co-Curricular Activities:**
- The Various Committees, Sub committees and Forums constituted for the purpose set the budget for the Programme and accordingly the Principal releases the fund on priority basis and also availability of the same.
- **For purchasing purpose,**

- Quotations are invited from recognized suppliers for supplying different quality items to the College.
- The Purchase Committee scrutinizes the quotations and generally quotations with lowest bid with quality items are considered for the purpose.
- The matter is then placed before the Principal and on his approval, the matter is finally placed before GB for final approval.

➤ **For construction purpose,**

- For minor construction and repairing works, the construction is done on local contract basis as approved by the Construction Committee.
- For major constructions, Tenders are invited on the basis of Government guidelines.
- The Construction Committee analyses the tenders and prepare the comparative statement report and the contract is generally given to the lowest bidder with specific terms and conditions.
- Finally the tender procedure is approved by the G.B.

6.4.2. What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The College has its mechanism for internal and external audit.

- The Internal Audit is done by certified Chartered Accountant annually. Till 2011-2012, the internal accounts of the College have been audited by the CA. The CA is now pursuing the audit for the accounts of 2012-2013.
- The External Audit is done by the Government. The College has to submit its accounts every five years when the Government asks for it and the Government does it only after five years. The accounts till 2006 were officially audited and the College has received the audit report. The last Government audit report for the period from 25.3.1998 to 31.3.2006 was submitted on 26.9.2011. The State Government is yet to initiate audit for the period after that.
- Some of the major audit objection from the last Internal/external audit carried out by the concerned agency are-

Agency	Year/Session	Nature of Objections	Compliance
Government Audit	25.03.1998 to 31.03.2006	A discrepancy of Rs. 5,54,558.00 was found between the bank balance as per Cash Book and Bank Pass Book/ Bank Statement	The cheques issued for payment to the parties were cleared only after 31 st March, 2006. Therefore the discrepancy appeared during the time of audit was reconciliated in the next Internal Audit.
		Misappropriation of an amount of Rs. 63,045.00 only was detected in student fee collection receipt book no.1 during 2005-06.	The said amount was recovered from the concerned person and deposited in the bank account.
		There was an undisbursed amount of Rs. 14,200.00 in the Govt. Scholarship head.	The amount was returned to the respective Govt. Department
		Receipt and Payment Statement to be maintained.	The same has been maintained in the college.
Internal Audit	2008 - 2009	All the purchases were made directly from market without restoring to the tenders	Quotations for the purchases are taken before the purchase.
		Assets Register was not maintained	The Register has been maintained
		Payment for purchase were generally made either in cash or by bearer cheques	Accounts has been maintained by issuing the account payee cheques to the parties.
	2009 - 2010	All the purchases were made directly from market without restoring to the tenders	Quotations for the purchases are taken before the purchase.
	2010 - 2011	All the purchases were made directly from market without restoring to the tenders	Quotations for the purchases are taken before the purchase.
	2011 - 2012	All the purchases were made directly from market without restoring to the tenders	Quotations for the purchases are taken before the purchase.

6.4.3. What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

- The major sources of institutional receipts are

- Fees.
- Government fund
- UGC, ITDP and other government agencies
- Others like Donation, financial grant from Private companies and agencies.

➤ As the internal auditor has combined the expenses incurred for the academic and administrative activities of the college during the accounting, the statement will reflect a combination of expenses for both the activities.

Sl. No.	Academic year	Administrative and Academic Activities	
		Income from students fee	Expenditure
1	2008 - 2009	16,00,190.00	10,32,448.00
2	2009 – 2010	21,30,480.00	10,76,280.00
3	2010 – 2011	25,31,710.00	11,74,669.00
4	2011 – 2012	33,08,945.00	14,31,604.00

- The available reserved fund of this college is in the form of fixed deposits made in Nationalized Banks.
- The maturity amount is expected to be Rs. 11,37,216.00 (Eleven Lakhs Thirty Seven thousand Two hundred Sixteen) only.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The College has come under 12(B) of the UGC Act only in September 2012. Therefore till then the College did not receive any developmental fund from the UGC except for the Catch-up Grant. The College has always strived in securing fund for the proper functioning and development of the College.

- The College had applied for a Girls' Hostel to ITDP which was granted and now the College has a Girls' Hostel for ST(P) girls.
- The College had applied for MP LAD fund under Buniyaad Scheme which was granted and the college has built an Academic Block with the granted amount of Rs. 10,00,000/ for the purpose.

- The College had applied for grant for the construction of an Indoor stadium to the UGC an amount of Rs. 70,00,000/- was sanctioned. The construction of the Indoor Stadium is on the verge of completion.
- The College had applied for grants for the construction of a Women's Hostel to UGC which was sanctioned and an amount of Rs. 80,00,000/- has been granted. The construction of the women's Hostel is underway.
- Three Faculties had applied for Minor Research Projects to the UGC in 2012-2013 and two of them have been accepted and both have been allocated an amount of Rs. 1,50,000/- each. Another Faculty member has been granted MRP in 2013-2014 and is allocated an amount of rs. 2,10,000/
- Three Faculty members have been awarded FDP in the year 2012-2013.
- The College had applied for a financial assistance to the Gauhati Refinery, Noonmati who has donated four computers with accessories to the Computer Lab of the College.
- The College has been facing water crisis and to do away with it the college had applied to Gauhati Refinery who had installed a Water Supply Scheme in the College premises.
- The College approached one of the Founder members, Mr. Samber Rangiphee of the College for the construction of the College Gate, who kindly has donated the whole sum for the construction of the College Gate.
- The College had applied to the Assam Science Technology and Environment Council (ASTEC) for funds. ASTEC had granted an amount of Rs. 1,29,000/- to organise students' Programmes and Workshop on Map Learning.
- The College has applied and been provided funds for various extension activities by NSS.
- The College had applied and been granted funds by AIDS Control Society to organise programmes on AIDS Awareness.
- The College had applied to Indian National Trust for Art and Cultural Heritage (INTACH) and with the collaboration of

INTACH, the College organised a National Seminar on “Heritage at Risk: A Clarion Call for its Stakeholders”.

- The College had applied for funds to UGC to organise Seminars and with the UGC grant the college organised a National Seminar on ‘Social Equity and Sustainable Development: A Quest for Expectations and Opportunities.
- The College applied to various private agencies to organise various programmes. The State Bank of India, Sonapur Branch, UCO Bank, Sonapur Branch, Sonapur Tea Company, Amchong Tea Estate, etc. had provided financial assistance to make the programmes organised by the College a success.

6.5 Internal Quality Assurance System (IQAS)

6.5.1. Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

- Yes, the college has established an Internal Quality Assurance Cell (IQAC) in November, 2002.
- The college has a distinctive policy on the quality assurance. The Academic Committee being the sole body for the formulation and monitoring of the Annual Plan, is also responsible for the quality assurance. Besides the HoD s of all the Departments and the Secretary and President of the Teaching Staff Union, the Co-ordinators of the IQAC are also the members of the Academic Committee.
- The IQAC is also an important stakeholder of different academic and administrative bodies and as such it essentially takes part in all kind of activities for the improvement and sustenance of the quality of the College
- The IQAC holds its meetings regularly and decides on various strategies for quality assurance which are later placed in the meetings of the Academic Committee.
- If the proposals of the IQAC are approved in the meeting of the Academic Committee, they are forwarded to the Governing Body for necessary approval and financial sanctions for implementation.

- Besides providing inputs in the Academic Committee meetings, the IQAC of the college also shoulders the responsibility for the execution of various quality sustenance programmes.
- The IQAC holds meetings with the Teaching and Non-teaching staff to update them about the various quality measures, to encourage them to participate in various quality improvement programmes and to motivate them to organise and be part of the quality sustenance projects of the college.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

Year	Date of Meeting	Proposals on	Status of Implementation
2010-11	23.12.10	Separate accommodation for IQAC	Provided in, December 2012
	23.12.10	To improve canteen facility	Done
	23.12.10	To purchase a LCD Projector	Done
	23.12.10	To launch college website	Launched on 07-01-2011
	08.01.11	To add more Journal in Library	10 new journals were added
	08.01.11	To organise a Faculty Development Programme on Semester System	Held on 20-09-11
	08.01.11	To start a First Aid Center	Completed in 2013
	08.01.11	To develop more linkage with neighbouring college	MoU signed with neighbouring College for Inter Library Loan System in March, 2011.
	08-01-11	To start a Heritage Club	Inaugurated in 07-04-2011
2011-12	09-09-11	To start a Distant Learning Center	The study centre of KKHSOU Started from 2012
	09-09-11	To hold a National Seminar	INTACH Sponsored National Seminar organised in May 28,2012
	11-02-12	To develop a Smart Classroom	Inaugurated in Jan, 2013
	11-2-12	Formation of QAC	27-03-2012 IQAC Meeting
	27-03-12	To start new Certificate Programme of Computer	Certificate course on Beautician started from February, 2014
	27-03-12	To Start NCC	Already started the 50 Assam Air wings
	27-03-12	To start NSS	Started

2012-13	22-12-12	To hold a National Seminar	Organised UGC sponsored National Seminar in June 2013
	22-12-12	To provide Wi-Fi facility in the campus	Done
	22-12-12	Drinking water in Library	Done
	22-12-12	To sign MoU with Laxmibai National Institute of Physical Education	Not yet signed
2013-14	25-09-13	To start short term certificate course	Started from March
	25-09-13	To install Solar Panel and Solar Lamp	Applied for financial approval
	25-09-13	To put up Water Harvesting System in the college	Already completed
	25-09-13	To provide computer for the departments	Done

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

- Yes, the IQAC of the college has two external members, They are-
 - A. Dr. Krishna Gopal Bhattacharyya, Retired. Director, Academic Staff College, Gauhati University
 - B. Dr. Hem Kanta Hazarika, Retired Principal, D.C.B. Girls' College, Jorhat, Assam
- The IQAC in particular and the college as a whole has received highly valuable contributions in the form of suggestions and guidance.
- In regular consultations with both the 'External Members', the IQAC has carried out its activities.
- Dr. Krishna Gopal Bhattacharyya had attended a 'Faculty Development Programme' in the college, organised by the IQAC on January 7, 2011, on API scoring and Submission of online AQAR. Dr. Bhattacharyya also inaugurated the college website on the same day.

- Dr. Krishna Gopal Bhattacharyya also attended a day long workshop on 'Preparation of SSR for NAAC Assessment' in December, 2013.

d. How do students and alumni contribute to the effective functioning of the IQAC?

- The students and the alumni have a significant contribution for the effective functioning of the IQAC.
- The students attend in large number all the meetings, awareness programmes etc organised by the IQAC to make them a success.
- The students give their feedback on the faculties, courses and the overall performance of the college, collected by the IQAC.
- The students of the college also respond to the calls by the IQAC for providing SWOT.
- An amount of Rs. 75 is collected from each student of each courses for the smooth functioning of the IQAC annually.
- The very foundation of the Alumni Association of the college was initiated by the IQAC in the year 2003.
- Ms. Rumi Doloi, Asstt. Professor in Assamese of this College and an alumnus of the college is nominated as the member of the IQAC.
- The Alumni of the college are also invited, and they attend accordingly, in various programmes organised by the college.
- Few alumni who have become successful in their respective fields render their service by acting as resource person in the workshops organised by the IQAC.
- Mr. Sarat Kumar Jena, an alumnus of the college and a fellow in the Gujarat Central University, acted as Resource Person in a workshop on translation organised by IQAC and Department of English jointly in January, 2013.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

There is a specific mechanism of the IQAC to communicate and engage the staff from the different constituents of the college.

- A number of seven members of the IQAC including the Co-ordinators are members of the teaching staff.
- A representative of the Non-teaching staff is a member of the IQAC.
- In order to implement various initiatives towards quality assurance of the college, the IQAC constitutes a number of committees where the members of the non-teaching staff, including librarian, are members.
- The IQAC communicates with the members of the different constituents through meetings, through personal interaction and also through feedbacks.

6.5.2. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If ‘yes’, give details on its operationalisation.

- Yes, the college has evolved an integrated policy for quality assurance of the academic and administrative activities.
- The integrated policy comprises the continuous and year to year operation of-
 - A. Feedback from the students
 - B. SWOT from the stakeholders
 - C. Periodic review of the Institutional Performance.
- The IQAC, being a Planning Body for the quality assurance of the college, collects regular feedback from the students on curriculum, teachers and the overall performance of the college.
- SWOT is also collected from the Faculties, Alumni and also from the Peer on the overall performance of the college.
- The college has a mechanism for periodic review of its administrative and academic aspects, so as to ensure that the quality of the entire college is sustained at par.
- Besides the Academic Committee, the apex platform to review and advise the Principal on issues relating to academic and administrative matters, other committees like, Library Advisory Committee, Infrastructure Maintenance Committee etc. keep

holding periodic review of the administrative and academic aspects.

- The Admission Steering Committee and the Internal Examination Board also review and assess the functioning of their respective assignments.
- Based on the above inputs the Principal makes the strategy and forwards it to the Governing Body for approval and implementation.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.

- Yes, the IQAC regularly holds workshops and training for its faculties in order to ensure an effective implementation of the Quality Sustenance Initiatives.
- A ‘Faculty Development Programme’ was organised by the IQAC on January 7, 2011, where in Dr. K.G. Bhattacharyya, Director of the ASC, Gauhati University, imparted training for the Academic Improvement of the faculties.
- On September 20, 2011, a day long workshop was also organised in the college for imparting training on the ‘Duties and Responsibilities of the Teachers’ in the newly introduced semester system of the TDC Courses. Dr. Dhrubajyoti Chaudhury, Controller of Examinations, Gauhati University, attended the programme as Resource Person.
- A workshop on “Examination, Evaluation and Grading System in Gauhati University” was organised by the College on June 24, 2013 where Dr. O.K Medhi, the V.C. of Gauhati University and Dhrubajyoti Chaudhury, Controller of Examinations, Gauhati University graced as the Guest of Honour and Invited Speaker where teacher representatives from Kamrup (Metro) Zone of Assam College Teachers’ Association participated.
- Another Faculty Development Programme was organised on December, 29, on the ‘Student Mentoring’. Ms. Pahi Bishya, eminent Psychologist was the resource person of the programme.
- In order to ensure the effective implementation of the ‘Quality Assurance Initiatives’, the college organises training programmes for the office staff also.

- Free computer training is provided to the office staff by the Sonapur College Computer Centre.
- Mr. Nabarun Mishra of S.S. Communication imparted training on Office Automation to the office staff in May, 2012.

6.5.4. Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

- The college is affiliated to the Gauhati University and so it is solely answerable to the latter for every details of its academic functioning. As such the college has to go through regular inspections from the Gauhati University authority, for the renewal of its affiliation. A team of senior faculty members of the University, and a nominee of the University visits the college and take stock of all its academic performances. The committee after evaluation comes up with various suggestions and recommendations.
- The Director of Higher Education, Assam also reviews annually the academic performances, which are well reflected in the Annual Report of the college. The same report is also forwarded to the authority of the affiliating University.
- The faculty members of the college annually submits their 'Academic Appraisal Report' to the Principal, the findings of which are well reflected in the 'Annual Report' submitted to the affiliating university and the Directorate of higher Education.
- The college always adheres sincerely to the suggestions and the recommendations of the authorities of the affiliating university and the Directorate of Higher Education.
- The AQAR submitted to the NAAC and the Data Capture Format (DCF) of the HRD Ministry, Govt of India also carries the inputs on academic performances of the college.

6.5.5. How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- The college is affiliated to the Gauhati University and obtained the 2 (f) and 12 (B) recognition under UGC Act. As such the college strictly adheres to the guidelines of the university authority and the rules laid down by the UGC on the quality assurance mechanism.

- The college is already accredited by NAAC and has been submitting the AQAR on regular manner. Therefore all the quality sustenance initiatives of the college are framed in tandem with the NAAC requirements. Being a Provincialised College under the Provincialisation Act of Govt. of Assam, 2005, the college receives guidelines from the Directorate of Higher Education from time to time which are strictly implemented for the quality assurance and sustenance.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

- The Academic Committee of the college has been entrusted with the responsibility for continuous evaluation of the Teaching-Learning Process. The Principal is the ex-officio Chairman of the Academic Committee while the Vice Principal, all the Head of the Departments, Coordinators of the IQAC and the Secretary of the Teaching Unit are the members.
- In the Academic Committee Meeting, the whole teaching-learning process of the year is reviewed and the Principal collects all the information regarding the Teaching-Learning Process of the departments and also from the Co-coordinators of IQAC.
- The IQAC collects feedback on a regular manner from the present and the outgoing students on faculties and curriculum. The feedbacks on faculties are collected in sealed packets which are analysed by the Principal, while on curriculum are analyzed by a committee constituted by the Principal.
- The college also has an Internal Examination Body which looks after the smooth holding of the Sessional Examinations, Internal Assessments of the different semesters.

6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The college has evolved a distinctive mechanism for networking with its stakeholders for communicating its policies and outcome of quality assurance.

- The college 'Academic Calendar cum Prospectus' is a comprehensive publication of the college which contains all the

quality assurance strategies.

- The policies takes a final shape in the meeting of the Governing Body, where besides others, there are representatives from the guardians and local eminent educationists. Thus the policies are communicated to the local communities and the guardians.
- The departments held Parent-Teachers meet to record their grievances and suggestions as well as to communicate its various Quality Assurance Policies.
- Similar communications are also made to the alumni in the meeting of the Alumni Association. A member of the Alumni Association Ms. Rumi Doloi, Assistant Professor in Assamese of the College is a member of the IQAC.
- The college website is regularly updated with the inputs relating to its various quality assurance initiatives and the outcome.
- The college News Bulletin is another media through which the Quality Assurance Policies and the outcome are communicated to its internal and external stakeholders.
- There is an account in the Social Networking site 'Facebook', called 'Sonapur College Alumni' which is very often used as a platform to communicate such policies.
- The Quality Policies and mechanisms are regularly sent to the NAAC through the AQARs.
- The College provides the information regarding its policies and strategies to the affiliating university and the Assam Government through the Annual Report.
- The College uploads the same through DCF being carried out by the HRD Ministry, Govt. of India.

CRITERION-VII

INNOVATIONS AND BEST PRACTICES

7.1. Environment Consciousness

7.1.1. Does the institute conduct green audit of its campus and facilities?

The College has an internal mechanism of conducting green audit of its campus and facilities to maintain a clean and green environment. The College under the aegis of the department of Geography and the Environmental Studies department monitors and assesses the impact of the College and its projects on the environment.

- The College celebrates World Environment Day every year where one of the chief agenda is plantation.
- World Science Day is celebrated with plantation programme.
- To maintain a green environment, plantation of new trees has been made a regular feature.
- Proper garbage management mechanism has been taken up to keep the surroundings clean.
- The college authority keeps a strict vigil on the use of the various resources like electricity, water and makes a concerted effort in maintaining a healthy environment.
- To grow consciousness among the students and faculty regarding water resource conservation, the college has initiated the process of rain water harvesting.
- The Classrooms are made airy, and they are properly lighted.

