

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

SONAPUR COLLEGE

1.2 Address Line 1

MILANPUR

Address Line 2

Post Office-SONAPUR

City/Town

SONAPUR

State

ASSAM

Pin Code

782402

Institution e-mail address

principalsonapurcollege@gmail.com

Contact Nos.

9435354374 (Principal)

Name of the Head of the Institution:

Dr. DEVABROT KHANIKOR (Principal)

Tel. No. with STD Code:

+91 9401439567

Mobile:

9435354374 (Principal)

Name of the IQAC Co-ordinator:

Dr. BIMAN PATOWARY

Mobile:

9435354374 (Principal)

IQAC e-mail address:

iqacsonapurcollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ASCOGN11074

1.4 NAAC Executive Committee No. & Date: EC (SC)/08/A&A/17.2
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.sonapurcollege.ac.in

Web-link of the AQAR: www.sonapurcollege.ac.in/aqar

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺	65.5	2004	2009
2	2 nd Cycle	B	2.58	2015	2020

1.7 Date of Establishment of IQAC : DD/MM/YYYY 20/11/2002

1.8 AQAR for the year (for example 2010-11) 2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2014-15 submitted to NAC on July 14, 2015
- ii. AQAR2015-16 submitted to NAAC on July16, 2016
- iii. AQAR 2016-17 submitted to NACAC on June 19, 2018

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input checked="" type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		

Others (Specify)

Bachelor of Vocational (**B. Voc**) under DDU KAUSHALKendra
(Curriculum approved by Gauhati University)

1.12 Name of the Affiliating University (*for the Colleges*)

Gauhati University (GU), Assam

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other
(Specify)

UGC-COP Programmes

Approved DDU
KAUSHAL Kendra
(UGC Sponsored)

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="13"/>												
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>												
2.3 No. of students	<input type="text" value="2"/>												
2.4 No. of Management representatives	<input type="text" value="02"/>												
2.5 No. of Alumni	<input type="text" value="01"/>												
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>												
2.7 No. of Employers/ Industrialists	<input type="text"/>												
2.8 No. of other External Experts	<input type="text" value="02"/>												
2.9 Total No. of members	<input type="text" value="23"/>												
2.10 No. of IQAC meetings held													
2.11 No. of meetings with various stakeholders:	<table border="0"> <tr> <td>No.</td> <td><input type="text" value="5"/></td> <td>Faculty</td> <td><input type="text" value="4"/></td> </tr> <tr> <td>Non-Teaching Staff</td> <td><input type="text" value="1"/></td> <td>Students</td> <td><input type="text"/></td> </tr> <tr> <td>Alumni</td> <td><input type="text"/></td> <td>Others</td> <td><input type="text"/></td> </tr> </table>	No.	<input type="text" value="5"/>	Faculty	<input type="text" value="4"/>	Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text"/>	Alumni	<input type="text"/>	Others	<input type="text"/>
No.	<input type="text" value="5"/>	Faculty	<input type="text" value="4"/>										
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text"/>										
Alumni	<input type="text"/>	Others	<input type="text"/>										
2.12 Has IQAC received any funding from UGC during the year?	<table border="0"> <tr> <td>Yes</td> <td><input type="text"/></td> <td>No</td> <td><input type="text" value="v"/></td> </tr> <tr> <td>If yes, mention the amount</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>	Yes	<input type="text"/>	No	<input type="text" value="v"/>	If yes, mention the amount	<input type="text"/>						
Yes	<input type="text"/>	No	<input type="text" value="v"/>										
If yes, mention the amount	<input type="text"/>												
2.13 Seminars and Conferences (only quality related)													
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC													
Total Nos.	<input type="text" value="1"/> International <input type="text"/> National <input type="text" value="1"/> State <input type="text"/> Institution Level <input type="text" value="4"/>												
(ii) Themes	<ul style="list-style-type: none"> Indigenous Communities of North East India: Issues and Challenges towards Sustainability (National) Adolescence, Mental Health and Suicide (Institutional Level) Science Tourism (Institutional Level) Climate Change (Institutional Level) 												