7.1.2. What are the initiatives taken by the college to make the campus Eco-friendly?

Sonapur College is situated at a hillock with a serene and sylvan surrounding. The college has always strived to maintain an eco-friendly campus.

- **Energy Conservation:** The authority takes different initiatives for the conservation of energy available to maintain the eco-friendly nature of the college.

- To conserve the energy in the form of electricity, the authority conducts a round the year awareness camp so as to make the students aware of the need to conserve electricity by switching off the lights and fans when not in demand.
 - The college also has a mechanism of checking regularly the class rooms and office rooms so that wastage of electricity does not go unabated.
- **Use of Renewable Energy:** The College has an efficient mechanism of planting trees in the college campus to make it Eco- friendly and also to meet the demand of energy in the form of firewood with the regular trimming of trees.
- As the college canteen wants an alternative source of energy for the preparation of food, regular trimming of trees to meet this demand is carried out which provides natural energy to the canteen.
 - Care is taken so that this energy gets renewed through plantation of trees.
- **Water Harvesting:** With depletion of ground water level, there is great demand for harvesting rain water. The same has also made the college authority to take initiative for rain water harvesting in the college campus. A big water tank has already been installed near the administrative block of the college. The collected water is then supplied and used in the garden as well as in the construction works and also in the toilets. This harvested rain water is a great relief particularly when the supply of water pumped through deep tube-well gets hampered.
- **Check dam constriction:** Check dam construction has not been initiated in the college as the necessity has not been felt and also due to the lack of the fund that will be required for the construction of the check dam.
- **Efforts for carbon neutrality:** The College puts a steady effort for the promotion of Carbon neutrality to make the campus Eco-friendly.
- Plantation of tree is a major step for carbon neutrality. Tree plantation drives are conducted on certain special occasions such as *Foundation Day, Environment Day, Science Day etc.* Teachers as well as students participate in such programmes.

- Burning of waste materials is discouraged in the college campus as burning adds to the amount of carbon in the air.
- **Plantation:** For maintenance of Eco –friendly campus, the college authority promotes plantation of trees in the college campus.
 - Apart from some special occasions, trees are also planted throughout the year. It not only helps in creating a congenial atmosphere for the college, but also helps maintaining the carbon neutrality required for a healthy environment.
 - The college also has a garden of medicinal plants which in future will be a source of income for the college.
- **Hazardous waste management:** The College has an efficient mechanism for hazardous waste management. There are separate dustbins for collection of biodegradable and non - biodegradable wastes. As wastes like plastic contain harmful materials and non-biodegradable in nature, these wastes after collection are sent for recycling.
- **E-Waste management:** For the management of the E-wastage, the college has already signed an agreement with C.R. Associates, a local firm, which also supplies computers and other electronic accessories to the college.

7.2 Innovations

7.2.1. Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The College has initiated many innovative measures which have rendered a positive effect on the functioning of the College.

- The college has added another feature to its Teaching Learning Innovation through the construction of a smart classroom in its campus. The class room has given a new dimension to the Teaching Learning Practices in the college.
- A Biometric Punching machine has been installed to record the attendance of the teachers and the office staff. It is a major step to make the staff more accountable in discharging their duties.

- The college has launched its website to make all its information easily accessible to the students, its stake - holders and general public.
- The college authority has provided the facilities of internet to all the departments of the college. Through internet, the departments now can subscribe journals and even download E-Books for the benefits of the teachers as well as students through NLIST.
- The college faculties have published a Research Journal *Sona Sophia* for publication of their research papers. The journal inspires the teachers to express their expertise in their subject.
- The college has initiated a computer literacy programme for its faculties and office staff. This has also been extended to the benefits of the students.
- The college has started a water supply scheme of its own with funding from Gauhati Refinery, Noonmati.
- The college has subscribed to N-LIST - INFLIBNET for the faculties and the students which provide E-resources to the stake holders.
- The college has started the late Dr. Dhanjit Medhi Lecture series where eminent scholars are invited for deliberating talks.
- NCC and NSS have been made active and the cadets have brought laurels to the college.
- The College has started some Certificate Courses on Computer Application, Tribal Language, Spoken English, Beautician Course, and Fine Arts Course. All these have a positive effect on the total ambience of the College.
- The college has initiated the Staff Mutual Benefit Fund with their own contribution which gives financial assistance to the Staff members in different ways.
- Initiation of All Assam Inter College Debating Competition is an effort which helps the students in developing their oratory skill apart from getting involved in various contemporary issues of their times.

- The College has signed MoUs with different Industries and Organisations to introduce various B.Voc Programmes which will benefit the students of this rural area.

7.3 Two best practices which have contributed to the achievement of the institutional objectives and /or contributed to the quality improvement of the core activities of the college.

BEST PRACTICE-1

Title of the Practice: Village adoption

Goal of the Practice:

- To empower the poor tribal population of the village.
- To eradicate illiteracy from the village.
- To spread the light of Higher Education among the masses.
- To raise awareness about the various Socio-Economic issues related to the day to day life.
- To sensitize them about issues related to Gender, inclusion and brotherhood.
- To make them aware of the Environmental issues.
- To introduce them to the new ways of Agricultural Practices.
- To grow together.

The Context:

Sonapur College is situated in a rural tribal area in the Dimoria Block. The villages around the College are mostly tribal villages comprising of Karbi, Tiwa, Bodo communities. Most of these villages lack the basic developmental aspects of life. Dikchak is a tribal village situated at a distance of seven Kilometres towards the east of the College. The total population of the village comprises of Karbi people, a tribal community. The elderly population of the village is illiterate and in 2003 there was only one Matriculate. Over the years the scenario has changed and today the village has a number of Graduates. The

College took initiative in various Community Development Programmes for the progress of the village folk. The poor tribal folk found it difficult even to provide the basic amenities and facilities including education to their children. Thus the College took it as a challenge for working for the development of the village and its villagers.

The Practice:

The College has adopted the village Dikchak way back in 2003. All these years the College has sustained its focus on the development of the village. The College organised various Community Development Programmes in the village. The College has provided the women folk of the Village with sewing Machines. Recently, the NSS Wing of the College organised a seven days Community Development Programme from 17 - 23 June, 2013 in the village where the villagers were enlightened with various important issues. Resource persons were invited to deliberate on the occasion. During the time of Natural disaster like flood, the college had extended its helping hand by donating sacks of rice and other materials. The College has provided free studentship to the Girl students coming from that village to join Sonapur College. The boys are provided concession in admission fee. A few faculties of the College provide educational stationaries to the poor children of the village. The villagers are provided with training on various agricultural practices like *Vermicomposting*, *Mushroom Cultivation*, *Organic Farming* and so on. The College has initiated the women to start their Self Help Groups and today there are three Self Help Groups functioning in the village.

However, the College has faced constraints in terms of resources and time as the faculty members involved has their share of works in the college also.

Evidence of Success:

- When the College adopted the village in 2003, there was only one Matriculate in the Village. But today, we have a large number of Matriculates, Intermediates and Graduates. Most of them are pursuing their studies in Sonapur College.
- There are three Self Help Groups in the village which was not there when the College had adopted the village.
- The Villagers have become conscious about their environment which has resulted in taking up Plantation Drives, Organic Farming, and Vermicomposting in the Village.
- There is a considerable awareness about Health and Hygiene among the masses. People have started living a hygienic life with

proper sanitation, filtered drinking water facilities, efficient waste management and so on.

Problems encountered and Resources Required:

The College has its own kind of problems in taking up the various projects. Due to adult illiteracy, the College faces challenges to disseminate the concept of the projects and also in its implementation. Again the motivation level of those villagers is very low. Moreover, the College with its limited resources cannot take up the projects all the time. The college being an Arts and Commerce College, to deliberate on issues like Agriculture, Animal Husbandry, it has to depend on Resource persons from outside agencies which are expensive at times.

Apart from the human resources, the College needed financial resources as well. The College had spent its limited resources in the extension activities. Two faculties, namely, Sinam Iboton Singh, Associate Professor in Mathematics and Mrs. Khirada Mali, Associate Professor in Education had personally helped the school children of the Dikchak Lower Primary School by donating educational stationaries. The NCC Wing of the College with its Government fund had organised several Community Development Programmes in the village.

Contact Details:

Name of the Principal: Dr. Devabrot Khanikor

Name of the Institution: Sonapur College

City: Guwahati

Pin Code: 782402

Work Phone: 0361-2789019, Fax: 0361-2789019

Website: www.sonapurcollege.org

Email: principalsonapurcollege@gmail.com, Mobile: 09435354374

BEST PRACTICE-2

Title of the Practice: Heritage Preservation

Goal of the Practice:

- To preserve, conserve and transmit the natural and cultural heritages.
- To create awareness among the students regarding their own heritages.
- To expose the rich heritage of the Greater Dimoria area to the outer world.
- To create a consciousness among the students about their role in developing their own culture and heritage.

The Context:

Heritage conservation and preservation is one of the missions of this college located in a tribal area which is rich in its cultural and natural heritage. The College has taken up various measures for heritage preservation and conservation. The College has different tribal communities in its vicinity and they are the major shareholders as far as students' enrolment is concerned. Hence, the college shoulders its responsibility in preserving and conserving the local heritages. Though they have a rich heritage, the communities are not aware of it and hence due to lack of interest in its exploration, some of the heritages are on the verge of extinction. Thus the college has started preserving some of the tangible heritages. Listing of traditional Plants were taken up by the INTACH Assam Chapter in collaboration with the College.

The Practice:

The College has its Mission to preserve and conserve the traditional heritage of Dimoria.

- **Sonapur College Museum:** The College has a heritage museum in its premises where the College collects and preserves the cultural artifacts.
- **Manuram Karkun Centre for Teaching and Research Centre for Tribal Language and Culture:** This tribal research Centre provides certificate course on Tribal language. So far it has provided Certificate course on Karbi Language.

- **Heritage club:** The College established the Heritage Club under the aegis of INTACH (Assam Chapter) for working on preservation of heritage.
- The College organised an **INTACH Sponsored National Seminar** on “Heritage at Risk: A Clarion Call for its Stakeholders”, where eminent personalities from across the country raised the crucial issues pertaining to heritage and its risk.
- **Workshop on Lalilang:** The *KalaBhumi* of the College organised a workshop on the traditional dance form of Dimoria called ‘Lalilang’ to make students aware and also to preserve this performing dance form.
- **Dekachang:** The College has a Traditional Dekachang in its premises which is used as the Boys’ Common Room. The Dekachang is a platform of the Tiwa Community for grooming the youth in their future pursuits. The College has taken the responsibility for the preservation of this traditional heritage of the Tiwa Community.
- The Faculty members have expertise in various folkloristic practices as they are involved in researches on folk practices and other areas.

Evidence of Success:

- The Sonapur College Museum has collected a large number of artifacts in its museum.
- The College successfully completed organising a National Seminar on “Heritage at Risk: A Clarion Call for its Stakeholders”.
- The Kalabhumi successfully organised a workshop on Lalilang as a means of folk culture conservation.
- The Manuram Karkun Centre for Teaching and Research Centre for Tribal Language and Culture has successfully produced a few batches of students on Karbi Language.

- The Sonapur College group has performed folk Orchestra and other folk performances on various platforms and has brought laurels to the College.

Problems encountered and Resources Required:

The College has encountered different problems in taking up the projects on Heritage preservation.

- The main challenge is financial constraints. At times the projects cannot be completed in time due to Paucity of funds.
- The College has to depend on other agencies as far as resources and expertise is concerned.
- There is a lack of awareness among the masses regarding heritage preservation which creates problems for the College to reach its goal of heritage preservation.
- Heritage preservation is not a two way process between the College and heritage. It needs an involvement of different agents and organisations of the society to make a concerted effort in this regard. For a College, it is tough to go in this direction.

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Evaluative Report of the Departments

A.

1. Name of the Department : **Education.**
2. Year of Establishment : 1991
3. Name of Programme/Courses offered : UG (Major & General)
4. Name of Interdisciplinary Courses and the departments / Unit involved :
*Environmental Studies.
5. Annual / Semester / Choice based credit system (Programme wise) :
* Annual and Semester system
6. Participation of the department in the courses offered by other departments :
* Environmental studies.
7. Courses in collaboration with other universities, industries, foreign institution, etc :
* UG Course under KKHSOU.
8. Details of courses/ programmes discontinued (if any) with reasons: * **None.**
9. Number of teaching posts :

	Sanctioned	Filled
Professors	-	-
Associate Professor	3	3
Asst. Professor	1	1

10. Faculty profile with name qualification, designation, specialization,(D.Sc / D. Litt. Ph.D/ M.Phil) etc.

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D students guided for 4 years
Maramee Bardoloi	M.A, B.Ed	Associate Professor	Dissertation	22	Nil
Dipa Kakoti	M.A, BT	Associate Professor	Laboratory Practical	24	
Khiroda Mali	M.A.	Associate Professor	Laboratory Practical	25	
Doli Thakuria	M.A, B.Ed, M.Phil	Asst. Professor	Laboratory Practical	12	

11. List of senior visiting faculty:

(a) Dr. Sabina Jasmine Saikia, Assistant Director of academic staff college, Guwahati University.

(b) Dr. Jayanta Das, Psychiatrist

(c) Dr. Maramee Goswami HOD, Guwahati College, Department of Education.

(d) Dr. Sunita Agarwalla HOD. Dispur College, Department of Education.

12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary

faculty : No temporary faculty.

13. Teacher Student Ratio :

Class	Total No. of Students in the Session					Ratio				
	2009-10	2010-11	2011-12	2012-13	2013-14	2009-10	2010-11	2011-12	2012-13	2013-14
T.D.C. 1st Yr. (Major)	04	11	08	09	09	1:1	1 : 3	1: 2	1: 2	1: 3
TDC 1st Yr. (Gen)	115	107	159	123	94	1: 3	1: 2	1: 4	1: 3	1: 24
TDC 2nd	Nil	02	06	07	09	N/A	1: 1	1: 2	1:2	1: 3

Yr. (Major)										
TDC 2nd Yr. (Gen)	48	87	120	102	122	1:1	1: 2	1: 3	1: 26	1: 36
TDC 3rd Yr. (Major)	03	Nil	05	03	07	1:8	N/A	1: 1	1:75	1: 2
TDC 3rd Yr. (Gen)	10	11	27	38	42	1: 3	1: 3	1: 7	1: 10	1:11

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled

: One Laboratory bearer.

15. Qualifications of teaching faculty with D Sc/ D.Litt/Ph.D/ M.Phill / PG

: PG - 3 and M. Phil : 1

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies

and grants received

: Nil

17. Departmental projects funded by DST-FIST, UGC,DBT,ICSSR etc. and total grants received

: None.

18. Research Centre / facility recognized by the university

: None.

19. Publications :

(a) Publication per Faculty : Journals with ISBN/ISSN numbers with details of publication.

Name of the Faculty	Year of Publication	Name of the Journal	Title of the article published	Publisher
Maramee Bordalai	2012	Sona Sophia ISBN 978-81-920862-5-5	Utilization and conservation of Medicinal Plants	Sonapur College, Sonapur
	2013	Sona Sophia ISBN 978-81-	Assam Sahitya Sabhar Ek Bislekhonatmok Alokpat.	Sonapur College, Sonapur

		920862-5-5		
Dipa Kakoti	2009	Research journal of Dispur College ISBN 978-93-80261-04-1	Generating confidence in youth	Dispur College EPH Plus
	2010	Research journal of Barbhag College ISBN No 978-81-910812-0-6	Globalization and its impact on Women	Borbhag College, Borbhag.
	2012	Sona Sophia Research journal ISBN No 978-81-920862-5-5	Women empower men through education	Sonapur College
	2012	Research journal Borbhag College ISBN No 978-81-910818-3-7	Role of education in economic empower men of women	Borbhag College, Borbhag.
Khirada Mali	2012	Sona Sophia ISBN 978-81-920862-5-5	Khel Dhemalir Soikhik Aru Lukosanskritir Tatparya: Ati Bislekhanatmak Adhayan.	Sonapur College, Sonapur
	2013	Assam Jyoti Research journal ISSN No 2319-8559	Sankardevar Borgeet-Ati Samikha.	J. N. College, Boko.
	2013	Proceedings of the National Seminar of woman and environment. ISBN No. 978-81-922965-1-7.	Woman and Environment	D.K. College, Mirza
Doli Thakuria	2012	Sona Sophia ISBN 978-81-920862-5-5	A study on problems of Education of the Hearing Impaired children in social context.	Sonapur College Sonapur.
	2012	Distribhangi ISSN No. 22785892	Self Concept of Hearing Impaired children in Assam.	Morigaon College, Morigaon.
	2013	Distribhongi	Role of teacher in educating hearing	Morigaon College,

		ISSN 22785892	No impaired children in Assam.	Morigaon.
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20. Areas of consultancy and income generated

: None.

21. Faculty as members in (a) National committees (b) International committees

(c) Editorial Boards

➤ Dipa Kakoti : Life Member of Council of Teachers Education

22. Student Project:

(a) Percentage of Students who have done in house projects including inter departmental/programme

: 100% of Semester-VI students engaged in Project Works.

(b) Percentage of students placed for projects in organizations outside the institution i.e. in research

laboratorial/ Industry/ Other agencies.

: None

23. Awards / Recognitions.

: Award received by Khiroda Mali ;Award given by Social welfare department of Assam, The title

of the award is Social worker of the state in 8th March 2012.

24. Lists of eminent academicians and scientist/ Visitors to the department:

1. Dr. Bijoy Choudhury, Psychiatrist.

2. Jatin Barua : Ex Professor of Handique Girls College.

3. Dr. H. K. Srama : HOD, Deptt. Of Environmental Science of Guwahati University.

4. Dr. Sabina Yasmin Saikia, Assistant Director of Academic staff
College, Guwahati University.
5. Dr. Jayanta Das, Eminent Psychiatrist.
6. Dr. Maramée Gowsami : HOD Associate Professor, HOD Deptt of Education, Guwahati College.
7. Paban Gogoi : Associate Professor, Dept. of Education, Jagiroad College.
8. Binapani Bharali : Associate Professor, HOD Dept. of Education, Dimoria College.
9. Dr. Hemo Chutia : Associate Professor, Dept. of Education, Jagiroad College.
10. Dr. Bhaswati Baruah : Associate Professor, Dept. of Education, Dispur College.
11. Dr. Sunita Agarwalla : Associate Professor, Dept. of Education, Dispur College.
12. Dr. Nilima Bhagawati : Professor of Gauhati University, Dept. of Education.

25. Seminars/ Conferences/ Workshops organized and the source of funding

- (a) National : None
- (b) International : None
- (c) Departmental : 2 Seminars yearly funded by the College.