2.14 Significant Activities and contributions made by IQAC

- The IQAC took the responsibility for providing all the data sought for the NIRF-2018 in the prescribed format online, and as a result of which the college has been ranked in the Band of 101-150, which was announced on April 3, 2018.
- An ICSSR sponsored National Seminar was organized by the IQAC on October 13 & 14, 2017, in collaboration with Don Bosco University on the theme “Indigenous Communities of North East India: Issues and Challenges towards Sustainability”
- Published a book titled, “Indigenous Communities of North East India: Issues and Challenges”, with the ISBN: 978-93-87035-15-7.
- A lecture on the topic, ‘Adolescence, Mental Health and Suicide’, was organised by IQAC on June 10, 2017, which was addressed by Dr. Suresh Chakravaty, Renowned Psychiatrist and Professor of Psychiatry, FAA Medical College, Barpeta.
- The IQAC in collaboration with the Department of Travel and Tourism Management (TTM) and Assam Science Technology and Environment Council (ASTEC) organized a talk on ‘Science Tourism’ on February 17, 2018. The talk was delivered by Dr. Lalit Sarma, Member, NEAC, Department of Science and Technology, Government of India. .
- A day long Orientation Workshop on ‘Climate Change’ was organised by ‘Aranyak Natures Club’, on January 31, 2018, in collaboration with the IQAC, Sonapur College, where Mr. Jayanta Sarma, renowned environmentalist participated as the resource person.
- The IQAC of the college shouldered the responsibility for arranging the participation of the students in a Live Show of the Honourable Prime Minister of India Sjt. Narendra Mod on ‘Making Examination a Fun’ on February 16, 2018.
- A Special Programme on ‘Autism Awareness’ was organised by ‘Destination’ a Guwahati based NGO, to commemorate the ‘World Autism Day’, in collaboration with IQAC, Sonapur College on April 2, 2018.
- A talk and live demonstration of ‘Fire Disaster’ was arranged by the IQAC, Sonapur College, where Mr. Rajani Prasad Baishya, Station Officer, Sonapur Fire and Emergency Service was the key person, in connecti0on with the ‘World Fire Safety Day’ on April 14, 2018.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To initiate Post Graduate Courses in at least three subjects	As suggested by NAAC, the college authority have applied for starting PG Courses in Assamese, English and Geography and accordingly the teams from the Gauhati University completed the inspection process. The initiative resulted in accordance of permission

	from the concerned university to start Post Graduate Courses in Assamese and Geography from the Academic Session 2018-19.
To organise talk on Mental Health	A lecture on the topic, 'Adolescence, Mental Health and Suicide', was organised by IQAC on June 10, 2017, which was addressed by Dr. Suresh Chakravaty, Renowned Psychiatrist and Professor of Psychiatry, FAA Medical College, Barpeta
To organise National Seminar and publish book	An ICSSR sponsored National Seminar was organized by the IQAC on October 13 & 14, 2017, in collaboration with Don Bosco University on the theme "Indigenous Communities of North East India: Issues and Challenges towards Sustainability". A book is also published in this connection, titled, "Indigenous Communities of North East India: Issues and Challenges" ISBN: 978-93-87035-15-7)
To initiate Livelihood Security Programme in adopted village Dikchak	An interactive session was organised at Dikchak Village with the residents there, to enlighten them about the possibilities of converting it into a 'Tourist Village', on June 7, 2017.
To start new initiative for skill development	The college signed MOU with ICA on August 5, 2017 for starting new Certificate and Diploma Courses of Computer Application. The ICA is currently running 3 numbers of certificate courses in the college.
To publish new journals	The Department of Assamese have published the First Issue of the Research Journal, ' <i>Jnananwesh</i> ' in May, 2018. The editor of the journal is Dr. Runu Kalita.
To complete the construction of the ongoing infrastructure projects	<ul style="list-style-type: none"> • The construction of the third floor in the Administrative Bloch with 11 class rooms and a Workshop for the B. Voc Course 'Theatre and Stagecraft' was completed. • The Girls' Common Room with attached Wash Room and Dressing Room was completed.
Efforts to be made for going through the process of NIRF Ranking	The college provided all the necessary data for going through the NIRF Ranking and as a result of which the college has been ranked in the Band of 101-150, which was announced April 3, 2018.
Need based Career Counselling programme to be organised	<ul style="list-style-type: none"> • Workshop titled 'Employment Scope and Career Opportunities in Tourism Industry' was organised On June 12, 2017, by Department of Tourism and Travel Management in collaboration with IQAC and Tour Operators Association (TOA), Assam.

	<ul style="list-style-type: none"> • Career Counselling cum Motivation programme by Indian Air Force was held on 19 January, 2018 under the initiative of Career Counselling and Guidance Cell which was aimed at encouraging students to take part in their recruitment rally from 17-19 March, 2018 to join as Air Men. • ‘Sabda Barati’ a renowned Socio-Economic organised a daylong career counselling programme on ‘Official Hindi’ on February 24, 2018. • A motivational cum Career workshop on ‘Enhancing the Employability Skill of the Youth with its Interview, Skill Development’ by Kaziranga University on March 22, 2018. • A one day Holistic Development Workshop by DC Crackers, Gurgoan, was held on April 9, 2018.
Initiative to be taken for filling the vacant posts	Interview for filling of two posts of Junior Office Assistant was completed in the month of May, 2018. The file is now pending with the office of the Director, Higher Education, Assam for approval.
To sanction more fund for enriching the library	<ul style="list-style-type: none"> • Rs.1,99,743 was spent to buy books for the library, Rs. 90,090 was spent for improving other facilities.

2.15 Whether the AQAR was placed in statutory body

Yes

No

☒
☐

Management

☒

Syndicate

☐

Any other body

☐

Provide the details of the action taken

- The principal verified the AQAR and did necessary corrections wherever it was necessary.
- Shared the content of the AQAR with the faculties in the meeting of the Academic Committee.
- Informed the College Governing Body about the AQAR in the meeting and shared its salient points.

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	5		4	1
Others	1 (KKHSOU)	1		
Total	9			
Interdisciplinary	2 (EVS, B. Voc)			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3 (B.A., B. Com, B. Voc.)
Trimester	5 (Computer Application, Karbi Language, Beautician, Spoken English, Human Rights Education)
Annual	1 (Certified Industrial Accountant)

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

Annexure- 2.1

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- The syllabi for the third year students (Semester V & VI) of the B. Voc Courses, namely Retail Management and IT, Travel and Tourism Management and Theatre and Stagecraft, were streamlined according to National Skill Development Corporation (NSDC) Regulations. Each Semester was given a Job Role with mandatory internship.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	5	25		

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

3

25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		11	2
Presented papers	7	20	
Resource Persons	1	10	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

All the innovative processes initiated by the college in the recent years have been continued. In particular

- The Department of Assamese has published the First Issue of the Research Journal, 'Jnananwesh' in May, 2018. The editor of the journal is Dr. Runu Kalita.
- Publication of students' research journal 'Budding Scholar', the students have been made to inculcate the habit of writing good research papers.
- Use of the ICT in teaching-learning has been made more extensive.
- A new GIS Laboratory equipped with ARC GIS software in 10 numbers of PCs was inaugurated in the department of Geography in May, 2018.
- Special classes were arranged for slow learners as well as advanced learners.
- Students of Theatre and Stagecraft were specially trained to design and execute properties, such as mask, puppets, space-design etc. on different occasions. In this connection the students were provided with exposure on hand on practice in different events like, 'Brahmaputra Kite and River Festival-2018, 'Lokamanthan' (a folk based musical event) organised by IPTA, Guwahati.

2.7 Total No. of actual teaching days during this academic year

203 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

No

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4

4

2

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA 6 th Sem.	109	0	100	82	0	91.7
B. Com 6 th Sem.	18	0	0	100	0	100
B. Voc	27	27	0	100	0	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes by the following ways:

- Promoting Feedback on Curriculum and the same are obtained from students.
- Promoting Feedback on Teachers to improve the quality of teaching learning.
- After declaration of the results of each examinations (internal & external), the Principal holds discussion with the faculty members to assess the performance of the students where the IQAC coordinator is invited to suggest the qualitative improvement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	4
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	2	0	0
Technical Staff	6	0	0	4

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- As resolved in the meeting of the IQAC, the students' research journal "Budding Scholar" has been publishing regularly.
- An ICSSR sponsored National Seminar was organized by the IQAC on October 13 & 14, 2017, in collaboration with Don Bosco University on the theme "Indigenous Communities of North East India: Issues and Challenges towards Sustainability".
- A Book, titled, "Indigenous Communities of North East India: Issues and Challenges" ISBN: 978-93-87035-15-7) was published by the I. QAC, Sonapur College on 13 October, 2018.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	N/A	N/A	N/A	N/A

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	Nil	1
Outlay in Rs. Lakhs	1,70,000/-	5,42,000/-	N/A	1,70,000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1		1
Non-Peer Review Journals		20	1
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects	1	UGC	1,07, 360/-	1,07, 360/-
Industry sponsored				

Projects sponsored by the University/ College	1	Sonapur College	16,590/-	16,590/-
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			1,23,950/-	1,23,950/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE

Other (B. Voc Courses under DDU KAUSHAL KENDRA)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	1		12
Sponsoring agencies		ICSSR	DDU KAUSHAL Kendra		College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
	1	1		3		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

5

5

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="3"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="1"/>	Any other <input type="text" value="1"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Awareness on Rural Tourism:** An Awareness Programme on Rural Tourism was organised by the Department of Travel and Tourism Management (TTM) on June, 7, 2017 in the adopted village Dikchak. The programme was a part of the initiative of the college to bring the village into the tourist map by developing it a destination for rural tourism.
- **Flood Relief:** The College organised a relief camp for the flood affected people of Hatiuth and Bardoloni village of Manaha Mouza under Mayong Revenue Circle of Morigaon District on August 28, 2017. Relief material worth Rupees One Lakhs was distributed among the flood victims. Besides distribution of relief materials, Dr. Ananda Das, HoD of Geography enlightened the flood victims about the post flood management.
- **Hindi Divas:** The Department of Hindi celebrated the Hindi Divas on 14 September, 2017 with a day long programme. Mr. Mohan Koirala, Secretary, Sabda Bharati graced the occasion as resource person.
- **World Environment Day:** World Environment Day was observed by the Sonapur College Geographical Society on June 5, 2017 at neighbouring Nartap High School with a daylong programme. Besides holding Drawing and Quiz Competition on the theme pertaining to the Environment, a valuable speech was delivered by Prof. Sukeswar Medhi, Head of the Department of Geography, Dimoria College.
- **Extension Education in Schools:** The faculty members of all the departments carry out the extension activities by way of taking classes in different feeder schools of the locality, like Gyanjyooti School, Sonapur, Kamalajari High School etc.
- **International Women's Day:** International Women's Day was observed by the Women's cell of the college on March 8, 2018. Renowned social worker and AIDS awareness activist was the Chief Guest of the programme. Ms. Bandana Deka Sarma, advocate of Gauhati High Court delivered a talk on 'Legal Aspects of the Women Rights'. In the programme a renowned social worker cum Panchayat activist was felicitated.
- **Extension Education by Geography Department:** A student centric extension education programme was organised by the department of Geography in the neighbouring Gumoria Pathar High School on March 14, 2018, where the major course students of Geography took classes in the Class IX and X.
- **NSS Mega Camp:** The NSS Unit of the college undertook an Extension Service Camp at Gajai Gaon village, from 25-27 February, 2018, Altogether 37 students participated in the programme. During the camp the cadets took part in the cleanliness drive, plantation programme, taking classes of the primary students, door to door awareness programme of health and hygiene etc.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	208590 m ²			208590 m ²
Class rooms	37	11	RUSA	48
Laboratories	6			6
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	2	1	RUSA	3
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Workshop for B. Voc Course 'Theatre and Stagecraft')		1	UGC	1
Girls' Hostel	1	1	UGC	2