26. Student profile programme / Course wise :

Name of the course / programme refer questioner	Year	Application received	Selected	Enrolled M/F	Pass percentage
BA (Major)	2009	03	03	M=0, F=03	100%
BA (General)		09	09	M=03, F=06	100%
BA (Major)	2010	Nil			
BA (General)		11	11	M=03, F=08	90.9%
BA (Major)	2011	02	02	M=0, F=02	100%
BA (General)		26	26	M=06, F=20	92%

BA (Major)	2012	05	05	M=01, F=04	100%
BA (General)		29	29	M=08, F=21	96.5%
BA (Major)	2013	02	02	M=0, F=02	100%
BA (General)		26	26	M=04, F=22	92%

27. Diversity of Students

Name of the Course	Session	% of Students from the same state	% of the students from the other state	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil
UG	2012-13	100%	Nil	Nil
UG	2013-14	99%	01	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, defense services etc.? : Nil

29. Student Progression:

Student Progression	Year wise Progressing against % of Enrolment				
	2009	2010	2011	2012	2013
U.G. to PG	25%	Nil	50%	100%	100%
PG to M. Phil	N/A	N/A	N/A	N/A	N/A
PG to Ph.D	N/A	N/A	N/A	N/A	N/A
Ph.D to Post Doctoral	N/A	N/A	N/A	N/A	N/A
Employed Campus Selection Other than campus recruitment					
Entrepreneurship / Self Employment					

30. Details of Infrastructural facilities.

(a) Library - A departmental library with 300 text books and reference books .

(b) Internet facilities for staff and students departmentally available.

(c) Laboratories with instruments /apparatus.

List of Instrument /Apparatuses in the Laboratory :

Sl. No	Name of apparatus	Nos.	Year of the purchase
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01	Tachistoscope	2	1997
02	Mirror - drawing (non-electrical)	2	1997
03	Memory drum (Non-electrical)	3	1 in 1998 and 1 in 2012
04	Finger dexterity board	1	2003
05	Kho's Block Design	2	2008
06	Punch Board Maze	2	2005
07	Stop Watch Digital	2	1999
08	Human Physiological Charts (a) Eye (b) Ear (c) Gland (d) Brain	1 1 1 1	2002
09	Wooden Screen	2	2011

31. Number of students receiving financial assistance from college, University, Governments or

other agencies :

- **Ref: 5.1.2**

32. Details on student enrichment programmes (special lectures/workshops/Seminar) with external experts : 4 Seminar were held

Session	Topic of the Seminar	External Expert
2010-11	Significance of Mental Health in the Changing Social milieu.	Dr. Jayanta Das
2011-12	Human Right Education	Mr. Ramesh Nath
2012-13	Credit Based Grading System at undergraduate level	Dr. Maramée Goswamee
2013-14	Role expectation of teacher in the 21st century	Dr. Hema Chutia

33. Teaching methods adopted to improve student learning

- (a) Lecture method.
- (b) Group discussion
- (c) Seminar Paper presentation

- (d) Quiz and spot writing
- (e) Brainstorming method.
- (f) Home Assignment
- (g) Laboratory Practice.
- (h) Project Methods.

34. Participation in institutional Social Responsibility (ISR) and extension activities:

Session	Title of the Extension Program	Place
2010-11	A survey of Literacy and Socio economic condition of women in Erabari village of Sonapur	Erabari Village
2011-12	Dental Check-up Program By Dr. Raktim Phukan	Borkhat L.P.School No 1
2012-13	Drawing and quiz competition among the Students of middle school students.	Erabari Middle English School

35. SWOC analysis of the department and Future plans:

Strength:

- * Good Academic Performance of the Students.
- * Sincere and disciplined students.
- * Active, dynamic, dedicated and cooperative Faculty.
- * Department with Computer Facilities.

Weakness.

- * No Ph.D Awarded Faculty.
- * Limited numbers of Modern Teaching Aids in the Laboratory.
- * Limited number of reference books and journals in the departmental library.

Opportunity :

- * Teacher training for the faculty of the feeder schools.

- * TET coaching centre can be start in the college premise for the students of the locality.

Challenges.

Due to large number of students in the Higher Secondary classes, it is difficult to maintain a continuous comprehensive evaluation of the UG level students.

Future Plan

- (a) The department is planning to introduce a TET coaching center in the college Premise.
- (b) The department will organize some extension lectures in neighboring Schools in collaboration with NGO and Mahila Samiti.
- (c) The department is also planning to introduce training programme of Satriya Dance for interested students for cultural upliftment.
- (d) Laboratory upgradation.
- (f) Upgrading the Departmental Library by purchasing more text books , reference books and journals.

Evaluative Report of the Departments

B.

1. Name of the department : ENGLISH

2. Year of establishment : 1991

3. Name of Programmes/ Courses offered : UG (Major & General)

4. Name of Interdisciplinary courses and the departments/ units involved:

i) B.Com

ii) Environmental Studies

iii) Spoken English

**5. Annual/ semester/ choice based credit system (programme wise):
Annual and Semester system.**

6. Participation of the department in the courses offered by other departments:

i. B.Com,

ii. Environmental studies.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:

i. BA under KKHSOU,

ii. Spoken English Course in collaboration with CEC, Sonapur.

8. Details of courses/ programmes discontinued (if any) with reasons: N/A

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors	4	4
Asstt. Professors	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. / D. Litt. / Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Prasanta Sarma	MA	Associate Prof.	American Lit.	18yrs	-
Mridusmita Mahanta	MA, PGCTE, PGDTE	Associate Prof.		18yrs	-
Nizara Hazarika	MA, B.Ed, Ph.D, E.Teacher	Associate Prof.	American Lit.	18yrs	-
Dipjyoti Deka	MA	Associate Prof.	American Lit.	15yrs	-
Sudipta Phukan	MA, M.Phil	Assistant Prof.	Literary Theory	3yrs	-
Gunjana Dey (on lien)	MA	Assistant Prof.	Indian Lit.	1yrs	-

11. List of senior visiting faculty:

- Dr. Bibhash Choudhury, Deptt. of English, Gauhati University.
- Dr. Padmini Baruah, HoD, Department of ELT, Gauhati University
- Dr. P.S. Misra: Director of ELTI, Assam

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

- 10%

13. Student-teacher Ratio (programme wise):

Class	Total No. of Students in the	Ratio
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	Session									
	2009-10	2010-11	2011-12	2012-13	2013-14	2009-10	2010-11	2011-12	2012-13	2013-14
T.D.C. 1st Yr. (Major)	6	6	6	8	3	2:1	2:1	2:1	2:1	1:1
TDC 1st Yr. (Gen)	13 3	18 4	20 8	227	246	27:1	36:1	42:1	45:1	49:1
TDC 2nd Yr. (Major)	10	6	6	6	8	2:1	2:1	2:1	2:1	2:1
TDC 2nd Yr. (Gen)	11 4	12 3	14 2	148	-	23:1 1	24:1	28:1	29:1	-
TDC 3rd Yr. (Major)	2	10	6	6	6	1:1	2:1	2:1	2:1	2:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

:N/A

15. Qualifications of teaching faculty with D Sc/ D.Litt/ Ph.D/ M.Phil/PG:

- a) Ph.D.:1, Nizara Hazarika
- b) M.Phil: 1, Sudipta Phukan
- c) PG: 5, 1 (on lien) (all)

16. Number of faculty with ongoing projects from a) National b) International agencies and grants received:

a) National:

- 1. Nizara Hazarika- UGC MRP- 1,50,000
- 2. Mridusmita Mahanta- FDP for 2yrs
- 3. Sudipta Phukan- UGC NET-JRF, for 5yrs

b) International:

Nizara Hazarika- Fellowship to attend international faculty development programme sponsored by US Govt.

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total received:

:Nizara Hazarika- Minor Research Project by UGC for her project on
“Articulating a Public

Voice: Colonial Assamese Women and Journal Literature”

18. Research Centre/ facility recognized by the University: N/A

19. Publications

a) Publication per faculty:

1. Prasanta Sarma

i) *General English*, ACS/APS Main Examination 2008”

A book published by Assam Academic Centre’s Guwahati, October 2007

ii) **Seminar Paper:** “Conflict Resolution, Nation Building and National Integration” In 2011 at Nowgong Girl’s College . The paper was published in an **ISBN No 978-93-81694-07-7**

iv) **Research Paper:** “Human Rights Education For Human Security”- In “Sona Sophia” A research Journal of Sonapur College

vi) **Seminar Paper:** The Road to Paul Robeson: Bhupen Hazarika’s Humanism versus His Individualism – A seminar Paper Publish by North East Studies, Gauhati University (GUINES) ISBN 978-93-244-0072-7

2. Mridusmita Mahanta:

i) A Study into the River Spirit: Ecology, Philosophy of Change and Human Responsibility, Sept, 2013

Philosophica, A Yearly Bilingual Philosophical Journal of Bongaigaon College, ISSN 2249-5053

ii) Brahmaputra and Bohag in the Songs of Bhupen Hazarika, 5th Nov, 2012, An Analytical Estimate of Dr Bhupen Hazarika’s Songs, ISBN 978-93-244-0042-0

iii) Myth as Discourse for the Construction of Communal Identity- A Study into the Myths of the Brahmaputra River, 11-14 Oct, 2012, Pre Conference

Proceeding Volume ISEIL organised by The Sibsagar College, ISBN 978—81-924140-5-8

iv) Recognition of Dialogic Self in the Songs of Bhupen Hazarika, Sept, 2012, Philosophica A Yearly Bilingual Philosophical Journal of Bongaigaon College, ISSN 2249-5053

v) Identity Formation- An Environmental Perspective, Feb, 2012, Sona Sophia- A Collection of Research Papers published by SCTA, Sonapur College, Sonapur, ISBN 978-81-920862-5-5

vi) Reading of Myth as Telling Communal Identity, Sept, 2011, Man and Society- A Journal of North East Studies Vol VIII By Indian Council of Social Science Research / North Eastern Regional Centre, Shillong , Meghalaya, ISSN 2229-4058

vii) Globalisation, Mobility and Cultural Identity- A Study into the Fairs held in NEDFi Haat, Guwahati, Assam, 3rd June, 2011, Role of Globalisation on Traditional Assamese Culture, ISBN 978-81-202-8852-2

viii) Subjective Well Being and Social Change: A Study on the Role of A Lady from the Karbi Community of Assam, 10th Nov 2010, ‘Women and Human Rights: The North East Indian Context’ published by Principal, Borbhag College on behalf of IQAC., ISBN 978-81-910812-0-6

ix) Generating confidence in Youth, 2010, Globalisation, Higher & Youth published by EBH Publishers (India), Guwahati, ISBN: 978-93-80261-04-1

3. Dr. Nizara Hazarika:

April 2009 to March 2010	5 th January, 2010	Pandu College, Guwahati (A Collection of Seminar Papers in the Proceeding volume)	“Daibagya Duhita: A Narrative Reconstruction of Colonial Assamese Women’s History and Subjectivity”
	March 2010	Dibrugarh University Journal of English Studies No.19 (ISSN 0975-5659)	“Beyond Silences: The Fictional World of Shashi Despande”
April 2010 to March 2011	Novemb er, 2010	Barbhag College <i>Women and Human Rights: The North East Indian Context</i> (ISBN:978-81-910812-0-6)	“Crusading the way through Invisibility: Assamese Women and Imprints of Social Transformation in Colonial Assam”

	February , 2011	Nalbari Commerce College <i>Folk Elements in Assamese Literature (A Collection of Seminar Papers in the Procd. Vol.)</i>	“The Cultural Logic of Folktales: Children’s Literature and the Question of Gender”
	March, 2011	Germany: Lambert Academic Publishing (ISBN: 978-3-8465-3169-3)	Writing, Subversion and Ecriture Feminine: Arundhati Roy’s <i>The God of Small Things</i>
April 2011 to March 2012	August, 2011	Women Cell L.O.K.D College <i>Trafficking in Women in and from NorthEast India</i> (ISBN:978-81-920759-0-7)	“Gender Equality in Colonial Assam and the Mediation of Assam Mahila Samiti: A Historiographic Project”
	January, 2012	PHI. Learning, New Delhi. <i>Indian Poetry in English: Critical Essays.</i> (ISBN: 978-81-203-4571-3)	“Forming Identity, Transforming Spaces: Exploring Ramanujan’s Poetry”
	January, 2012	Gwalior, <i>Labyrinth: AN International Refereed Journal of Postmodern Studies</i> (ISSN: 0976-0814)	“Dismantling Patriarchal Metanarratives: Shashi Deshpande’s <i>The Dark Holds No Terror</i> ”
	February , 2012	Hyderabad, <i>Sreenidhi Journal of English Studies</i> (ISSN:2249-4162)	“Perspectives on Framing Syllabus for Teaching English as a Target Language: An Indian Context”
	February , 2012	Sonapur Sona Sophia: A Collection of Research Papers (ISBN:978-81-920862-5-5)	“Modernity and Gender Construction in Colonial Assam: A Reading of the Life and Works of Chandraprova Saikiani”
April 2012 to March 2013	September, 2012	Barbhag: Economic Empowerment of Women in the North East Region (ISBN: 978-81-910818-	“Women’s Economic Empowerment and the Role of Self Help Groups: A Study with Reference to Dimoria Block of Kamrup

		3-7)	District”
	October, 2012	Sibsagar College: <i>Problematics on Ethnicity, Identity and Literature</i> (ISBN: 978-81-924140-5-8)	“Carving a Gendered Identity among the Brokpas: A Reading of Yeshe Dorjee Thongchis <i>Sanam</i> ” (International)
	November, 2012	Guwahati: <i>Drishti: the Sight</i> Vol-1, No.2 (ISSN:2319-8281)	“Celebrating Marginality, Registering Protest: The Poetic World of Kamala Das”
	January 2013	Jaipur: Malaviya National Institute of Technology (ISBN:978-93-81583-84-5)	“The Effective Use Of Online Resources In Teaching Second Language Listening”
	March 2013	NEHU(Tura Campus) Journal: Protocol (ISSN: 09739807)	"Accommodation to Articulation -Women's Space in the Folk Songs of Assam"

4. Dipjyoti Deka:

- i) Frustration Among Graduate Students in Relation to Their Financial Insecurity, 2009, Dispur College
- ii) Globalization and Its Impact on Women(ISBN), 2010, Barbhag College
- iii) A Peep into the Lore of Rice, Our Staple Food(ISBN), 2012, Sonapur College
- iv) Role of Education in Economic Empowerment of Women(ISBN), 2012, Barbhag College
- v) Material Culture in the Bhakti Movement Period of Assam(ISBN), 2012, Barnil Sanskriti(Souvenir)
- vi) Role of Educational Institution in Sustainable Development(ISBN:978-93-81694-68-8), February, 2012, Jagiroad College
- vii) Rice and Festivity: A Study in the Context of Assam (ISBN: 978-81-86860-98-4), 2013, Vivekananda College, Alpurduwar

5. Sudipta Phukan:

- i) "Problematic 'Other': A Glimpse at Mildred Marston's *Korno Siga, The Mountain Chief; or Life in Assam*" in *SONA SOPHIA, A Collection of Research Papers*. Edited by Dr. Ananda Das (Chief), Mridusmita Mahanta and Asraf Ali. Guwahati: Techno Ed, Goswami Service, 2012. Pp. 259-264. ISBN- 978-81-920862-5-5
- ii) "Problematizing Memory and Identity: A Reading of Temsula Ao's *These Hills Called Home, Stories from a War Zone*" in *Problematics on Ethnicity, Identity and Literature*, Pre-Conference Proceeding Volume, ISEIL-2012, 11th-14th Oct, 2012. Edited by Dr. Anooradha Chakrabarty Barua and Dr. Hemanta Kr. Nath. Kolkata: SPS Education India Pvt. Ltd., 2012. Pp. 31-35. ISBN- 978-81-924140-5-8
- iii) "Christianity and Women: A Glimpse at E. Elizabeth Vickland's *Daughter of Brahma: A Tale of the Brahmaputra Country*" in *The Criterion An International Journal in English* Issue 12, February 2013. Editor-In-Chief: Vishwanath Bite. Pp. 1-5. ISSN 0976-8165

6. Gunjana Dey

- i) "Recorder of Bitter Things: Ethnicity, Globalization, and the Shillong Poets". *Problematics on Ethnicity, Identity and Literature*. SPS Education, Kolkata: 2012. Print. ISBN: 8192414051
- ii) "The Portrayal of the New Woman in Indian English Chick-Lit: A Study of Two Bestselling Novels". *Portrayal of Women in Media and Literature*. Access, Authorspress, New Delhi:2013. Print. ISBN: 9789382647010
- iii) "Indian English Chick Lit: A Survey". *Wizcraft Journal of Language and Literature*. Wizcraft Publications and Distribution, Maharashtra: June, 2013. Vol: II; Issue 2. Print. ISSN: 2319-4952
- iv) "Reviving Khasi Folktales: A Study of K. S. Nongkynrih's *Around the Hearth: Khasi Legends*". *Ecriture: A Journal of Literature, Language and Cultural Studies*. 2013. Winter Issue, Vol- I. Print. ISSN 2321 – 9793

20. Areas of consultancy and income generated:

a) Certificate course on Spoken English

b) Workshops:

- (i) Advanced Writing Skill- Organised among HS Final year students. Resource Person- Dr. Partha Misra, Director, ELTI.

(ii) RELO workshop- Three workshops were organized jointly by the department and IQAC Sonapur College in collaboration with RELO, US Embassy, New Delhi.

RELO Workshops	Date	No of Participants	Resource Person
I	14-15 Nov. 2011	50	Joseph P Dwaileebe
II	1-3 Nov. 2012	45	Joseph P Dwaileebe
III	30 Sept 2013	25	Michelle Stabler Havener

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards:

Dr. Nizara Hazarika

- (i) Life Member of Forum on Contemporary Theory, Baroda.
- (ii) Life Member of Indian National Trust for Arts and Cultural Heritage
- (iii) Life Member of All India Association of Education and Research
- (iv) Life Member of Council of Teachers Education
- (v) Life Member of English Language Teachers Association of India
- (vi) Life Member of North East India History Association

Ms. Mridusmita Mahanta-

- (i) Life member of English Language Teachers Association of India
- (ii) Life Member of North East India History Association

Dipjyoti Deka-

- (a) Life member of Indian National Trust for Art and Cultural Heritage
- (b) Member of Council of Teachers Education.

22. Student projects

- a) Percentage of students who have done in-house projects including inter-departmental/ programme: 100%
- b) Percentage of students placed for projects in organizations outside institution i.e. in Research laboratories/Industry/ other agencies: 0%

23. Awards/ Recognitions received by faculty and students:

- a) **Dr. Nizara Hazarika-**

- Awarded Ph.D from the English and Foreign Languages, Hyderabad,
- E Teacher by University of Oregon, USA,
- Fellowship from the US Government to attend an International Faculty Development Programme in the US.
- Awarded PhD Guideship by Assam Downtown University
- Travel Grant by the UGC to present paper in the IAFOR, 2013 at Osaka, Japan

b) **Ms. Mridusmita Mahanta** has been awarded FDP by the UGC to pursue her PhD Degree.

d) **Ms Sudipta Phukan-**

- awarded M.Phil by the English and Foreign Languages, Hyderabad ,
- UGC- JRF

24. List of eminent academicians and scientists/ visitors to the department:

- a) Joseph P. Dwaileebe as Resource Person in first and second RELO International Workshop
- b) Ms. Michelle Stabler Havener, Sr. English Fellow of RELO, Sponsored Workshop by RELO
- c) Rachel Sudan in Interactive Session with students on 01-02-2013
- d) Dr. Birendra Nath Dutta, in Late Dr. Dhanjit Medhi Memorial Lecture
- e) Dr. Padmini Borooah, Head, Dept. of ELT, Gauhati University
- f) Mr. S.C. Ray, Deputy Secretary, UGC, NERO

25. Seminars/ Conferences/ Workshops organised & the source of funding:

- a) National- Nil
- b) International- The Department jointly with IQAC conducted three International Workshops in the College in collaboration with Regional English Language Office, American Embassy, New Delhi.

Date	Theme	Resource Person
14-15 November 2011	Teaching English Language Skills	Joseph P Dwaileebe, ELF, USA
1-3,2012 November	Integrating English Language Skills in the ESL Classroom	Joseph P Dwaileebe, ELF, USA
30 September, 2013	Reflecting on Learning Styles	Michelle Stabler Habner

26. Student profile programme/ course wise:

Name of the course / programme refer questioner	Year	Application received	Selected	Enrolled M/F	Pass percentage
BA (Major)	2009	03	03	M=01, F=03	66%
BA (General)		89	89	M=42, F=47	60%
BA (Major)	2010	01	01	M=0, F=01	100%
BA (General)		123	123	M=59, F=73	60%
BA (Major)	2011	10	10	M=03, F=07	100%
BA (General)		142	142	M=63, F=79	47%
BA (Major)	2012	09	09	M=01, F=08	66.7%
BA (General)		187	187	M=87, F=100	60,4%
BA (Major)	2013	07	07	M=01, F=06	86%
BA (General)		N/A	N/A	N/A	N/A

27. Diversity of students

Name of the Course	% of students from the same state				% of students from other states				% of students from abroad			
	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14
BA (General)									Nil	Nil	Nil	Nil
BA (Major)	83.3	100	100	66.6	16.6	Nil	Nil	33.3	Nil	Nil	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defense services, etc? : N/A

29. Student progression

Student progression	Against % enrolled				
	2009	2010	2011	2012	2013
UG to PG	66	58	50	34	34
PG to M.Phil					
PG to Ph. D					
Ph.D to Post Doctoral					
Employed <ul style="list-style-type: none">• Campus selection• Other than campus recruitment		50	60	50	50
Entrepreneurship/ Self-employment					

30. Details of Infrastructural facilities:

a) **Library:** The Deptt. has a well equipped library with more than 300 books. The books are issued to English major students.

b) **Internet facilities** for staff & students: The Deptt has a computer with internet facility. Moreover, each faculty has his/her own computers with internet connections.

c) **Class rooms with ICT facility:** there is a smart classroom for departmental activities like seminar presentations, display of literary movies beneficial for students. However there is no ICT facility in the classroom.

d) **Laboratories-** Right now there is no language laboratory but proposal for the same has been sent to UGC under 12th plan

31. No. of students receiving financial assistance from college, university, government or other agencies:

1. From College: free studentship

2008-09: 1 (one)

2009-10: 1 (Free studentship to Mitali Phangcho from Dikchak Rs.2930/)

2010-11: Nil

2011-12: Nil.

Ref: 5.1.2

2. Other agencies: scholarship

2008-09: 4 students (Niva Rani Kathar-4465/, Manab Medhi-3970/, Birju Paswan-4520/, Monalisa Ingti-4465/)

2009-10: 2 students (Mitali Phangcho-4505/ and Anku Sing Kro-4505/)

2010-11: 5 students (Gitanjali Basumatary, Chandamary Basumatari and Carolisa Narleng-4505/, Rashmita Deka-1720/ and Jasmine Ahmed-9350/)

2011-12: Yet to receive

32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

- a) Dr. Partha K. Mishra, in workshop on Advanced Writing Skills
- b) Sarat Kr. Jena, Senior Research Fellow and an alumni from the Deptt. conducted a one- day Translation workshop on 31st January, 2013
- c) Joseph P. Dwaileebe conducted a workshop on “Teaching English Language Skills” on 14-15 November 2011. He conducted another workshop on “Integrating English Language Skills in the ESL Classroom” on 1-3,2012 November.
- d) Ms. Rachel Sunden, Deputy Director, American Centre conducted an Interactive session with the faculty members and students on various study and job opportunities in the USA.
- e) Ms. Michelle Stabler Havener conducted a workshop on “Reflecting on Learning Styles” on 30th April, 2013
- f) Dr. Padmini Borooah, Head, Dept. of ELT, Gauhati University provided the key note address in the Workshop on “Teaching English Language Skills” on 14-15, November 2011
- g) Dr. Bibhash Choudhury, Associate Professor, Gauhati University provided lectures to the students of the Department.

33. Teaching methods adopted to improve student learning:

- (a) Movie- Literary movie
- (b) Skill Development - Workshop for HS students on advanced writing skills
- (c) Presentation

(d) Online Skill Development Exercises

(e) Assignments, Group Discussions, Seminar Presentation, Educational Tours.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The teachers and students of the department participate in the various ISR and Extension activities of the college. The teachers are conveners and members of the various committees and cells constituted for the different activities organized as a part of social responsibility by the college.

In Extension, the department takes active part in NSS, lectures given in the feather schools and in the adopted village Dikchak

35. SWOC analysis of the department and Future plans:

Strength-

- a) Research is an ongoing activity
- b) Promotes students' active participation in teaching-learning and research
- c) Participation of the faculty in National, International Seminar, Conference, Workshop
- d) Extension lectures in the feather school by faculty
- e) Individual care to students in major course

Weakness-

- a) Students' proficiency level is poor
- b) Insufficient number of library books
- c) Large number of students for general course

Opportunity-

- a) To introduce courses that will enhance communicative skills of the students.
- b) To upgrade the department into a PG department.

- c) To carry out research oriented activities and projects on English Teaching as it is a core area of studies across the courses.

Challenges-

- a) There are first generation learners in the department and teaching English to them is a challenging task. Most of them are from vernacular medium schools having little or no family support in learning.
- b) For some students, English is not a second but third language.
- c) The teaching faculty of the feather schools has no training in ELT. So, the department gets poor input in terms of students.

Future Plan:-

1. To upgrade the Department to PG Level
2. T establish a language laboratory
3. To publish ajournal English Studies
4. To procure more books and journal for Departmental Library

Evaluative Report of the Departments

C.

1. Name of the department: **ECONOMICS**
2. Year of Establishment : 2nd August, 1991
3. Names of Programmes : UG Course
4. Names of Interdisciplinary courses and the departments/units involved :
 1. Commerce.
 2. Environmental Studies.
5. Annual/semester/choice based credit system :
: Annual and Semester credit system as per Gauhati University.
6. Participation of the department in the courses offered by other departments.:
 1. Department of Commerce
 2. Environmental Studies.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
: UG Course under KKHSOU.
8. Details of courses/programmes discounted(if any) with reasons.
: None

9. Number of Teaching posts :

	Sanctioned	Filled
--	------------	--------

Professors		
Associate Professors	03	03
Asst. Professors		

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience 2013-14	No. of Ph.D. Students guided for the last 4 years
Dr.Bipul Borah	M.A, Ph.D	Vice Principal &Associate Prof.	Econom etrics	22Yrs.	
Dr.Prasanta Saikia	M.A'LL.B,B.Ed, Ph.D	Associate Prof.	Labour Econom ics	21Yrs.]	03
Mr. Pradeep Kr. Dey	M.Sc.	Associate Prof.	Econom etrics	20 Yrs.	

11.List of senior visiting faculty: None

12.Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty :

2010-2011:B.A [Major:]34% , B.A [General]: 42% .

2011-2012:B.A [Major]: 33%, B.A [General: 41%.

2012-2013:B.A [Major]:34%, B.A [General] :39%.

2013-2014: B.A [Major] 37%, B.A [General]: 13%.

13.Student -Teacher Ratio (programme wise):

Class	Total No. of Students in the Session					Ratio				
	2009-10	2010-11	2011-12	2012-13	2013-14	2009-10	2010-11	2011-12	2012-13	2013-14
T.D.C. 1st Yr. (Major)	2	15	18	6	9	1:1	4:1	5:1	2:1	3:1
TDC 1st Yr. (Gen)	15	23	10	24	21	4:1	6:1	3:1	6:1	6:1
TDC 2nd Yr. (Major)	4	2	15	18	6	1:1	1:1	4:1	5:1	2:1
TDC 2nd Yr. (Gen)	7	15	23	10	24	2:1	4:1	6:1	3:1	6:1
TDC 3rd Yr. (Major)	3	5	2	15	18	1:1	2:1	1:1	4:1	5:1
TDC 3rd Yr. (Gen)	3	5	15	23	10	2:1	2:1	4:1	6:1	3:1

14.Number of academic support staff (technical) and administrative staff; sanctioned and filled: None.

15.Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

: Ph.D :- 02nos. and PG :-02nos.

16.Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL

17..Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

:None

18.Research Centre /facility recognized by the University :

: None.

19.Publications:

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
Dr. Bipul Bora	2009-10 2010-11 2011-12 2012-13 2013---						
Dr. Prasanta Saikia	2009-10 2010-11 2011-12 2012-13 2013---	0 1 1 0 0			- 1 1		
7.Mr. Pradeep Kr. Dey	2009-10 2010-11 2011-12 2012-13 2013---	0 0 2 1 1			2		2012-13 ISBN978-93-82384-30-4 Assam Book Depot, Guwahati-1 2013-ISBN- 978-93-82384-46-5, Assam Book Depot, GHY-1
8.Muslim Uddin Barbhuya	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 0			- - 1 - -		

20.Areas of consultancy and income generated : None

21.Faculty as members in a) National committees b) International Committees c) Editorial Boards:

Dr. Bipul Borah: Life Member of North East Economic Association (NEEA).

22 .Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme :

2010-11	2011-12	2012-13	2013-14
100%[Major]	100%[Major]	100%[Major]	100%[Major]

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: NIL

23. Awards/ Recognitions received by faculty and students: Ph.D:-2 nos.

24.List of eminent academicians and scientists/ visitors to the department:

: Prof. Dilip Kr. Baruah. Dean, Cotton College.

25.Seminars/ Conferences/Workshops organized & the source of funding

a) National: NIL

b) International: NIL

26..Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
2010-11	39	04[M] 21[G]	01, 03 09, 11	50% 61%
2011-12	53	19[M] 23[G]	09,10 10, 13	64% 58%
2012-13	61	09[M] 40[G]	01,08 14, 26 ,	50% 46%
2013-14	38	06[M] 26[G]	02 04 11, 15	53% 49%

27. Diversity of Students

Name of the Course	Session	% of Students from the same state	% of the students from the other state	% of students from abroad
UG	2009-10	100%	Nil	Nil

UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil
UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28.How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : N/A

29.Student progression

Student Progression	Year wise Progressing against % of Enrolment				
	2009	2010	2011	2012	2013
U.G. to PG	33.33%	50%	50%	50%	25%
PG to M. Phil	N/A	N/A	N/A	N/A	N/A
PG to Ph.D	N/A	N/A	N/A	N/A	N/A
Ph.D to Post Doctoral	N/A	N/A	N/A	N/A	N/A
Employed					
Campus Selection					
Other than campus recruitment					
Entrepreneurship / Self Employment					

30.Details of Infrastructural facilities

a) Library : The department has a small library consisting of 300 books ,mainly reference books are available here. The books usually brought from the central library and some times brought from the home of the faculty members. Some of donated by outgoing students. The books are issued to Major students and teachers of other department when necessary.

b) Internet facilities for Staff & Students: This facility is available for staff and students.

c) Class rooms with ICT facility: There is a conference hall where ICT with smart board

is available .Whenever it is necessary departmental faculty used it .

d) Laboratories: N/A

31. Number of students receiving financial assistance from college, university, government or other agencies: `

1 .From College: fee concession

2009-10	2010-11	2011-12	2012-13	2013-14
4	2	1	3	7

(Ref: 5.1.2)

2. Other agencies: scholarship (Post Metric SC, ST OBC, Minority Scholarship):

2009-10	2010-11	2011-12	2012-13	2013-14
16	41	13	-	-

(Ref: 5.1.2)

32.Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:`

: Special lectures, workshops & seminars is organized for students with experts. We have general & departmental various programs organized by the college with experts.

33.Teaching methods adopted to improve student learning : Generally used

- i) Lecture and discussion method
- ii) Learning by doing in specific units.
- iii) Though home assignment,
- iv) Group discussion,
- v) Field trip ,
- vi) Seminar paper presentation.

34.Participation in Institutional Social Responsibility (ISR) and Extension activities:

: The teacher and students of our department participate in the various ISR & extension activities of the college. The teachers are members of the various committees & cells constituted for the different activities organized as a part of social responsibility by the college.

35. SWOC analysis of the department and Future plans:

Strength:

- Co-ordination among the faculties

- Feedback from outgoing TDC Students
- Active participation in Teaching Learning & Extension activities.
- Departmental Library Facility .

Weakness:

- Students proficiency level is poor,
- Insufficient number of text book and reference books & journals.
- No Mathematical background students in entry level.

Opportunity :

- Mini dissertation on a given topic for expose students' knowledge on the basis of the potentiality of local resource.
- Interdepartmental linkage of classes with the department of Commerce.
- To carry out research oriented activities and projects on Economics & Management.

Challenges:

- As Major in Economics Mathematics is a part in the course but in our locality low quality of inputs level with mathematical background limited numbers of students opt the subjects of Economics.
- Most of our students are from vernacular medium school having little knowledge, it one of our challenging task.

FUTURE PLANS:

- Regular Bridge Course for the Major students to improve the Mathematical knowledge which makes easier to learn Economics.
- To make popularity of the subject of Economics among the students more extension lecture programme to be taken among the feeder schools.
- Upgrading the Departmental Library and open a Departmental Book Bank for the meritorious poor students.

- Publication of a Journal to publish the departmentally presented seminar papers and field studies reports by the students.

Evaluative Report of the Departments

D.

1. Name of the department: **HINDI**
2. Year of Establishment: July 19th 2004
3. Names of Programmes / Courses offered : UG (Major & General).
4. Names of Interdisciplinary courses and the departments/units involved:

: Environmental studies

5. Annual/ semester/choice based credit system (programme wise) :

: Annual and Semester system.

6. Participation of the department in the courses offered by other departments:

: Environmental studies

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: :UG programme under KKHSOU.

8. Details of courses/programmes discontinued (if any) with reasons : No

9. Number of Teaching posts

	Non-Sanctioned	Stop gap/ contractual
Professors	NIL	NIL
Associate Professors	NIL	NIL
Asst. Professors	01	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
PallabiGoswami	MA (Hindi), M.Phil, B.Ed	Asst. Professors		8 Yrs	
BarnaliBaishya	MA (Hindi), NET, Hindi Pravin	Asst. Professors		5 Yrs	
Namita Rani Paul	MA Hindi ,	Asst.		1 Yr	

	B.Ed	Professors			
Kashmiri Baishya	MA Hindi, B.Ed			6 Mnths	
Jashna Borah	MA (Hindi), M.Phil, NET, SLET, MA (Assamese)			6 Mnths	

11. List of senior visiting faculty : No

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:

Name of the Teacher	Classes	Total Classes Alloted		Total Classes Taken		% of Classes	
		Major	General	Major	General	Major	General
Jashna Borah	B.A 1 st Sem	70	30	64	26	91	86
	B.A 3rd sem	60	35	53	25	88	71
	B.A 5 th sem	65	-	62	-	95	-

13. Student -Teacher Ratio (Programme wise):

Class	Total No. of Students in the Session					Ratio				
	2009-10	2010-11	2011-12	2012-13	2013-14	2009-10	2010-11	2011-12	2012-13	2013-14
T.D.C. 1st Yr. (Major)	08	06	05	09	10	1: 3	1: 2	1: 2	1: 3	1:5
TDC 1st Yr. (Gen)	12	15	18	15	17	1: 4	1: 5	1: 6	1: 5	1: 6
TDC 2nd Yr. (Major)	02	08	05	02	08	1: 1	1: 3	1: 3	1: 1	1: 4
TDC 2nd Yr. (Gen)	09	11	09	17	10	1: 3	1: 4	1: 3	1: 6	1: 5
TDC 3rd Yr. (Major)	02	02	07	04	02	1: 1	1: 1	1: 2	1: 2	1: 1

TDC 3rd Yr. (Gen)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : None

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. : PG=03

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : NIL

18. Research Centre /facility recognized by the University: NIL

19. Publications:

* Barnali Baishya

SonaSophia : Title of the paper: “Gramya Jibonot Kirtanar Pravab: Eti

Alochana”, Published by Sonapur College. ISBN : 978-81-920862-5-5

* Jashna Borah

Edited Book: Name of the Book ‘Natak aru Natak’ Title of the paper: “Hindi Natak Ka Udvab Abom Bikash” Published by BimanBarthakur .ISBN-978-93-5067-152-8

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
1.Ms. Barnali Baishya	2009-10 2010-11 2011-12 2012-13 2013-14	0 0 1 0 0			- - 1		
2.Ms. Jashna Borah	2009-10 2010-11 2011-12	0 0 1			- - 1		

	2012-13	0			-		
	2013---	0			-		

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Board :

: None.

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

:100% of the students of Semester-6th (Major).

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: None.

23. Awards/ Recognitions received by faculty and students:

- Ms. Barnali Baisya, Assistant Professor, cleared NET in the year 2012

24. List of eminent academicians and scientists/ visitors to the department :

- Prof. Mohini Mohan Deka: Hod of Hindi, Dimoria College, Khetri
- Ns. Chandana Sharma, Assistant Professor, Hindi, Pragjyotish College, Guwahati

25. Seminars/ Conferences/Workshops organized & the source of funding

a)National : Nil

b)International : Nil

c) Departmental: One in each year funded by the College.

26. Student profile programme/course wise:

Name of the course / programme refer questioner	Year	Application received	Selected	Enrolled M/F	Pass percentage

BA (Major)	2009	02	02	M=2, F = 0	100%
BA (General)		08	08	M=4, F = 4	100%
BA (Major)	2010	02	02	M=0,F=02	100%
BA (General)		09	09	M=01,F=08	100%
BA (Major)	2011	02	02	M=0,F=02	100%
BA (General)		11	11	M=03,F=08	100%
BA (Major)	2012	07	07	M=02,F=05	100%
BA (General)		09	09	M=02,F=07	100%
BA (Major)	2013	04	04	M=0,F=04	100%
BA (General)		17	17	M=04,F=13	100%

27. Diversity of Students :

Name of the Course	Session	% of Students from the same state	% of the students from the other state	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil
UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? ?

- Ms. Barnali Baisya, Assistant Professor, cleared NET in the year 2012.

29. Student progression

Student progression	Against % enrolled			
	2009-10	2010-11	2011-12	2012-13
UG to PG	50%	Nil	50%	33%
PG to M.Phil.	N/A	N/A	N/A	N/A
PG to Ph.D.	N/A	N/A	N/A	N/A
Ph.D. to Post-Doctoral	N/A	N/A	N/A	N/A
Employed				
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 				

Student progression	Against % enrolled			
	2009-10	2010-11	2011-12	2012-13
Entrepreneurship/Self-employment				

30. Details of Infrastructural facilities

- a) Library : Departmental Library Text Books and Reference Books are available.
- b) Internet facilities for Staff & Students: Departmentally available.
- c) Class rooms with ICT facility : Centrally available.
- d) Laboratories: No.