4.2 Computerization of administration and library

- New computers are purchased for office use.
- The office is already been computerized with the Office Automation software and different branches are connected with LAN.
- The processes of admission and fee collection, salary bill preparation etc. are done in computer.
- The library is also automated with the SOUL software and digitalized with D-Space.
- New computers have been added to the .digital library in the central library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	7440	8,90,065/-	397	98,703/-	7837	9,88,768/-
Reference Books	7425	20,50,107/-	629	1,01,043/-	8054	21,51,150/-
e-Books						
Journals	19	14,512/-				
e-Journals						
Digital Database						
CD & Video						
Others (Digital Library)	10 PCs	4,50,000/-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	84	2	84 (Wi-Fi) 64mbph	1	1	9	14	
Added	9					2	7	
Total	93					11	21	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- A special orientation on the newly purchased software for Geography Department, ArcGIS 10.1 for the faculty members and students was held on 26 and 27 March, 2018 in the newly developed GIS Laboratory.
- The Principal of Sonapur College signed MOU with the ICA Edu Skills Pvt. Ltd. Panbazar, Guwahati, on 5 August, 2017 for Educational Skill Training tie-up for the benefit of its students in the field of accounts and taxation.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 5, 76, 851/-
ii) Campus Infrastructure and facilities	Rs. 5, 73, 695/-
iii) Equipment	Rs. 1, 71, 233/-
iv) Others (Library)	Rs. 1, 38, 060/-
Total :	Rs. 14, 59, 839/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Coordinator of IQAC, is a member of various committees constituted by the Principal for the formulation and execution of programmes for the benefit of the students.
- There are two student members in the IQAC. They interact with the members of the Union Society and disseminate information to the students on the various support services, in addition to the information provided by the authority through notices, prospectus, website, etc.
- The conveners of different Cells of the IQAC keep in touch with the student community and inspire them to avail the different facilities provided by the college with its own resources or external one.
- The Sonapur College Students' Union is also catalytic in providing the inputs regarding the participation of the students in various extra and co-curricular activities at university, state, national and international level.

5.2 Efforts made by the institution for tracking the progression

- **MOU with ICA:** The Principal of Sonapur College signed MOU with the ICA Edu Skills Pvt. Ltd. Panbazar, Guwahati, on 5 August, 2017 for Educational Skill Training tie-up for the benefit of its students in the field of accounts and taxation.
- **On job training:** The students of B. Vo 5th Semester of Retail Management and IT (RMIT) took part in an On Job Training at the Max India Limited, Guwahati for Store Manager in November, 2017 and B. Voc 3rd Semester of Retail Management and IT (RMIT) took part in a 10 day long on job training for Departmental Manager at the Vishal Megamart, Paltan Bazar, Guwahati in November, 2017.
- **On job training:** The students of B. Voc 3rd and 5th Semester of Tourism & Travel Management (TTM) took part in 20 day long On Job Training at the CN Travels, Guwahati.
- **Career Counseling by Indian Air Force:** More than 100 students attended a day long Career Counseling programme in the college premises, organised by Indian Air Force (IAF), intended to create awareness on job opportunities in IAF among them, on 19 January, 2018.
- **Talk on Science Tourism:** The Department of Tourism organized a special talk on Science Tourism, in collaboration with Assam Science Technology and Environmental Council (ASTEC), on 17 February, 2018. The students of the Department of Tourism, Geography and History participated in the talk which was delivered by Dr. Lalit Sarma, NEAC (DST), Government of India.
- **Career Counseling by Hindi Department:** A Career Counseling Programme was organized by Department of Hindi in collaboration with *Sabda Bharati* on 24 February, 2018, where in students of Sonapur College and nearby Dimoria College, Khetri.
- **Workshop on 'Theatre':** A 20 days long Workshop on 'Theatre' followed by a production, was organised by the B Voc 'Theatre and Stagecraft' Department, from 9-28 March, 2018, in collaboration with the North East Zone Cultural Centre (NEZCC). The workshop was attended by Mr. Jyoti Narayan Nath and Mr. Mintoo Saikia, eminent two theatre personalities, as resource person.
- 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.
- **'Explore Yourself',** is the theme of a daylong workshop which was attended by over 100 students of the college and was organized by the Career Counseling Cell, in collaboration with the 'DC Crackers', Gurgaon, on 9 April, 2018.