31. Number of students receiving financial assistance from college, university, government or other agencies :

1 .From College: fee concession

2009-10	2010-11	2011-12	2012-13	2013-14
2	1	0	2	4

(Ref: 5.1.2)

2. Other agencies: scholarship (Post Metric SC, ST OBC, Minority Scholarship):

2009-10	2010-11	2011-12	2012-13	2013-14
7	8	4	-	-

(Ref: 5.1.2)

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: Nil.

33. Teaching methods adopted to improve student learning:

- i) Lecture and discussion method
- ii) Learning by doing in specific units.

- iii) Though home assignment,
- iv) Group discussion,
- v) Project Method
- vi) Seminar paper presentation.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

:The teachers and students participate in various ISR & extension activities of the college. The teachers are members of the various committees & cells constituted for different activities organized as a part of social responsibility by the college. Students also have an active participation in all such activities.

35. SWOC analysis of the department and Future plans:

a. Strong:

Potential and Capability of handling student queries, flawless lecture, teacher unity, good co-operation with student and teacher, Motivating and encouraging the Students, participation of students in different competitions, hard working nature of students, dedicated staff.

b. Weakness:

Number of permanent faculty not sufficient

c. Opportunity:

There is great opportunity to conduct competitive courses and to have more exchange programmes with other colleges.

d. Challenges:

To meet the required enrollment of students.

Future plans:

- a. Organizing National and state level Seminar and workshop.
- b. Conducting professional courses.
- c. The department plans to upgrade the departmental library.
- d. Exposing students to various programmes, held in different levels.

Evaluative Report of the Departments

E.

1. Name of the department: **Geography**
2. Year of Establishment: **1991**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **Under Graduate**
4. Names of Interdisciplinary courses and the departments/units involved: **Environmental Studies and Tourism and Travel Management.**
5. Annual/ semester/choice based credit system (programme wise): **Semester based credit system**
6. Participation of the department in the courses offered by other departments: **Environmental Studies and Tourism and Travel Management**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	Nil
Associate Professors	2	2009-10, 2010-11, 2011-12, 2012-13
Asstt. Professors	2	2009-10, 2010-11, 2011-12, 2012-13

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years

Dr. Biman Patowary	M.A.	Associate Professor	Regional Planning	23 years	
Dr. Dharma Ram Deka	M. A.	Associate Professor and Head	Regional Planning	21 years	
Dr Ananda Das	M.A.	Associate Professor	Regional Planning	16 years	
Dr. Asraf Ali	M.A.	Assistant Professor	Cartography	10 years	

11. List of senior visiting faculty:

Sl No	Name of the visiting faculty	Designation	Organisation
1	Dr. Md. Taher	Retd. Head, Geography	Gauhati University
2	Dr. Phani Deka	Retd. Head. Geography	Gauhati University
3	Prof. T.N. Barkataki	Retd. Head, Geography	Cotton College
4	Dr. Ratneswar Barman	Retd. Head. Geography	Gauhati University
5	Dr. Lakhyahira Dutta	Retd. Head, Geography	Gauhati University
6	Prof. Suren Talukdar	Retd. Head. Geography	Cotton College
7	Dr. Ranjan Saikia	Retd. Head. Geography	Cotton College
8	Dr. Abani Kr. Bhagabati	Professor. Geography	Gauhati University
9	Dr. Ashok Kr. Bora	Professor. Geography	Gauhati University
10	Dr. Bimal Kar	Professor. Geography	Gauhati University
11	Dr. Anup Saikia	Professor. Geography	Gauhati University

12	Dr. P. Bhattacharyya	Asstt. Prof., Geography	Gauhati University
13	Dr. Dhruvajyoti Saharia	Asstt. Prof., Geography	Gauhati University
14	Mr. Samir Sarkar	Asstt. Prof., MBA	Gauhati University

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **No Temporary Faculty**

13. Teacher Student Ratio

Class	Total No. of Students in the Session					Ratio				
	2009-10	2010-11	2011-12	2012-13	2013-14	2009-10	2010-11	2011-12	2012-13	2013-14
T.D.C. 1st Yr. (Major)	09	18	19	25		1: 2	1: 4	1: 5	1: 6	
TDC 1st Yr. (Gen)	04	01	13	16		1: 1	4:1	1: 3	1: 4	
TDC 2nd Yr. (Major)	12	06	12	19		1 : 3	1: 2	1: 3	1: 5	
TDC 2nd Yr. (Gen)	02	04	01	13		2 : 1	1:1	4:1	1: 3	
TDC 3rd Yr. (Major)	11	11	11	12		1: 3	1: 3	1: 3	1: 3	
TDC 3rd Yr. (Gen)	01	02	04	01		4: 1	2:1	1: 1	4: 1	

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 1, **Sanctioned and filled**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.: 4 Ph. D. holder.

Name	Qualification	Remarks
Dr. Biman Patowary	M.A., Ph. D	
Dr. Dharma Ram Deka	M. A., Ph. D	
Dr Ananda Das	M.A., Ph. D	
Dr. Asraf Ali	M.A., Ph. D, M. Phil, NET	

16. Number of faculty with ongoing projects from a) National b) International

funding agencies and grants received: 01

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **One, Assam Science technology and Environment Council(ASTEC),**

Total grant received: 1 Lakh 26 Thousand

18. Research Centre /facility recognized by the University N/A

19. Publications:

a) Publication per faculty:

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
Dr. Dharma Ram Deka	2009-10 2010-11 2011-12 2012-13 2013---	0 0 3 1 3	- - 1 - -	- - 1 1 3	- - 1 - -		
Dr. Biman Patowary	2009-10 2010-11 2011-12 2012-13 2013---	4 0 3 1 1			3 - 3 1 1		2009 Prathamik Byabaharik Bhugol Bigyan, Bina Library Ghy-1
Dr. Ananda Das	2009-10 2010-11 2011-12 2012-13 2013---	5 2 1 1 -					
Dr. Asraf Ali	2009-10 2010-11 2011-12 2012-13 2013---	0 2 0 2 2	- 1 - - -	- 1 - - -	- - - 1 1	- - - 1 1	

20. Areas of consultancy and income generated:

Major Areas of Consultancy	Revenue Generated
Surveying and Mapping	Free of cost

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

Sl. No.	Name of the Faculty	National/International	Name of the Committees/Boards
1	Dr. Biman Patowary	National	Indian Geomorphological Union
	Dr. Biman Patowary	National	North East India Geographical Society(NEIGS)
2	Dr. Dharma Ram Dekha	National	North East India Geographical Society(NEIGS)
3	Dr. Ananda Das	National	North East India Geographical Society(NEIGS)
4	Dr. Asaraf Ali	National	North East India Geographical Society(NEIGS)

22. Student projects

23. Percentage of students who have done in-house projects including inter departmental/programme :

2010-11	2011-12	2012-13	2013-14
100%[Major]	100%[Major]	100%[Major]	100%[Major]

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: NIL

24. Awards/ Recognitions received by faculty and students

Awards Receives Faculty Members

Sl. No	Name	Awards	Recognised by the University
1	Dr. Biman Patowary	Ph. D., 2009	Gauhati University
2	Dr. Dharma Ram Dekha	Ph. D., 2012	Gauhati University
3	Dr. Ananda Das	Ph. D.,2006	Gauhati University

4	Dr. Asaraf Ali	Ph. D., 2013	Gauhati University
	Dr. Asaraf Ali	M. Phil, 2007	Vinayak Mission University
	Dr. Asaraf Ali	NET, 2007	University Grant Commission

Awards Receives Students:

Sl. No.	Name of the Students	Awards	Recognitions	Remark
1	Apurba Deb	Gold Medal in Best Practical Note Book, 2014	NEIGS, Gauhati University	TDC –III yr. class
2	Usha Das	3 rd Prize in All Assam Essay writing Competition	NEIGS, Gauhati University	TDC –III yr. 6 th Semester class

25. List of eminent academicians and scientists/ visitors to the department

Sl. No.	Name of the visiting faculty	Designation	Organization
1	Dr. Mahamad Taher	Retd. Head, Geography	Gauhati University
2	Dr. Phani Deka	Retd. Head, Geography	Cotton College
3	Prof. Tirtha Borkataki	Retd. Head, Geography	Cotton College
4	Dr. Ratneswar Barman	Retd. Head, Geography	Gauhati University
5	Dr. Lakhyahira Dutta	Retd. Head, Geography	Gauhati University
6	Prof. Suren Talukdar	Retd. Head, Geography	Cotton College
7	Dr. Ranjan Saikia	Retd. Head, Geography	Cotton College
8	Dr. Abani Kr Bhagabati	Professor, Geography	Gauhati University
9	Dr. Asoke Kr. Bora	Professor, Geography	Gauhati University
10	Dr. Bimal Kar	Professor, Geography	Gauhati University
11	Dr. Anup Saikia	Professor, Geography	Gauhati University
12	Dr. Prasanta Bhattacharya	Asstt. Prof, Geography	Gauhati University
13	Dr. Dhruvajyoti Saharia	Asstt. Prof., Geography	Gauhati University
14	Mr. Samir Sarkar	Asstt. Professor, MBA	Gauhati University
15	Dr. Pradip Sharma	Professor, Geography	Cotton College

26. Seminars/ Conferences/Workshops organized & the source of funding

- a) National
- b) International

SL. NO	Seminars/ Conferences/Workshops	Source of funding
1	North-east India Geographical Society's(NEIGS) Annual Academic Session on 9 th October, 2010.	SELF
2	Workshop on Spatial Analysis and Mapping on 13-07-2010	ASTEC(Assam Science Technology and Environment Council)

27. Student profile programme/course wise:

Name of the course / programme refer questioner	Year	Application received	Selected	Enrolled M/F	Pass percentage
BA (Major)	2009	07	07	M=4, F=3	100%
BA (General)		2	2	M=2, F=0	100%
BA (Major)	2010	21	12	M=5, F=7	100%
BA (General)		3	3	M=2, F=1	100%
BA (Major)	2011	23	15	M=7, F=8	100%
BA (General)		2	2	M=1, F=1	100%
BA (Major)	2012	28	21	M=10, F=11	100%
BA (General)		10	10	M=4, F=6	100%
BA (Major)	2013	42	25	M=9, F=16	100%
BA (General)		12	12	M=5, F=7	100%

*M=Male F=Female

28. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG,2009-10	100	-	
UG,2010-11	100	-	
UG,2011-12	83.4	16.6%	
UG,2012-13	94.8	5.2%	
Total			

29. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

30. Student progression: UG to PG

Sl. No	Year	Students Pass	No of Students UG to PG	No of Students UG to PG%
1	2009-10	08	01	12
2	2010-11	08	04	50
3	2011-12	07	03	50
4	2012-13	06	02	33

31. Details of Infrastructural facilities

a) Library

b) Internet facilities for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

32. Number of students receiving financial assistance from college, university, government or other agencies:

(Ref: 5.1.2)

33. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Sl. No	Year	Students Enrichment Programmes	Venue
1	2010	Summer School on Spatial Analysis and Mapping on 13-16 July, 2010	Sonapur College
3	2011	Workshop on Application of Computer and Open Source GIS in Geography on 24 to 28 th May, 2011	Sonapur College

4	2013	Popular Talk on Climate Change on April, 2013	Sonapur College
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34. Teaching methods adopted to improve student learning

1. Using modern teaching aids like LCD Projector, Dustless board, Lap Top and Computer sets.
2. GPS, GIS and Remote Sensing methods and techniques are used.
3. Use tracing box, wide and flat smooth desks for practical drawing.
4. Maps and Diagrams , Globes etc are displayed and use for clear understanding of the course
5. Seminars and group discussion are organized by taking certain issues from the syllabus.

35. Participation in Institutional Social Responsibility (ISR) and Extension activities

Sl. No	Year	Extension Activities	Venue
1	2009	World Environment Day on 5 th June	Kamalajari High School
2	2010	World Environment Day on 5 th June	Kamarkuchi High School
3	2010	Summer School on Spatial Analysis and Mapping on 13-16 July, 2010	Sonapur College
4	2011	World Environment Day on 5 th June	Malaibari Girls' High School
5	2011	Workshop on Application of Computer and Open Source GIS in Geography on 24 to 28 th May, 2011	Sonapur College
6	2012	World Environment Day on 5 th	St. Patrich High School

		June	
7	2013	World Environment Day on 5 th June	Durung High School

36. SWOC analysis of the department and Future plans

Strength:

1. The department is fairly equipped with necessary infrastructure and laboratory equipments.
2. All the teachers' faculties are academically sound and Ph. D holders.
3. The progressive and pleasant results of the semester examinations.
4. The results of the students are highly competitive with a remarkable result.
5. Teachers and students good and co-operative relationship of the department.
6. There is a good flow of students from neighboring states. e.g. Meghalaya, Tripura, etc.
7. Number of rank holder students is more in TDC Final Examination.

Weakness:

1. The infrastructure facilities and laboratory facilities are not sufficient.
2. Lack of necessary class room, teaching staff and office bearer.
3. Results at the entry level of students are not satisfactory.
4. Most of the students are coming from the economically poor backgrounds which impact their study life.
5. As medium of instruction is English in degree course, students find difficulties to understand in the beginning because maximum students come from the Assamese language background.

Opportunities:

1. As all the faculty members have completed their Ph D Degree, the Department could be upgraded into a Research Department by obtaining affiliation of its laboratory from the Gauhati University.
2. Certificate Vocational Courses like Surveying and Mapping can be highly useful for Career opportunities.
3. The Department can be upgraded into a PG Department.

Challenges

1. Growing trend of students reluctance to pursue Geography as General Course

2. Limited job opportunities even after completion of the PG Courses by the students.

Future Planning:

1. To improve the laboratory and infrastructural facility.
2. To increase the capacity of sit and class room for students.
3. To open P.G. level course.
4. To recommendation of Geography laboratory by Gauhati University.
5. To increase of faculty member both teaching and non-teaching.
6. To conduct various programmes i.e. Seminars, workshops etc. for benefit of the students and teachers in aids from different Government and non government agencies.

Evaluative Report of the Departments

F.

1. Name of the department : POLITICAL SCIENCE

2. Year of Establishment :1991
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General)
4. Names of Interdisciplinary courses and the departments/units involved:
ENVIRONMENTAL STUDIES
5. Annual/ semester/choice based credit system (programme wise): ANNUAL and SEMESTER SYSTEM
6. Participation of the department in the courses offered by other departments:
ENVIRONMENTAL STUDIES
7. Courses in collaboration with other universities, industries, foreign institutions, etc: UG Course under KKHSOU
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors	TWO (2)	2
Asst. Professor (SG)	ONE (1)	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1. Karabi Devi	M.A., B.Ed	Associate Prof.	International Relations	21 years	Nil
2.Tulsi Majumdar	M.A.	Associate Prof.	Public Administration	22 years	Nil

3. Subhash Baro	M.A.	Asstt Prof. (SG)	Sociology	15 years	Nil
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11. List of senior visiting faculty:

(i) Dr. Kripesh Ch. Paul, former Head of the Deptt. Of Pol.Sc., Cotton College

(ii) Dr. Arupjyoti Chaudhury, former Head of the Deptt of Pol.Sc., Cotton College.

(iii) Dr. Nani Gopal Mahanta, Professor, Deptt. Of Pol.Sc., Gauhati University.

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 20%

13. Teacher-Student Ratio (programme wise):

Class	Total No. of Students in the Session					Ratio				
	2009-10	2010-11	2011-12	2012-13	2013-14	2009-10	2010-11	2011-12	2012-13	2013-14
T.D.C. 1st Yr. (Major)	24	16	24	12		1:6	1:4	1:6	1:3	
TDC 1st Yr. (Gen)	104	116	104	120		1:26	1:3	1:7	1:3	
TDC 2nd Yr. (Major)	8	16	8	20		1:2	1:4	1:2	1:5	
TDC 2nd Yr. (Gen)	52	80	92	84		1:13	1:2	1:2	1:2	
TDC 3rd Yr. (Major)	8	4	12	20		1:2	1:1	1:3	1:5	
TDC 3rd Yr. (Gen)	8	24	32	76		1:2	1:6	1:8	1:2	

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG
: All faculty members are Post Graduate, one faculty member is pursuing Ph.D.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL
18. Research Centre /facility recognized by the University: NIL
19. Publications:
- * **Chapter in Books:**
- Mrs Karabi Devi has translated two chapters into Assamese from English both from XI and XII class NCERT Text Book appointed by Deputy Secretary, AHSEC.
 - Mr. Tulsi Majumdar has translated two chapters of XI and XII class NCERT Text Book in Political Science from English to Assamese appointed by Deputy Secretary, AHSEC.
 - Mr Subhash Baro has translated one chapter of class XI NCERT Text Book in Political Science appointed by Deputy Secretary, AHSEC.
- * **Books Edited:**
- Mr Tulsi Majumdar was the co- editor of the translated version of NCERT Text Book in Political Science for class XI and XII appointed by Deputy Secretary, AHSEC.

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
35. Ms. Karabi Devi	2009-10 2010-11 2011-12 2012-13 2013---	2 1					
36.Mr.	2009-10	0			-		

Tulsi Mazumdar	2010-11	1			1		
	2011-12	0					
	2012-13	0					
	2013---	0					
37. Mr. Subhash Baro	2009-10	1			1		
	2010-11	2			2		
	2011-12	0					
	2012-13	0					
	2013---	0					

20. Areas of consultancy and income generated ----- NIL

21. Faculty as members in

- a) National committees 1) Mrs Karabi Devi has taken the membership of the following organizations: 1) North East India Historical Association 2) North East India Folklore Society .
- b) Mr Tulsi Majumdar was the co-ordinator, Expert Committee, for NCERT Higher Secondary Text Book translation.
- c) International Committees
 - c) Editorial Boards : Mr Tulsi Majumdar was the member of the NCERT Text Book translation editorial board appointed by the Deputy Secretary, Assam Higher Secondary Education Council.

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme.

-- In – house projects have been given in every semester classes. All the regular students prepare their projects and submitted.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies----- NIL

23. Awards/ Recognitions received by faculty and students---- NET cleared by Junu Rahang, a major student in political science. – Beauty Kalita, a student(3rd sem) was awarded the Surgent Rank in NCC. – Kabita Rahang, a 3rd sem major student in pol.sc. was awarded Copular Cadet Rank in NCC.

24. List of eminent academicians and scientists/ visitors to the department—

- a) Mr.Kripesh Ch. Paul, former head of the Deptt. Of Political Science, Cotton College.
- b) Mr.Arupjyoti Chaudhury, former head of the Deptt. Of Political Science,

Cotton College.

c) Dr.Nani Gopal Mahanta, Professor, Deptt of Pol. Sc. Gauhati University.

25. Seminars/ Conferences/Workshops organized & the source of funding

a)National

b)International

- Departmental seminars and workshops are organized on regular basis.
Not yet organize any national, international seminars, workshops and conferences.

26.Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
(2009-2010) B.A. (G)	07	07	04	03	57.14%
B.A. (M)	07	07	03	04	100%
(2010-2011) B.A. (G)	22	22	09	13	59%
B.A. (M)	04	04	02	02	75%
(2011-2012) B.A. (G)	32	32	15	17	40%
B.A. (M)	12	12	05	07	70%
(2012-2013) B.A. (M)	05	05	02	03	80%
B.A. (G)	48	48	19	29	60%

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG,2009-10	100	0	0

UG,2010-11	88	12	0
UG,2011-12	100	0	0
UG,2012-13	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

- Net— 5 Students
- Slet—
- Civil Services—30%
- Defense services— 15%

29. Student progression

Student progression	Against % enrolled
UG to PG	2009-10: 58% 2010-11: 50% 2011-12: 42% 2012-13: 40%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	50%
Entrepreneurship/Self-employment	40%

30. Details of Infrastructural facilities

a) Library---Main library with books.

- Departmental library with 300 books.

b) Internet facilities for Staff & Students.

- Internet facility is provided in the main library. The department also has a computer with internet facility.

c) Class rooms with ICT facility---- Nil

d) Laboratories---- Nil

31. Number of students receiving financial assistance from college, university, government or other agencies---- Students of the college receive numerous scholarships and financial aids.:

- There are National scholarship, state merit scholarship, post matric scholarship for students belonging to ST,SC OBC and MOBC categories and scholarship for minority students also. The college policy ensures that no student drops out of a programme owing to financial difficulties and to guarantee the same the class teachers and tutorial guides are advised to track the needy.
- **(Ref: 5.1.2)**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Special lectures, workshops and seminars are organized departmentally on regular basis by the faculty members and students themselves. Sometimes general seminars and special lectures are also organized with the help of external experts for the benefit of the students.

33. Teaching methods adopted to improve student learning :

----Educational visits are organized from time to time.

---- Print outs and hand outs are distributed to the students.

---- Daily few minutes are spent in classes revising what was discussed

in the previous day and questions from students are encouraged in class.

---- The students are encouraged to take weekly tests.

---- Students are given topics, class seminars are held, students and faculties presented ask questions from the paper presenters.

- Students are encouraged to visit library regularly.
- Special classes and extra time is devoted for slow learners and advanced learners.
- Group study is encouraged.
- After completion of each chapter tests are given to students.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Members of staff are engaged in providing free of cost consultancy regarding AIDS awareness and creating consciousness about Rights and personality development to outsiders.
- A number of department students are members of students union of the college along with other national students and political organization which are involved
- in number of extension activities like environment rallies, literacy drive, tree plantation drive, cleanliness drive, awareness drive, blood donation, NSS, NCC
- camps etc. Besides , students also involve themselves in community projects for
- Preserving the unique traditional tribal cultures(as the college being situated in
- a tribal belt area) by participating actively in different tribal festivals.
- Involvement in rallies against social evils.

35. SWOC analysis of the department and Future plans

Strength:

- Qualified, dedicated and competent staff.
- Guidance, motivation and support from college authority.

- Central library and departmental library.
- Co-operation from other departments.
- Rising awareness among rural and tribal people to educate girls.
- Interactive teaching.

Weakness:

- Lack of research programmes due to dependence on affiliating university.
- Inability to start new programmes(P.G. Pol.Sc.) due to dependency on affiliating university.
- Lack of funding for career oriented training, workshop, lectures by eminent personalities.
- Lack of P.G. programme.

Opportunities:

- International and national conference attended/ seminar/ workshop/ papers presented and published.
- Students can actively participate in the process of governance by acquiring formal political education.
- Scientific political knowledge will help the students in making right decision as a decision maker or statesman and contribute in nation building.
- By gaining formal political education students can contribute immensely in the development of the society by creating political awareness amongst the people.

Challenges:

- Students from rural areas, economically poor background.
- Low literacy rates of the parents.
- Less exposure to the latest technological development.
- Poor academic performance at the entry level of the most of the students.
- Difficult to make them avail of the opportunities.
- No provision for campus recruitment.

- For good placements, grooming the students and upgrading their mental and physical capabilities.
- Insufficient faculty members as per requirement of the students.

Future Plans:

- Teachers are planning doctoral programme and major/ minor research projects.
- Work hard on bright students to get university positions.

Evaluative Report of the Departments

G.

1. Name of the department: **Assamese**
2. Year of Establishment: 2nd August, 1991
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : U.G. Course (Major & General)
4. Names of Interdisciplinary courses and the departments/units involved:
 - * Functional MIL in the Commerce Stream.
 - * Environmental Studies Course.
5. Annual/ semester/choice based credit system (programme wise) :
 - * Annual & Semester System.
6. Participation of the department in the courses offered by other departments:
 - * Dept. of Commerce and
 - * Environmental Studies.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. :
 - * UG Course under KKHSOU
8. Details of courses/programmes discontinued (if any) with reasons :
 - * N/A
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professor	3	3
Asst. Professor	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Mani Ram Kalita	M.A. Ph.D.	Associate Prof.	Language	21 Yrs.	2
Runu Kalita	M.A.	Associate Prof.	Literature	19 Yrs.	
Dr. Mousumi Bhagawati	M.A. Ph.D.	Associate Prof.	Language	18 yrs.	
Rumi Doloi	M.A. NET	Assistant. Professor	Language	4 Yrs.	

11. List of senior visiting faculty : N/A

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

Session	PC of Lecture Delivered	
	B.A. (General)	B.A. (Major)
2009-2010	44%	36%
2010-2011	44%	36%
2011-2012	44%	36%
2012-2013	40%	36%
2013-2014	10%	38%

13. Student -Teacher Ratio (programme wise)

Session	Particulars	U.G.
---------	-------------	------

		Major	General
2009- 10	Full Time Prof.	6:1	46:1
	Part Time Prof.	6:1	46:1
2010-11	Full Time Prof.	6:1	46:1
	Part Time Prof.	6:1	46:1
2011-12	Full Time Prof.	8:1	48:1
	Part Time Prof.	8:1	48:1
2012-13	Full Time Prof.	10:1	52:1
	Part Time Prof.	10:1	52:1
2013-14	Full Time Prof.	17:1	60:1
	Part Time Prof.	17:1	60:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :N/A

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

Name of teaching faculty	Qualifications
Dr. Mani Ram Kalita	M.A. Ph.D.
Runu Kalita	M.A.
Dr. Mousumi Bhagawati	M.A. Ph.D.
Rumi Doloi	M.A. NET

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

- Two of its faculties, namely, Dr. Mani Ram Kalita, Associate Professor and Ms. Rumi Doloi, Assistant Professor, have submitted proposals for Minor Research Project (MRP) in the UGC, NERO during 2013-14. However, the results of the scrutiny of the proposals for some subjects including Assamese are still pending.

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL

18. Research Centre /facility recognized by the University: NIL

19.Publications:

a) Publication per faculty

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
Dr. Mani Ram Kalita	2009-10	1	-	-	1	-	-
	2010-11	0			-		
	2011-12	0			-		
	2012-13	2			2		
	2013---	0			-		
Ms. Runu Kalita	2009-10	0		-	-		
	2010-11	1		-	1		
	2011-12	1		-	1		
	2012-13	0		-			
	2013---	1		1			
Dr. Mousumi Bhagawati	2009-10	0			-		
	2010-11	0			-		
	2011-12	0			-		
	2012-13	2			2		
	2013---	0			-		
Ms. Rumi Doloi	2009-10	0			-		
	2010-11	0			-		
	2011-12	0			-		
	2012-13	2			2		
	2013---	2			2		

19. Areas of consultancy and income generated : NIL

20. Faculty as members in

a)National committees b) International Committees c) Editorial Boards....

Faculty as member in Editorial Board

Dr. M.R. Kalita: (i) Member; Sonapur College News Bulletin, 2012

(ii) Editor;- Sonapur College News bulletin, 2013

(iii) Editor; - 'Samayar Balukat' book published in 2013

(iv) Advisor; - Departmental Journal 'KARONI'

Publis by Assamese Dept., Jagiroad
College.

Runu Kalita: (i) Member – Sonapur College News Bulletin, 2012.

21. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

Session	2009-10	2010-2011	2011-2012	2012-2013	2013-14
B.A. (Major)	100%	100%	100%	100%	100%
B.A. (General)	91%	90%	99%	98%	100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies : NIL

22. Awards/ Recognitions received by faculty and students

Three faculty members of the department are awarded Ph.D. Degree from G.U. (Including Late Dr. Dhanajit Medhi).

The following students are awarded locally and also by state level cultural section :

1. Rupjyoti Knowor
2. Beauty Kalita
3. Prasanna doloi

23. List of eminent academicians and scientists/ visitors to the department

The following academicians have visited to department-

1. Dr. Nabin Ch. Sarma:- Former professor, Dept. of Folklore, G.U. and eminent Folklorist.
2. Dr. Khagesh Sen Deka:- Associate professor, Pub-Kamrup College, Baihata Chariali.
3. Ismail Hussain :- Eminent Literate, critics & professor of Assam

Engineering Institute, Ghy.

4. Dr. Loopa Barua :- Vice Principal & Author, Suren Das College, Hajo

5. Prof. Rajen Mahanta :- Retired Professor Cotton College, Ghy

24. Seminars/ Conferences/Workshops organized & the source of funding

a) National: NIL

b) International: NIL

25. Result of Major:

Session	Appeared	Failed	Passed	Percentage
2007	3	NIL	3	100%
2008	6	1	5	83%
2009	3	NIL	3	100%
2010	10	NIL	10	100%

26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. (Arts & Com)	100%	-	-
B.A.(General)	100%	-	
B.A. (Major)	100%	-	
B.Com(A Assamese)	100%	-	
B.A. & B.Com (Environmental Studies)	90%	10%	

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **NIL**

28. Student progression

Student progression	%			
	2009-10	2010-11	2011-12	2012-13
UG to PG	-	63	86	86
PG to M.Phil.				
PG to Ph.D.				
Ph.D. to Post-Doctoral				
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 				
Entrepreneurship/Self-employment	60%			

29. Details of Infrastructural facilities

a) Library: The department has a small library consisting of 376 books and mainly reference books are available here. The books are issued to Major students and teachers of other department as and when necessary. The sources which have contributed to enriched the departmental library are-

- Borrowed from the central library
- Donation from the faculty members
- Donation from the outgoing students
- Received from the publishers

b) Internet facilities for Staff & Students:

- The college library has internet facility from where the teaching staff and students access internet.
- The department also provided with a computer with internet facility.

c) Class rooms with ICT facility:

- No, but there is a Smart Class Room in the new Academic cum

Administrative Block with ITC facilities. The faculty members often use the Smart Class Room for imparting classes.

d) Laboratories: N/A

30. Number of students receiving financial assistance from college, university, government or other agencies:

- There are National scholarship, state merit scholarship, post matric scholarship for students belonging to ST,SC OBC and MOBC categories and scholarship for minority students also. The college policy ensures that no student drops out of a programme owing to financial difficulties and to guarantee the same the class teachers and tutorial guides are advised to track the needy.
- **(Ref: 5.1.2)**

31. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Special Lectures, seminars is held for students environment.

32. Teaching methods adopted to improve student learning:

- We usually use lecture and discussion method and learning by doing in particular units. Through home assessment, Group Discussion seminar paper presentation try to improve the student learning.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities

- The faculty members are all involved in ISR activities and extension activities.

34. SWOC analysis of the department and Future plans

Strength:

- i) We have well co-ordination among the faculties of the department.
- ii) We have also a mechanism of regularly collecting feedback from outgoing students of TDC.
- iii) All the teachers' faculties are academically sound two of the faculty members have completed Ph. D degree one has submitted the thesis and other have cleared the entrance test.
- iv) Teachers and students good and co-operative relationship of the department.
- iv) Remedial classes and tutorial sessions are introduced to support the weak students.

Weakness:

- i) As most of the students of this Dept. are tribal origin and they belong to a background area, they hesitate to participate in

- extracurricular activities such as seminars, workshops etc.
- ii) We have a departmental library but we could not provide the sufficient number of reference books, as per enrollment.

Opportunity:

The department can open P.G. courses as the output of the department is quite satisfactory.

Challenge: The Dept. is always trying to make the student aware of the present scenario of Social Violence and worked for their all-round development by organizing various lectures, workshops etc. on contemporary issues.

Future Plan:

(a) To publish books.

(b) To open P.G. courses

Evaluative Report of the Departments

H.

1. Name of the department : History
2. Year of Establishment : August, 1991
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc. : UG Course (Major & General)
4. Names of Interdisciplinary courses and the departments/units involved :
* Environmental Studies.
5. Annual/ semester/choice based credit system (programme wise) :
* Annual & Semester System
6. Participation of the department in the courses offered by other departments :
Some of the faculties of our department in collaboration with KKHSOU are offering their valuable contribution through their lectures just to enrich the department in an embellish way. At the same time, the department itself is also associated with Environmental Studies.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. :
None
8. Details of courses/programmes discontinued (if any) with reasons : No
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-

Associate Professors	3	
Asst. Professors		

- The department has filled up one post of assistant professor under FDP scheme in the month of May,2013
- Another post was filled up in the department as stop-gap teacher in the month of August, 2013.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Bandana Borthakur	M.A	Associate Professor	Modern	21 Years	Nil
Boby Das	M.A	Associate Professor	Ancient	22 Years	Nil
Dr. K.C Pathak	M.A Ph. D	Associate Professor	Modern	16 Years	Nil
Ishan K. Saikia	M.A, M Phil	Assistant Professor	Medieval	1Years	Nil
Khirush Missong	M.A	Assistant Professor	Ancient	6 th Month	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : 20%

13. Teacher-Student Ratio (Programme Wise)

Course	Student (M)	Student (G)	Year/Session	Teacher-Student	Remarks
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				Ratio	
B.A(Old)	8	5	2009-10	1:4	
B.A(Old)	5	6	2010-11	1:4	
B.A(New)	1	8	2011-12	1:3	
B.A	6	39	2012-13	1:15	

Apart from the Under Graduate classes, we the faculties take the Higher Secondary classes also.

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : None

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

Name	Qualification	Degree	Remarks
Bandana Borthakur	M.A(Hist)		
Boby Das	M.A (Hist)		Doing Ph.D
Dr.Kamal Chandra Pathak	M.A.(Hist)	Ph.D	
Ishan Krishna Saikia	M.A(Hist)	NET, M. Phil	FDP Teacher
Khirush Missong	M.A(Hist)	NET,SLET	Stop-Gap

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : None

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre /facility recognized by the University : None

19. Publications:

List of Publication

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
22.Ms. Bandana Barthakur	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 1			- - 1 -	- - - 1 -	2013 -Itihasar quiz ISBN-978-93-244-0314-8, Chandra prakash,Ghy-1
23.Ms. Bobi Das	2009-10 2010-11 2011-12 2012-13 2013---	1 1 1 1 1			- 1 1 1 1		2009-A Brief Introduction of World Civilization, Navodaya Adhyan Manch, Soalkuchi, Assam.
24.Dr. Kamal Chandra Pathak	2009-10 2010-11 2011-12 2012-13 2013---	0 0 3 1			- - 3		2013- ISBN-978-93-80454-85-6, Aniket Rajgar, Ghy
25. Mr. Ishan Krishna Saikia	2009-10 2010-11 2011-12 2012-13 2013---	1 1 1 0 3		- - - - 1	1 - 1 1 1		2011-ISBN-978-81-920586-9-6, Krantikal Prakashan , Nagaon 2013-ISBN-978-93-82030-52-2, C.K.B. College, Jorhat.

Name of the faculty : Bandana Borthakur

1. Article Name : Impact of Colonial rule on the Textile industries of Assam.

Journal Name : Research journal "Sona Sophia" .

ISBN : 978-81-9208862-5-5

Publisher : SCTA

Year of Publication : Feb, 2012

2. Book Edited : (Joint)

Name of the Book : Indian history (optional) for ACS Preliminary
Examination 2013-14

Publisher : Chandra Prakash, Guwahati

Year of Publication : September, 2013

3. Book with ISBN : (Single authored)

Book Name : Itihasar quiz

Publisher : Chandra Prakash, Guwahati

ISBN : 978-93-244-0314-8

Year of Publication : November, 2013

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

Name of the Faculty	Name of the Committee	Year
Bandana Borthakur	NEIHA (Life Member)	2008
	Asom Buranji Sabha (Kamrup District Member)	2003
Boby Das	NEIHA (L.M)	2008
Kamal Chandra Pathak	NEIHA (L.M)	2006

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental /programme : a) So far there is no such type of project given to the students up to Sem –V. Whereas there will be project which is provided to the students belonging to Sem- VI. Simultaneously the department of History has undertaken one archaeological survey programme along with the students of the concerned department at Surya pahar in Goalpara district (Assam) and local archaeological site at Nazirakhat, Sonapur, Assam in order to bring about the awareness among the students about the endangered and rare archaeological remains.

b) Percentage of students placed for projects in organizations outside the

institution i.e.in Research laboratories/Industry/other agencies: Nil

23. Awards/ Recognitions received by faculty and students

Name of Faculty	Award	Receive From
Dr.Kamal Chandra Pathak	Ph.D	North Bengal University
Ishan K, Saikia	M.Phil	Periyar University, Tamil Nadu
Birina Lahakar (Student)	1. Second Prize in the Poster Making Competition 2. First Prize in the Painting Competition 3. First Prize in the Quiz Competition (Group) 4. Second Prize in the Debate and Extempore Speech Competition	Organised by TERI in Cotton College, Assam The 50 Assam SQN(PLG)NCC Unit, Guwahati, in June 2013 In the CATC held at Imphal Aug, 2013 Do

24. List of eminent academicians and scientists/ visitors to the department :

The department is blessed with the visit of the eminent members of NAAC peer team in the year 2004.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : Nil

b) International : Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received in	Selected	Enrolled *M *F	Pass percentage
B.A Old(M)	8 - 2009-10	All	6-2	

Name of the Course/programme (refer question no. 4)	Applications received in	Selected	Enrolled *M *F	Pass percentage
B.A Old (G)	5- 2009-10	Do	4-1	
B.A Old (M)	5- 2010-11	Do	4-1	
B.A Old(G)	6-2010-11	Do	5-1	
B.A New(M)	1-2011-12	Do	1-0	
B.A(G)	8-2011-12	Do	6-2	
B.A(M)	6-2012-13	Do	1-5	
B.A(G)	39-2012-13	Do	12-27	

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A OLD(M)	100	2009-10 - NIL	NIL
B.A OLD(G)	100	2009-10 - NIL	NIL
B.A OLD(M)	100	2010-11- NIL	NIL
B.A. OLD(G)	100	2010-11 - NIL	NIL
B.A. NEW(M)	DO	NIL2011-12	NIL
B.A.(G)	99%	1%-2011-12	NIL
B.A.(M)	100%	NIL-2012-13	NIL
B.A.(G)	98%	2%-2012-13	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc : Nil

29. Student progression

Student progression	Against % enrolled			
	2009-10	2010-11	2011-12	2012-13
UG to PG	-	100	-	100
PG to M.Phil.	-	-	-	-
PG to Ph.D.				
Ph.D. to Post-Doctoral				
Employed				
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 				
Entrepreneurship/Self-employment				

30. Details of Infrastructural facilities

a) Library: We have a very small Departmental Library without having the facilities as indicated in (b)(c) and (d)

b) Internet facilities for Staff & Students:

c) Class rooms with ICT facility:

d) Laboratories:

31. Number of students receiving financial assistance from college, university, government or other agencies :

- There are National scholarship, state merit scholarship, post matric scholarship for students belonging to ST,SC OBC and MOBC categories and scholarship for minority students also. The college policy ensures that no student drops out of a programme owing to financial difficulties and to guarantee the same the class teachers and tutorial guides are advised to track the needy.