(c) No. of international students

0

Men

No	%
371	44.4

Women

No	%
465	55.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
172	89	312	223	3	796	196	100	311	225	4	836

Demand ratio 5.4

Dropout % 3.92

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- No institutional mechanism for coaching for competitive examinations currently exists. However, faculty members in individual level involves in imparting knowledge to the students for facing the competitive examinations. The Career Counselling Cell also organise similar programme.
- However, the Department of Tourism and Travel Management organised a workshop, titled, 'Employment Scope and Career Opportunities in Tourism Industry', on 12 June, 2017 in collaboration with Tour Operators Association of Assam (TOAA).

No. of students beneficiaries

84

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

- More than 100 students attended a day long Career Counseling programme in the college premises, organised by Indian Air Force (IAF), intended to create awareness on job opportunities in IAF among them, on 19 January, 2018..
- A Career Counselling Programme was organized by Department of Hindi in collaboration with *Sabda Bharati* on 24 February, 2018, where in students of Sonapur College and nearby Dimoria College, Khetri.

No. of students benefitted

229

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

- **International Women's Day:** International Women's Day was observed by the Women's Cell of the college on March 8, 2018. Renowned social worker and AIDS awareness activist, Ms. Jahnabi Goswami was the Chief Guest of the programme. Ms. Bandana Deka Sarma, advocate of Gauhati High Court delivered a talk on 'Legal Aspects of the Women Rights'. In the programme a renowned social worker cum Panchayat activist was felicitated.
- **Renovation of Girls' Common Room:** The Girls' Common Room of the college has been renovated with the addition of several new facilities including a dressing Room, modern toilet facility etc.
- **Free Studentship:** All the Girl students of the adopted village Dikchak are admitted in the college free of cost.
- **Sports Award:** The best girl player of the year in the Annual Sports Festival is awarded with a Cash Prize, besides trophy.
- **Anti-Sexual Harassment Cell:** The 'Anti-Sexual Harassment Cell' of the college regularly organises Awareness Programme among the girl students, on their self protection.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	3	6,840
Financial support from government (Free Studentship)	336	12,90,877
Financial support from other sources (Govt. Scholarship)	194	12,75,130
Number of students who received International/ National recognitions (UGC Ishan Uday Scholarship)	9	1,89,000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- As desired by the students, the Girls' Common Room have been renovated and expanded further, equipped with attached Wash Room and Dressing Room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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 prepare of their rights and duties for the betterment of the society.

6.2 Does the Institution has a management Information System

Yes. The salient features of the MIS are as follows-

- The college office is automated with office automation software with LAN through which the functioning of all the branches is monitored by the Principal. The financial affair is duly audited by competent agencies and the findings are taken into consideration while taking decisions for the next year. Based on the feedbacks from the various stakeholders the authority takes up the reforms on the administration with the approval of the Governing Body. The salient features of the decision on administrative matters are reflected in the college prospectus and college website.
- The Academic Committees chaired by the Principal make strategy for the admission process and the decisions are executed by the Admission with the approval of the Governing Body. The detail of the admission procedure is made public through hoarding, website, news paper advertisement and College Prospectus for the information of all.
- In regards to the academic records, the office keeps track of the personal records, admission details and input-output records of the students; the department manages the academic component of the students' record; and the IQAC keeps records of the extracurricular activities of the students. Strategies are made for the various student related activities for the whole year in the Academic Committee meeting on the basis of the inputs received.
- The Internal Examination Board conducts the Sessional and internal examinations. As decided by the Academic Committee, various evaluation measures like Seminar Paper presentation, projects, home assignments, class tests are implemented. Further, the Academic Committee also analyses the results and the findings are shared with the teaching faculties and finally reported in the Governing Body. On the basis of the discussion, strategies are made for the improvement of the students. The salient features are reflected in the college website as well the college prospectus.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Dr. Biman Patowary, Associate Professor of Geography and the Coordinator of IQAC attended a daylong meeting of the Committee of Courses (CCS) for the undergraduate classes of the Department of Geography, Gauhati University, as member on March 28, 2018, organised in connection with the modification of syllabus for the proposed CBCS.
- With due permission from the authority of the Gauhati University, faculty members of the B. Voc Courses, namely, Retail Management and IT, Theatre and Stagecraft and Tourism and Travel Management, have redesigned the syllabus as per UGC and NSQF guidelines. Now the components of the course are based on Qualification Pack (QP) / Job Roles.

6.3.2 Teaching and Learning

- A new GIS Laboratory equipped with ARC GIS software in 10 numbers of PCs was inaugurated in the department of Geography in May, 2018.
- More funds have been provided in order to improve the laboratory facilities in the Department of Geography and Education.
- A new classroom has been developed in the Department of Geography with interactive projection facilities.
- The department of B. Voc (Tourism and Travel Management) organised a presentation on “Rural Tourism” in Dikchak, the adopted village of the college, where the students presented their papers based on field study.
- With the installation of the Video-Conferencing facility, the students now have got access to different online programmes initiated UGC, KKHSOU etc.
- More reference books have been added to the central library.