- **(Ref: 5.1.2)**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil

33. Teaching methods adopted to improve student learning :

Various methods are being applied with a view to improving the learning process of the students. In this regard, first of all,

- inside of the class room premises, interaction is being conducted to gear up the all round activities and improvement of the students apart from course topics.
- Most necessarily, by incorporating the map work and thereafter, displaying them in the classes, an attempt has been made to clarify the exact location of the globe.
- In addition to seminars, home-assignments and audio–visual display; by providing personal books, providing books from departmental library, doing remedial classes, checking- out their writing skills and encouraging them to be eased with the teachers by creating two-ways of free discussion, we in this way, try our best to quench their thirst minimum way.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities of Faculty

- We the faculties of the department of History keep ourselves busy involving in and around the periphery of the college as per the onus entrusted us by various committees formed by the Principal.

35. SWOC analysis of the department and Future plans

Strength:

The faculties of our department strictly adhere to dedication, sincerity and punctuality. In addition to that, we have good co-operation and understanding amongst us which enable us in making prompt and hasty decision.

Weakness:

The students we have most of them, frankly speaking, come from vernacular background. Finally, what we have found from our previous experience, the English medium appears as rumble strip to them not in classes only but in accessing the books too. It added fuel to

the fire when all of them crossing the HSLC bar embarked on the threshold of college with their poor and imbecile marks.

Opportunities:

Sonapur where our college is situated, she is a rich hub of diverse and heterogeneous culture and tradition. It is because of her rich heritage and legacy, the place find her proper place in the socio-cultural history of greater North-Eastern region. Innumerable sources are lying scattered in and around Sonapur and if they could be realized and then preserved and well documented in lucid way, possibility and prospect of enriching the department could be transmuted in to reality.

Further, Sonapur and her magnificent panorama attracts the tourists from India and abroad; and she now, therefore, becomes a famous tourist- spot in the eyes of the nature-lovers. As we have Tourism department in our college, possible scope wink at us to do something better along-with the co-operation of this department. It is contemplated as all historical sites one day become tourist spot. But it is still now at an embryonic stage.

Furthermore, there is a branch of Archaeological Survey of India, stationed at Ambari, Guwahati. If the historical debris and ruins are deciphered and traced-out in the days to come; help and co-operation with a view to enriching our department with this branch is very sure.

Challenges:

Because of emergence of some new subjects to cope- up with the present days' need, some subjects especially History becomes obsolete and outdated subjects. Henceforth, in view of the changed-situation, to make History interesting and attractive to the new generation, way of History writing ought to be altered according to the need of the hour without distorting the facts.

Future plan:

Organized National and if possible International seminars;
Organized History-workshop, Quiz and Essay writing competition on History so as to make History popular at grass root level.

. Evaluative Report of the Departments

I.

1. Name of the department : **PHILOSOPHY**
2. Year of Establishment : 1992
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): Under Graduate (Major & General)
4. Names of Interdisciplinary courses and the departments/units involved :
 - * Environmental Studies
5. Annual/ semester/choice based credit system (programme wise) :
 - * Annual & Semester System
6. Participation of the department in the courses offered by other departments:
 - * Environmental Studies
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
 - * Nil
8. Details of courses/programmes discontinued (if any) with reasons : N/A
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	
Associate Professors	-	
Asst. Professors	1	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Gitima Kalita	M.A.,B.Ed.,SLET	Assistant Professor	Logic	9 Years	Nil
Mrs. Sathi Bhoumick	M.A., M.Phil.	Assistant Professor	Logic	12 Years	Nil
Mrs. Minakshi Choudhury	M.A.,B.Ed.,SLET, M.Phil	Assistant Professor	Logic	3Years	Nil

11. List of senior visiting faculty : N/A
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:

Session 2009-10

Name of the faculty : Mr. Ranjan Keleng

Name of the class	Total No. of classes	No. of classes attended	Percentage
1 st year(M)	48	20	41%
1 st year (G)	40	15	37%
2 nd year (M)	90	29	32%
2 nd year (G)	40	16	40%
3 rd year (M)	122	42	34%
3 rd year (G)	20	3	15%

Session 2010-11

1)Name of the faculty : Mrs. Minakshi Choudhury

Name of the	Total No. of	No. of classes	Percentage
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class	classes	attended	
1 st year(M)	110	31	28%
1 st year (G)	50	10	20%
2 nd year (M)	90	35	39%
2 nd year (G)	70	13	18%
3 rd year (M)	130	35	27%
3 rd year (G)	75	25	33%

2)Name of the faculty : Miss Arunima Deka

Name of the class	Total No. of classes	No. of classes attended	Percentage
1 st year(M)	110	17	15%
1 st year (G)	50	19	38%
2 nd year (M)	90	16	18%
2 nd year (G)	70	13	18%
3 rd year (M)	130	30	23%
3 rd year (G)	75	11	15%

Session 2011-12

Name of the faculty : Miss Manashi Das

Name of the class	Total No. of classes	No. of classes attended	%
1 st year (M) Semester system	76	16	21%
1 st year (G) Semester system	45	5	11%
2 nd year (M)Annual System	75	10	13%
2 nd year (G)Annual System	38	4	10%
3 rd year (M)Annual System	100	18	18%

3 rd year Annual System (G)	82	13	16%
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Session 2012-13

Name of the faculty : Miss Manashi Das

Name of the class	Total No. of classes	No. of classes attended	Percentage
1 st year (M) Semester system	127	27	21%
1 st year (G) Semester system	100	26	26%
2 nd year (M) Semester system	100	22	22%
2 nd year (G) Semester system	82	18	22%
3 rd year (M)	136	36	26%
3 rd year (G)	82	18	22%

Session 2013-14

Name of the faculty : Gitanjalee Bora

Name of the class	Total No. of classes	No. of classes attended	Percentage
1 st semester (M)	100	35	35%
1 st semester (G)	50	14	28%
3 rd semester (M)	80	14	18%
3 rd semester (G)	70	10	15%
5 th semester (M)	160	34	22%
5 th semester (G)	65	05	8%

13. Student -Teacher Ratio (programme wise):

Session	Name of the class	No. of student	No. of Teachers	Ratio
2009-10	B.A. (M)	15	2	8:1
	B.A. (G)	48	2	24:1
2010-11	B.A. (M)	11	2	6:1
	B.A. (G)	37	2	19:1
2011-12	B.A. (M)	11	3	4:1
	B.A. (G)	38	3	13:1
2012-13	B.A. (M)	20	3	7:1
	B.A. (G)	69	3	23:1
2013-14	B.A. (M)	36	3	12:1
	B.A. (G)	151	3	20:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. :

Name of teaching faculty	Qualifications
Dr. Gitima Kalita	M.A., B.Ed., SLET, Ph.D.
Mrs. Sathi Bhounick	M.A., M.Phil.
Mrs. Minakshi Choudhury	M.A., B.Ed., SLET, M.Phil

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre /facility recognized by the University

19. Publications:

* a) Publication per faculty

* **From 2009-10 to December 2013**

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
1.Dr. Gitima Kalita	2009-10 2010-11 2011-12 2012-13 2013---	11 0 1 1 1			1 1 - 1 1 1		
2.Ms. Sathi Bhowmick	2009-10 2010-11 2011-12 2012-13 2013---	0 0 1 0 0			- - 1		
3.Ms. Minakshi Choudhury	2009-10 2010-11 2011-12 2012-13 2013---	0 0 0 1 0			- - - 1		
4.Ms. Gitanjalee Bora	2009-10 2010-11 2011-12 2012-13 2013---	0 0 2 0 0	- - 1		- - 1		

20. Areas of consultancy and income generated : N/A

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards: Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme:

- Students project has been incorporated in the syllabus for the 6th Semester of Major Course. The First batch of the 6th Semester has been pursuing only in the session 2014.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: Nil

23. Awards/ Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists/ visitors to the department

Dr. Jagadish Patgiri: Professor, Department of Philosophy, Cotton College, Guwahati

25. Seminars/ Conferences/Workshops organized & the source of funding

a)National

b)International :Nil

26. Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Enrolled *M *F	Pass percentage
B.A. Major 2009	03	02	F-2	100%
B.A. General 2009	06	4	M-1,F-3	50%
B.A. Major 2010	15	10	M-3, F-7	50%
B.A. General 2010	3	1	M-1	100%
B.A. Major 2011	12	9	M-1,F-8	100%
B.A. General 2011	6	4	F-4	100%
B.A. Major 2012	3	2	F-2	100%
B.A. General 2012	10	7	M-2,F-5	71.4%
B.A. Major 2013	-	nil	-	-
B.A. General 2013	8	5	M-1,F-4	100%
B.A. Major 2014	10	5	F-5	Con.
B.A. General 2014	4	02	F-2	Con.

*M=Male F=Female

27. Diversity of Students

Name of the Course	Session	% of students from the same state	% of students from other States	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil
UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?
One student has cleared NET & SLET (Kabita Doloi)

29. Student progression

Student progression	Session			
	2009-10	2010-11	2011-12	2012-13
UG to PG	40%	33.3%	50%	Nil
PG to M.Phil.	N/A	N/A	N/A	N/A
PG to Ph.D.	N/A	N/A	N/A	N/A
Ph.D. to Post-Doctoral	N/A	N/A	N/A	N/A
Employed				
Campus selection				
Other than campus recruitment				
Entrepreneurship / Self-employment				

30. Details of Infrastructural facilities

- a) Library: The department has a small library consisting of 150 books, mainly

reference books are available here. The books are usually brought from the central library and sometimes brought from the home of the faculty members. The books are issued to students and teachers when necessary.

b) Internet facilities for Staff & Students : The college library has internet facility from where the teaching staff and student access internet .

c) Class rooms with ICT facility : No, but we have a conference hall where ITC is available and wherever necessary we used that particular hall as class room.

d) Laboratories :N/A

31. Number of students receiving financial assistance from college, university, government or other agencies

- There are National scholarship, state merit scholarship, post matric scholarship for students belonging to ST,SC OBC and MOBC categories and scholarship for minority students also. The college policy ensures that no student drops out of a programme owing to financial difficulties and to guarantee the same the class teachers and tutorial guides are advised to track the needy.

- **(Ref: 5.1.2)**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil

33. Teaching methods adopted to improve student learning: we usually used Lecture & Discussion Method and Learning by doing in particular units.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: The faculty members are involved in all ISR activities and extension activities.

35. SWOC analysis of the department and Future plans:

Strength :

- i) Well co-ordination among the faculties of the department .
- ii) All the faculties are academically sound among the four faculty members one has completed Ph. D degree, another one has submitted her thesis and one is pursuing Ph. D degree.
- iii) Teachers and students good and co-operative relationship of the department.

- iii) Remedial classes and tutorial sessions are introduced to support the weak students.
- iv) The department offers academic and personal counseling to students regularly.
- vi) Collecting feedback from the student by direct interaction.

Weakness:

- i) As most of the students belong to a backward area the input of the department is not good.
- ii) The department's academic programmes equip the students with qualification, but it could n't give the skills to enter them into job market with confidence.
- iii) We have a departmental library but it does n't have sufficient amount of reference books as per enrollment.

Opportunity:

As per the newly implemented semester system the students have to submit a dissertation in 6th semester on a contemporary topic where they have to collect data from various sources including web in both hard and soft form. In the process they can be up to date with the present scenario of this technical world.

Challenge:

- * To increase enrollment of student.
- * To make the syllabus dynamic for present era.

FUTURE PLAN: We are planning to have a department along with a spiritual centre to awake the spiritual delight of the people.

Evaluative Report of the Departments

J

1. Name of the department
 - * Department of **Mathematics**
Sonapur College, Sonapur, Kamrup(M), Assam.
2. Year of Establishment
 - * 2nd August, 1991

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
 - * U.G. Course (General)
4. Names of Interdisciplinary courses and the departments/units involved
 - * The Department has been involved in
 - (a) The Commerce Stream.
 - (b) Environmental Studies Course.
5. Annual/ semester/choice based credit system (programme wise)
 - * Annual and Semester credit system as per Gauhati University
6. Participation of the department in the courses offered by other departments
 - * Participation in the Course of the other Dept. of
 - * Dept. of Commerce and
 - * Environmental Studies.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
 - * N/A
8. Details of courses/programmes discontinued (if any) with reasons
 - * N/A
9. Number of Teaching posts

Session	Sanctioned	Filled
Professors	-	
Associate Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years

Mr. Rama Kanta Saikia	M Sc., AMIE	Associate Prof.	Relativity	22 Yrs.	
MrSinam Iboton Singh	M.Sc., DCA	Associate Prof.	Relativity & Fluid Dynamics	17 Yrs.	

11. List of senior visiting faculty

- * Dr. Bhaben Chandra Kalita, Prof., Department of Mthematics, Gauhati University, Guwahati
- * Dr. TaraniKantaDutta, Prof., Department of Mthematics, Gauhati University, Guwahati

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

Session	PC of Lecture Delivered	
	B.Com. (General)	B.A. (Major)
2010-2011	64%	36%
2011-2012	100%	-
2012-2013	100%	-
2013-2014	100%	-

13. Student -Teacher Ratio (programme wise)

Session	Particulars	U.G.	
		Major	General
2010-11	Full Time Prof.	1:1	30:1
2011-12	Full Time Prof.	-	34:1
2012-13	Full Time Prof.	-	32:1
2013-14	Full Time Prof.	-	30:1

14. Number of academic support staff (technical) and administrative staff;

sanctioned and filled

* N/A

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

* P. G.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

* NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received

* NIL

18. Research Centre /facility recognized by the University

* NIL

19. Publications: (Annexure-1)

1. Sinamliboton Singh

(i) 'Problems in Teaching Elementary Algebra' : 2012, Sona Sophia :
Published by SCTA, Sonapur College. ISBN : 978-81-920862-5-5

(ii) 'Hurdles of Teaching Algebra' : 2013, JDC : Published by Dimoria
College. ISBN : 998-51-120862-3-2

20. Areas of consultancy and income generated

* NIL

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

N/A

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

* 22.(a)

Session	2010-2011	2011-2012	2012-2013	2013-2014
B.A. Major	-	-	-	-

B.A. General	-	-	-	-
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* 22.(b) NIL

23. Awards/ Recognitions received by faculty and students

Nil

24. List of eminent academicians and scientists/ visitors to the department

Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a)National

b)International

* NIL

1. Student profile programme/course wise:

a. course (1+1+1) Major and general

year	Name of the Course/programme (refer question no. 4)	Applications received	Selected	Total passed	Enrolled		Pass %
					*M	*F	
2008-09	B.com. part I	11	11	09	07	02	81.82
	B.com. part II	07	07	05	05	nil	71.42
	B.com. part III	03	03	01	01	nil	33.33
2009-10	B.com. part I	41	41	24	20	04	58.54
	B.com. part II	08	08	07	06	01	87.5
	B.com. part III	09	09	08	08	nil	88.89
2010-11	B.com. part I	58	58	22	18	04	37.93
	B.com. part II	30	30	12	08	04	40
	B.com. part III	08	08	08	06	02	100
	B.com. part I	24	24	13	09	04	54.17

year	Name of the Course/programme (refer question no. 4)	Applications received	Selected	Total passed	Enrolled		Pass %
					*M	*F	
2011-12	B.com. part II	49	49	14	12	02	28.57
	B.com. part III	24	24	21	16	05	87.5
2012-13	B.com. part II	29	29	11	10	01	37.93
	B.com. part III	27	27	16	14	02	59.25

26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. (Arts & Com)	100%	-	-
B.A.(General)	100%	-	
B.A. (Major)	100%	-	
B.Com(A Assamese)	100%	-	
B.A. & B.Com (Environmental Studies)	90%	10%	

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

* N/A

28. Student progression

Student progression	Against % enrolled			
UG to PG	30%			
PG to M.Phil.				
PG to Ph.D.				

Student progression	Against % enrolled			
Ph.D. to Post-Doctoral				
Employed				
Campus selection				
Other than campus recruitment				
Entrepreneurship/Self-employment	60%			

29. Details of Infrastructural facilities

- a) Library
- b) Internet facilities for Staff & Students
- c) Class rooms with ICT facility
- d) Laboratories

31. (a) Library: The department has a small library consisting of 160 books where reference books and books referred by GU are available.

The books are issued to the students and teachers of other departments when necessary.

(b) The college central library has internet facility where the teaching staff and students can surf internet. Also, the college authority provided each of its faculty members the subscription of N-LIST.

(c) The principal's conference Hall is equipped with ICT facility and we can use it whenever necessary.

(d) N/A

30. Number of students receiving financial assistance from college, university, government or other agencies

- * Scholarship

31. Details on student enrichment programmes (special lectures / workshops /

seminar) with external experts

- * Nil

32. Teaching methods adopted to improve student learning

- * Traditional way of teaching and learning is adopted in the department. Although some activities like home assignment, group discussion are given to improve the student's learning.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities

- * The faculty members are well involved in ISR and extension activities.

34. SWOC analysis of the department and Future plans

- * **Strength:-** Highly experienced faculty in the department is one the greatest of the department.

Weakness: Teaching mathematics in the non-science background is one of the greatest weaknesses of the department. The quality of the students who are given admission is very poor.

Opportunity: To give some mathematical basics to the students of Arts and Commerce background which will help them in the entrance examinations is one of the greatest opportunities of the department.

Challenge: Lower enrolment with poor quality of students is the major challenges of the department.

Future Plan: (a) To Publish Books, (b) To organize seminars and workshops by inviting resource persons from different universities.

Evaluative Report of the Departments

K

1. Name of the department : **Information Technology**
2. Year of Establishment : 2004
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved :
 - * Commerce
 - * Environmental Studies.
5. Annual/ semester/choice based credit system (programme wise) : Semester
6. Participation of the department in the courses offered by other departments :
 - * Commerce
 - * Environmental Studies.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. :
 - * Nil.
8. Details of courses/programmes discontinued (if any) with reasons : Nil
9. Number of Teaching posts

	Sanctioned	Filled
Assistant Professors	Nil	Non-sanctioned – One Stop-gap - One

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Nishamani Borah	MCA	Asst. Professor	N/A	5years	Nil
Deepankar Sarma	M.Sc in IT (3 rd sem appeared)		N/A	One year	Nil

11. List of senior visiting faculty : NIL

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : 40%

13. Student -Teacher Ratio (programme wise) :

Class	Total No. of Students in the Session					Ratio				
	2009-10	2010-11	2011-12	2012-13	2013-14	2009-10	2010-11	2011-12	2012-13	2013-14
T.D.C. 1st Yr.	10	19	09	16	17	5:1	9 : 1	4:1	8:1	8:1
TDC 2nd Yr.	02	09	16	16	16	1:1	4 : 1	8: 1	8: 1	8: 1
TDC 3rd Yr.	04	Nil	06	Nil	09	2:1	N/A	3: 1	N/A	4: 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:
 1. Nisha Mani Borah : MCA
 2. Deepankar Sarma : M.Sc in IT (3rd sem appeared)
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : NIL
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : NIL
18. Research Centre /facility recognized by the University : NIL
19. Publications: NIL
20. Areas of consultancy and income generated : NIL
21. Faculty as members in
 - a) National committees b) International Committees c) Editorial Boards.....:
 NIL
22. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/Programme : 100% (Lab. Assignments are compulsory)
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies : NIL
23. Awards/ Recognitions received by faculty and students : NIL
24. List of eminent academicians and scientists/ visitors to the department : NIL
- 25.Seminars/ Conferences/Workshops organized & the source of funding : NIL
 - a)National
 - b)International

26. Student profile program/course wise:

Name of the Course/Programme	Application Received	Selected	Total Appeared (In Final Exam)	Enrolled *M *F	Pass Percentage
IT – Vocational (2009 – 2010)	10	10	1	10 NIL	100%
IT – Vocational (2010 – 2011)	NIL	NIL	NIL	NIL	NIL
IT – Vocational (2011 – 2012)	9	9	4	7 2	25%
IT – Vocational (2012 – 2013)	19	19	8	3 16	38%

27. Diversity of Students : NIL

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
IT (Vocational)	99	1	

28.How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : NIL

29.Student progression

Student progression	Against % enrolled
UG to PG	NIL
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
Campus selection	NIL
Other than campus recruitment	YES
Entrepreneurship/Self-employment	YES

30. Details of Infrastructural facilities

- a) Library : Yes
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility: NIL
- d) Laboratories : Yes (Information Technology)

31. Number of students receiving financial assistance from college, university, government or other agencies

: **18** (Govt. aid) SC/ST/OBC Students (SC = 3, OBC = 2, ST = 13).

32. Details on student enrichment programmes (Special Lectures / Workshops / Seminar) with external experts : NIL

33. Teaching methods adopted to improve student learning :

- * Assignment

- * Projects.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :
NIL

35. SWOC analysis of the department and Future plans :

Strength:

- i) Priority to students.
- ii) Laboratory facility to students.

Weakness:

- i) Non – Sanctioned department.
- ii) Lesser number of PC in our laboratory in comparison of students.

Opportunity:

- i) To start short term certificate courses in Information Technology.

Challenges:

- i) Students with poor English background.
- ii) Students with poor economic background.

Future Plan :

1. To start BCA
2. To start BVoc in IT
3. To start Diploma Course in Networking and Hardware

Evaluative Report of the Departments

L

1. Name of the department – **Tourism and Travel Management**
2. Year of Establishment - 2006
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) – Under Graduate (General).
4. Names of Interdisciplinary courses and the departments/units involved-
 - * Department of Geography
 - * Information Technology.
5. Annual/ semester/choice based credit system (programme wise) –
 - * Annual & Semester
6. Participation of the department in the courses offered by other departments –
 - * Environmental Studies.
7. Courses in collaboration with other universities, industries, foreign institutions, etc -
 - * Nil
8. Details of courses/programmes discontinued (if any) with reasons –
 - * Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	
Associate Professors	Nil	
Asst. Professors		1(Non-sanctioned)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No.of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Silpi Rani Baruah	MTM(Master of Tourism Management)	Assistant Professor(Non- sanctioned)	Tourism Management	02	Nil

11. List of senior visiting faculty- Nil
 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty- Nil
 13. Student -Teacher Ratio (programme wise) –

YEAR-2009-2010

- a. First Year –6:1
- b. Second Year -7:1
- c. Third Year – 5:1

YEAR-2010-2011

- a. First Year – 2:1
- b. Second Year -5:1
- c. Third Year – 6:1

YEAR-2011-2012 (SEMESTER)

- a. First semester – 6:1

YEAR-2012-2013

a. First semester- 5:1

YEAR-2013-2014

a. First semester – 5:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled - Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG -Nil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received -Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received -Nil
18. Research Centre /facility recognized by the University -Nil

19. Publications:

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
Ms. Sipli Rani Baruah	2009-10	0			-		
	2010-11	0			-		
	2011-12	0			-		
	2012-13	0			-		
	2013---	2			2		

* Publication per faculty-

Silpi Rani Baruah – Title-‘Development of Prospect of Rural Tourism in Assam,with special reference to Agritourism’. Published by – KRB GIRLS

COLLEGE GUWAHATI-9.

- * Number of papers published in peer reviewed journals (national / international) by faculty and students – Nil
- * Number of publications
- * Books with ISBN/ISSN numbers with details of publishers

20. Areas of consultancy and income generated –Nil
21. Faculty as members in
a) National committees b) International Committees c) Editorial Board: Nil
22. Student project
a) Percentage of students who have done in-house projects including inter departmental/programme

Year	Class	Total no of students	Percentage
2012-2013	T.DC 2 ND yr	04	75%
2012-2013	T.D.C 3 rd yr	03	66%
2012-2013	Semester-III (2011 BATCH)	04	100%
2013-2014	Semester- III (2012 BATCH)	05	100%
2013-2014	T.D.C 2 ND yr	01	100%
2013-2014	T.D.C 3 rd yr	02	100%

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies - Nil
23. Awards/ Recognitions received by faculty and students - Nil
24. List of eminent academicians and scientists/ visitors to the department - Nil
25. Seminars/ Conferences/Workshops organized & the source of funding
a)National
b)International
- Nil

26. Student profile programme/course wise:

Tourism and Travel Management	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2009-2010	06	06	3	3	50%
2010-2011	02	02	0	2	50%

2011-2012(Semester)	06	06	4 2	Nil
2012-2013(Semester)	05	05	1 4	Nil
2013-2013(Semester)	05	05	4 1	Nil

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Tourism and Travel Management	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

- Nil.

29. Student progression

Student progression	Against enrolled %
UG to PG	66%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Nil
Entrepreneurship/Self-employment	Nil.

30. Details of Infrastructural facilities

a) Library – Books are available in the college library. It has a separate section for tourism related books.

b) Internet facilities for Staff & Students - A Lease Line connection is available to faculty in the department.

c) Class rooms with ICT facility- Nil

d) Laboratories – Nil

31. Number of students receiving financial assistance from college, university, government or other agencies –

Year	Number of students	Category	Amount
2007-2008	Nil	Nil	Nil
2008-2009	1	ST	4465/-
2009-2010	2	ST	4505/-
2010-2011	2	SC/ST	4505/-

32. Details on student enrichment programmes (special lectures /workshops / seminar) with external experts - Nil

33. Teaching methods adopted to improve student learning

a) Chalk & Talk

b) Departmental Seminar

c) Group discussions

d) Preparation of project works and home assignments on different topics related to tourism.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

a) Students are taken for excursion every year for having knowledge of the tourism factors.

b) Students participate on the celebration of World Tourism Day on 27th of Sept.

c) Students visit various local areas in Dimoria to have the knowledge of its tourism resources.

d) Students are taken to cultural fairs and festivals of Assam to have the ethnic taste of our rich culture.

35. SWOC analysis of the department and Future plans

STRENGTH

.Concentration on both knowledge acquisition and employment capabilities of students.

b) The department has a number of interested students, who get captivated by the tourism resources of Assam.

c) We have had the opportunity to offer even more challenges that can provoke students to think independently and to support and sustain their views with confidence on our tourism industry.

WEAKNESS

- a) Being a one member department, activities are greatly curtailed.
- b) Lack of link with job opportunities.
- c) Lack of awareness regarding the subject among the general student body.

OPPURTUNITIES

- a) Tie-ups with travel industries , research projects, training programmes etc.
- b) There is ample opportunity to initiate co-curricular and extra- curricular activities in tourism.

Challenges

- a) To train the weaker students to perform consistently well in academics and help them to seek higher education in tourism studies.
- b) To help students to attain academic excellence and be equipped to face the tourism market globally so that they can focus and can contribute for the development of our tourism industry in assam and northeast which is still a paradise unexplored.
- c) Identifying current professionals for student enrichment activities in niche areas.
- c) Increasing Student-teacher ratio

Future Plan :

1. To take up projects on Tourism resources for the benefit of the communities of the neighbouring areas.
2. To engage students in various Projects to enhance their quality so that they can acquire the required skills for developing the tourism potentials of Assam.
3. To apply to Government for sanctioning posts for the Department.

Evaluative Report of the Departments

M.

2. Name of the department : **Commerce**
3. Year of Establishment : 2nd august , 2005 -06
4. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Under Graduate (Major & General).

5. Names of Interdisciplinary courses and the departments/units involved
 - * Information technology
 - * Environmental studies.
6. Annual/ semester/choice based credit system (programme wise) :
 - * Annual & Semester
7. Participation of the department in the courses offered by other departments.
 - * Information technology
 - * Environmental studies.
8. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
9. Details of courses/programmes discontinued (if any) with reasons : Nil
10. Number of Teaching posts

	Non-Sanctioned	Stop gape/ contractual
Professors		
Associate Professors		
Asst. Professors	03	03

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dibakar Bhattacharyya	M.com	Asst.Prof	Finance	8 Years	Nil
LayaGogoi	M.com	Asst.Prof	Management	4 Years	Nil
Tulika Das	M.com	Asst.Prof	Accountancy	4 Years	Nil

BikashBoro	M.com, NET	Asst.Prof	Management	1 ½ years	Nil
GeetaUpadhaya	M.com	Asst.Prof	Accountancy	5 months	Nil
ManjitaBaruah	M.com	Asst.Prof	Management	5months	Nil

12. List of senior visiting faculty:Nil

13. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

Name of the Teacher	Classes	Total Classes Alloted		Total Classes Taken		% of Classes	
		Major	General	Major	General	Major	General
BIKASH BORO	B.Com 1 st Sem	25	22	21	18	84	82
	B.Com 3rd sem	17	09	13	07	77	78
	B.Com 5 th sem	17	18	12	13	76	73
GEETA UPADHAYA	B.Com 1 st Sem	14	20	10	16	72	80
	B.Com 3 rd Sem	14	38	10	30	72	80
	B.Com 5th Sem	Nil	Nil	02	Nil	Nil	Nil
MANJITA BARUAH	B.Com 1 st Sem	Nil	16	Nil	10	Nil	63
	B.Com 3rd Sem	Nil	36	Nil	30	Nil	84
	B.Com 5th Sem	Nil	33	Nil	27	Nil	82

14. Student -Teacher Ratio (programme wise)

Year	subject	Ratio
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2009-2010	Accountancy (major)	15:1
	Management(major)	2:1
	General	2:1
2010-2011	Accountancy (major)	27:1
	Management(major)	2:1
	General	4:1
2011-2012	Accountancy (major)	30:1
	Management(major)	5:1
	General	4:1
2012-2013	Accountancy (major)	92:1
	Management(major)	18:1
	General	13:1
2013-2014	Accountancy (major)	67:1
	Management(major)	30:1
	General	18:1

15. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

16. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.: All the commerce faculty are Post Graduates.

17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

18. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

19. Research Centre /facility recognized by the University: Nil

20. Publications:

* a) Publication per faculty

Serial No. & Name of the faculty	Session	No. of publication per faculty	No. of papers in Peer reviewed journal in National	No. of Peer reviewed journal in International	Chapter in Books	Books edited	Books with ISSN/ISBN No with details of publishers
Ms. Laya Gogoi	2009-10	0			-		
	2010-11	0			-		
	2011-12	1			1		
	2012-13	1			1		
	2013---	0			0		

* Number of papers published in peer reviewed journals (national / international) by faculty and students: Nil

21. Areas of consultancy and income generated : Nil

22. Faculty as members in a) National committees b) International Committees c) Editorial Boards...: Nil

23. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies : Nil

24. Awards/ Recognitions received by faculty and students : Nil

25. List of eminent academicians and scientists/ visitors to the department .

a. Dr.R.K.Pathak. b. M.C.Kalwar c. HemantaDeka

26. Seminars/ Conferences/Workshops organized & the source of funding

a)National : Nil

b)International : Nil

27. Student profile programme/course wise:

b. course (1+1+1) Major and general

year	Name of the Course/programme (refer question no. 4)	Applications received	Selected	Total passed	Enrolled		Pass percentage
					*M	*F	
2008-09	B.com. part I	11	11	09	07	02	81.82
	B.com. part II	07	07	05	05	nil	71.42
	B.com. part III	03	03	01	01	nil	33.33
2009-10	B.com. part I	41	41	24	20	04	58.54
	B.com. part II	08	08	07	06	01	87.5
	B.com. part III	09	09	08	08	nil	88.89
2010-11	B.com. part I	58	58	22	18	04	37.93
	B.com. part II	30	30	12	08	04	40
	B.com. part III	08	08	08	06	02	100
2011-12	B.com. part I	24	24	13	09	04	54.17
	B.com. part II	49	49	14	12	02	28.57
	B.com. part III	24	24	21	16	05	87.5
2012-13	B.com. part II	29	29	11	10	01	37.93
	B.com. part III	27	27	16	14	02	59.25

c. Semester based

year	Name of the Course/programme (refer question no. 4)	Applications received	Selected	Total passed	Enrolled		Pass %
					*M	*F	
2011 Batch	B.com. 1 st sem	147	134	38	110	24	28.36
	B.com. 2 nd sem	111	107	50	86	21	46.73
	B.com. 3 rd sem	81	80	36	62	18	45

year	Name of the Course/programme (refer question no. 4)	Applications received	Selected	Total passed	Enrolled		Pass %
					*M	*F	
	B.com. 4 th sem	76	76	58	40	18	76.32
	B.com. 5 th sem	76	76	-	40	18	-
2012 Batch	B.com. 1 st sem	78	73	22	56	17	30.14
	B.com. 2 nd sem	62	62	26	46	16	41.94
	B.com. 3 rd sem	62	62	-	46	16	-
2013 Batch	B.com. 1stsem	53	53	-	38	15	-

28. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com	98%	2%	Nil

29. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

: Nil

30. Student progression

Student progression	Against % enrolled				
	2008-09	2009-10	2010-11	2011-12	2012-13
UG to PG	Nil	nil	13	nil	nil
PG to M.Phil.	Nil	nil	Nil	nil	nil
PG to Ph.D.	Nil	nil	Nil	nil	nil
Ph.D. to Post-Doctoral	Nil	nil	Nil	nil	nil

Student progression	Against % enrolled				
	2008-09	2009-10	2010-11	2011-12	2012-13
Employed	nil	nil	Nil	nil	nil
Campus selection Other than campus recruitment					
Entrepreneurship/Self-employment	100	75	100	63	60

31. Details of Infrastructural facilities

- a) Library: Text Book- 250, Reference Book- 320, Journal -01. Total = 571
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Yes
- d) Laboratories : NA

32. Number of students receiving financial assistance from college, university, government or other agencies:

- * 104 student received financial assistance from this college.

33. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- * Inspite of having limited scope, each of the student is expected to complete assignment, which include group discussion, educational and field trips. Every year the department of Commerce organizes the Seminars with students, Teacher participation.

34. Teaching methods adopted to improve student learning :

- Group Discussion,
- Seminar,
- Paper Presentation,
- Internal Assessment,
- Classroom Interaction,

35. Participation in Institutional Social Responsibility (ISR) and Extension activities :
The students and Faculty members take part in the various Community Development Programmes organized by the College.

36. SWOC analysis of the department and Future plans

a. **Strength:**

- Potential and Capability of handling student queries;
- flawless lecture,
- Teacher unity,
- good co-operation with student and teacher,
- Motivating and encouraging Students,
- participation of student in different programmes.

b. **Weakness:**

All the faculty members are serving against non-sanctioned post.

c. **Opportunity:**

To conduct competitive courses,

To have more exchange programme with other college.

d. **Challenges:**

The Department has not been sanctioned for which there is a challenge for recruiting efficient faculty.

Future plane:

a. Organizing National and State level Seminar and workshop.

b. Conducting professional Courses/Vocational Courses.

c. Expose the students to various programmes that will increase their competency in facing challenges in this globalised world.

23136351, 23232781, 23237721, 23234116
23236735, 23232317, 23236735, 23239437

www.ugc.ac.in

F: 8-237/2005 (CPP-I)



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली 110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002
March, 2006

The Registrar,
Gauhati University,
Guwahati-781 014 (Assam).

24 MAR 2006

Sub:- List of Colleges prepared under Section 2 (f) of the UGC Act, 1956-Inclusion of New Colleges.

Sir,
I am directed to refer to the letter No. SC/UGC-Recog/I-1/2005/4862 dated 1st February, 2006 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree -

Name of the College	Year of Establishment	Remarks
Sonapur College, P.O. Sonapur, <u>Kamrup-782 402 (Assam).</u> (On temporary affiliation)	1991	The College is not eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted by the College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, Sonapur College, P.O. Sonapur, Kamrup-782 402 (Assam).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Secretary to the Government of Assam, Higher Education Department, Gauhati (Assam).
4. The Deputy Secretary, UGC, North-Eastern Regional Office, 3rd Floor, House FED, Rental Block-5, Beltola-Basistha Road, Dispur, Guwahati-781 006 (Assam).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer, PD-III Section, UGC, New Delhi.
7. All Sections, UGC, New Delhi.
8. Guard file.

(B.R. Nagpal)
Section Officer

Ph. 23236351, 23232701, 23237721
23234176, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in
F. No. 8-237/2005 (CPP-I/C)



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

September, 2012

The Registrar,
Gauhati University
Gopinath Bardoloi Nagar
Guwahati - 781 014
Assam.

120 SEP 2012

Sub: - Declaring a College fit to receive Central Assistance under Section 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter No. SC/UGC/Recog/F-1/2012/920 dated 22.06.2012 received from the Principal, Sonapur College, P.O. Sonapur, Kamrup (Metro) - 782 402, Assam on the above subject and to say that it is noted that the following college is aided and permanently affiliated to Gauhati University, Guwahati. The college is already included under Section 2 (f) of the UGC Act, 1956 vide this office letter of even No. dated 24.03.2006. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 12 (B) of the UGC Act, 1956 under the head 'Non-Government Colleges teaching upto Bachelor's Degree':-

Name of the College	Year of Establishment	Remarks
Sonapur College, P.O. Sonapur, Kamrup (Metro) - 782 402, Assam.	1991	The College is now declared fit to receive Central assistance in terms of Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(Raksha Pahlwa)
Under Secretary

Copy to -

1. The Principal, Sonapur College, P.O. Sonapur, Kamrup (Metro) - 782 402, Assam.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Additional Chief Secretary (H & T Education), Government of Assam, Block-C, 3rd Floor, Post Office, Assam Sachivalaya, Dispur, Guwahati - 781 006, (Assam).
4. The Deputy Secretary, UGC, North-Eastern Regional Office (NERO), 3rd Floor, House FED, Rental Block - 5, Beltola - Basistha Road, Dispur, Guwahati - 781 006, (Assam).
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi.
7. Guard file.

Received
27/9/12

(Sunita Gulati)
Section Officer