6.3.3 Examination and Evaluation

- The college exclusively follow the Gauhati University examination guidelines for both internal and external examinations. Accordingly-
 1. The internal Assessment marks are given on the basis of Sessional Examinations, Group Discussions, Home Assignments and Seminar.
 2. The evaluation of the project reports are done by the external examiners. However, the presentation of the project reports before a panel is also mandatory.
 3. The theory component of the B. Voc Courses is assessed through an examination hold by the University authority, while the skill component is evaluated both by the National Skill Development Corporation (NSDC) and the Industrial Partners.

6.3.4 Research and Development

- The current issue of the Students' Research Journal "Budding Scholar" has been published.
- Dr. Gitima Kalita, Assistant Professor of Philosophy Department, has submitted the Report of Minor Research Project (MRP) on 11th June, 2018 to the UGC, NERO.
- The works on the Minor Research Projects, funded by UGC, of Dr. Asraf Ali of Geography Department is currently underway and at the verge of submission.
- More books have been added to the central library and the Departmental libraries are also enriched with reference books.
- After revamping the laboratory of the Geography Department, the college authority has completed the necessary formalities with the Gauhati University authority for its recognition, vide letter No. SC/Lab Recognition/Geog/2018/4122, Dt. 23/03/2018, which will pave the way for getting the status of research laboratory. The recognition of the laboratory will also open up the opportunity for the qualified faculties to get the recognition as approved research guide by the Gauhati University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- A new GIS Laboratory equipped with ARC GIS software in 10 numbers of PCs was inaugurated in the department of Geography in May, 2018.
- A new smart class room is added to the Department of Geography with the facility of interactive projection.
- Process of accession of all the books in computer is going on with SOUL software.

6.3.6 Human Resource Management

- Before the beginning of the new academic session, the principal hold the meeting of the Academic Committee and reviews the staff position and requirement.
- The selection procedure for the appointment of 2 permanent Grade-III staff was completed on 22nd and 24th May, 2018 and the matter is pending with the Government for necessary approval.
- Two non-teaching staff of the college, Mr. Mahendra Das and Mr. Sanjib Pator attended a training programme on Online Registration of students in November, 2017, organised by Gauhati University.
- Mr. Umesh Chaudhury, a Grade-III employee of the college attended a day long training programme on 'Automation System Management' organised by Krishna Kanta Handiqui State Open University (KKHSOU) in May, 2018.
- Sonapur College Staff Mutual Benefit Society (SCSMB) started from December, 2014, is serving the cause of its members. All the teaching and the non-teaching staff are the members of the society.

6.3.7 Faculty and Staff recruitment

- The recruitment of Faculty and Staff is done according to the rules and regulations laid down by the Director of Higher Education, Government of Assam.
- A new faculty member of the Department of English, Dr. Rajashree Borgohain joined her service on 16 February against the FDP vacancy of Mr. Prasanta Sarma.

6.3.8 Industry Interaction / Collaboration

- The college authority has renewed the MOUs signed with the different industry partners. The basic objectives of the MOUs are to provide exposure, on-job-training, curriculum development, faculty support and placement to the student of the B. Voc Courses under DDU KAUSHAL Kendra. The industry partners are-
 1. Xavier Institute of Management and Information Technology (XIMIT)
 2. North East Society of Eco-Tourism
 3. Bhupen Hazarika Cultural Trust
 4. Poddar Car World, Guwahati
 5. National Institute of Electronics & Information Technology (**NIELIT**), Guwahati
 6. Big Bazar, Guwahati
- The college has also joined hand with the following industrial partners for the assessment of the Skill Component of their curriculum of the B. Voc Courses.
 1. 'DY 365' and 'Jonack' two Satellite Channels of Assam(For Theatre and Stagecraft)
 2. Edusharp Finishing School (For Retail Management and IT)
 3. C. N. Travels (For tourism and Travel Management)
 4. Janambhumi Hotels and Resorts Pvt. Ltd. (For tourism and Travel Management)
- Moreover, the Principal of Sonapur College has also signed MOU with the ICA Edu Skills Pvt. Ltd. Panbazar, Guwahati, on 5 August, 2017 for Educational Skill Training tie-up for the benefit of its students in the field of accounts and taxation.

6.3.9 Admission of Students

- The date of the admission process is duly notified in the notice board, college website, and newspapers and also by putting up hoardings in prominent places of the area.
- Admission Committee to scrutinise and analyse the profiles of the students for different courses and prepare the lists of probable students for each course on merit basis.
- The Reservation Policy of the Govt. of India is followed in the admission.
- Fee waived for the students having below Rs. 1,00,000/- annual income by the Government.
- The B Com students who need financial support for admission also get fee concession.
- Free students ship to the Girl students of the adopted village Dikchak.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> All non- teaching staff are the members of Sonapur College Staff Mutual Benefit Society (SCSMB)
Non- teaching staff	<ul style="list-style-type: none"> All non- teaching staff are the members of Sonapur College Sonapur College Staff Mutual Benefit Society (SCSMB)
Students	<ul style="list-style-type: none"> Special care for students belonging to lower income group and reserved categories like SC, ST, OBC, MOBC, Minorities, Tea Tribes etc. Scholarships both Institutional and Government Group Insurance for students Book Bank facility Student Aids viz. Free Studentship, Concession in fees Counseling is done on regular manner to strengthen their mental health, academic improvement and to make them more socially responsible etc. Expanses of the students who get injured during sports and other co-curricular activities are borne by the college.

6.5 Total corpus fund generated

Rs.10, 14, 881/-

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	<ul style="list-style-type: none"> Gauhati University Director of HE, Assam NAAC 	Yes	<ul style="list-style-type: none"> Principal Governing Body
Administrative	Yes	Director of H.E. Assam	Yes	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☐

No

☐

For PG Programmes

Yes

☐

No

☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11 Activities and support from the Alumni Association

- Dr. Sameer Sarkar, Assistant Professor, Department of Business Management, Gauhati University and the President of the Sonapur College Alumni Association delivered a talk on 'Preparation for Competitive Examination', organised jointly by the Alumni Association and the Sonapur College Career Counselling Cell on September 9, 2017.

6.12 Activities and support from the Parent – Teacher Association

- The Departments hold the Parent –Teachers Meeting separately twice in a year, in the middle of the session.
- In the meetings, the parents provide the valuable inputs regarding their wards learning and the difficulties they face therein. Accordingly the faculties provide the individual care to those students who are in need of the same.

6.13 Development programmes for support staff

- Two non-teaching staff of the college, Mr. Mahendra Das and Mr. Sanjib Pator attended a training programme on Online Registration of students in November, 2017, organised by Gauhati University.
- Mr. Umesh Chaudhury, a Grade-III employee of the college attended a day long training programme on 'Automation System Management' organised by Krishna Kanta Handiqui State Open University (KKHSOU) March 22, 2018 at Karmashree Hiteswar Saikia College, Guwahati

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plantation of tree is a major step for carbon neutrality. Tree plantation drives were conducted in the college campus on the special occasions of *College Foundation Day* (August 2) and *World Environment day* (June 5). Teachers as well as students participate in such programmes.
- Two new *Safaiwallas* (Women) have been recruited during this academic session.
- Awareness drives to make the students aware of the need to conserve electricity by switching off the lights and fans when not in use.
- New dustbins have been put up in different place for biodegradable and non - biodegradable wastes.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The Principal of Sonapur College signed MOU with the ICA Edu Skills Pvt. Ltd. Panbazar, Guwahati, on 5 August, 2017 for Educational Skill Training tie-up for the benefit of its students. Accordingly the ICA would run courses in two modules namely, i) CIA (Certified Industrial Account) Express and ii) IELTS (ICA English Learning Software) with faculty support. Both the modules are designed in such a manner that would ensure 100% job security. As per the MOU, the college have to provide the infrastructure facilities and in return would earn revenue as commission and 100% placement of the successful students. The duration of the two modules are nine months each.
- In a bid to sensitize the student community and disseminate the message of ‘Environmental Conservation’ to the society, Padmasri Jadav Payeng, popularly known as ‘Forest Man of India’, was invited to the college to inaugurate and interact with students on the occasion of ‘Dr. Dhanjit Medhi Memorial Talk’ an annual event of the college, on September 1, 2017. It is worth mentioned that Padmasri Payeng, who was also conferred with Honorary Doctorate by Gauhati University, has a rare credit of converting a barren sand bar into a dense forest, turning into a habitat of wild elephant, tiger, rhino etc. over the course of several decades by planting and nourishing trees. In the same programme renowned environmentalist and a top bureaucrat of the state Dr. Anwaruddin Choudhury delivered a talk on “Biodiversity and Conservation Issues of Assam”.
- The students of the B. Voc Course, ‘Theatre and Stagecraft’, designed and executed property for a drama organised by *Aranyak*, as a part of their initiative towards community participation in the ‘Conservation of Tiger’ at the Manas Wildlife Sanctuary, Barpeta, Assam. The students of the stream also got the opportunity to work in similar task in the play ‘Bhim Charit’ organised by Directorate of Cultural Affairs, Government of Assam.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

<p>• Salient features of the plan adopted during the session 2016-17 and the ATR thereof</p>	
To initiate process for opening 'Post Graduate Courses' at least in three subjects	As suggested by NAAC, the college authority has applied for starting PG Courses in Assamese, English and Geography and accordingly the teams from the Gauhati University completed the inspection process. The initiative has resulted in accordance of permission from the concerned university to start Post Graduate Courses in Assamese and Geography from the Academic Session 2018-19.
To organize National Seminar and proposal to be submitted for sponsorship	An ICSSR sponsored National Seminar was organized by the IQAC on October 13 & 14, 2017, in collaboration with Don Bosco University on the theme "Indigenous Communities of North East India: Issues and Challenges towards Sustainability"
To publish more books	Published a book titled, "Indigenous Communities of North East India: Issues and Challenges", with the ISBN: 978-93-87035-15-7.
To complete the construction of the ongoing infrastructure projects	<ul style="list-style-type: none"> • The renovation and up gradation of the 'Girls' Common Room is completed. • The renovation of the Geography Department is completed. • The construction of the 'Workshop' for the B Voc Course, 'Theatre and Stagecraft' is completed.
Efforts to be made for going through the process of NIRF Ranking	The college has provided all the necessary data for going through the NIRF Ranking and as a result of which the college has been ranked in the Band of 101-150, which was announced April 3, 2018.
To introduce more skill based courses and for which outsourcing to be initiated	After signing of the MOU with ICA, the later has started skill based courses in two modules namely, i) CIA (Certified Industrial Account) Express and ii) IELTS (ICA English Learning Software) with faculty support. Both the modules are designed in such a manner that would ensure 100% job security. As per the MOU, the college have to provide the infrastructure facilities and in return would earn revenue as commission, faculty support and 100% Job assistance. The duration of the two modules is nine months each.
Need based Career Counselling programme to be organised	Three Career Counselling programmes were organised on 19 January, 2018, 24 February, 2018 and 9 April, 2018 in collaboration with Indian Air Force (IAF), <i>Sabda Bharati</i> and 'DC Crackers', Gurgaon. Moreover, a workshop titled 'Employment Scope and Career Opportunities in Tourism Industry' was organised on June 12, 2017, by Department of Tourism and Travel Management in collaboration with IQAC and Tour Operators Association (TOA), Assam.
To take some initiatives towards the livelihood security of the residents of the adopted village 'Dikchak'.	An Awareness Programme on Rural Tourism was organised by the Department of Travel and Tourism Management (TTM) on June, 7, 2017 in the adopted village Dikchak. The programme was a part of the initiative of the college to bring the village into the tourist map by developing it a destination for rural tourism.
Initiative to be taken for filling the vacant posts	Interview for appointment of 2 permanent Grade-III staff was complete in May, 2018 and the matter is pending with the Government for approval.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

- **Skilling the new generation:** The College has endeavoured to provide skill based education to the young generation on different subjects and a number of initiatives have been taken in this regard so far. Accordingly, three new B. Voc Courses, namely, Theatre and Stagecraft, Retail Management and IT and Travel and Tourism Management have started in the college under DDU KAUSHAL Kendra of UGC. Besides this, Certificate Courses on Beautician and Wellness, Free Certificate Courses of Computer under NIELIT, Government in India, and a number of self financing Computer courses are currently underway in the college. The college has signed MOU with the ICA to start new skill based course of IT in the college.
- **Village adoption:** The College has adopted the village Dikchak way back in 2003. It 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 College during all these years has sustained its focus on the development of the village.

7.4 Contribution to environmental awareness / protection

- **Plantation Programme:** Plantation of tree is a major step for carbon neutrality. Tree plantation drives were conducted in the college campus on the special occasions of *College Foundation day* (August 2) and *World Environment day* (June 5). Teachers as well as students participate in such programmes.
- **Energy Conservation:** Awareness drives to make the students aware of the need to conserve electricity by switching off the lights and fans when not in use. Besides, all the lights have been replaced with LED Bulbs to save energy.
- **Celebration of World Environment Day:** World Environment Day was observed by the Sonapur College Geographical Society on June 5, 2017 at neighbouring Nartap High School with a daylong programme. Besides holding Drawing and Quiz Competition on the theme pertaining to the Environment, a valuable speech was delivered by Prof. Sukeswar Medhi, Head of the Department of Geography, Dimoria College
- **Awareness Programme by NSS:** The NSS Unit of the college undertook an Extension Service Camp at Gajai Gaon village, from 25-27 February, 2018, Altogether 37 students participated in the programme. During the camp the cadets took part in the cleanliness drive, plantation programme, taking classes of the primary students, door to door awareness programme of health and hygiene etc.
- **Environmental Study Tour:** In order to provide a firsthand knowledge of environment and its problem, the Department of Environmental Studies took the students of 4th Semester Arts to Deepor Beel, a Ramsar Wetland and 3rd Semester Commerce to Kamakhya Temple Premises, Guwahati, respectively for a field trip. The students on the basis of the data collected prepared their reports as partial fulfilment of syllabus.

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Sonapur College has been ranked in the Band of 101-150 in the NIRF Ranking, which was announced on April 3, 2018. It is worth mention that as no other colleges of Assam has achieved a rank above the band 101-150 and even a better position in the same band than Sonapur College. As such, Sonapur College achieved the top position in the NIRF Ranking among the colleges of the state.

8. Plans of institution for next year

Besides the routine activities, the special plan of the college for the session 2018-19 are

Academic:

- Starting of Post Graduate Courses
- Enhancements of facilities to the PG Departments
- Initiation for extension of B Voc Courses

Infrastructure:

- New Library building
- New toilet for the students
- Renovation of toilet for faculties
- Provision for Teachers' Common Room
- Renovation of academic buildings

E-Resources:

- Procurement of upgraded version of MIS Software
- Up gradation of Digital library
- Installation of a Language Laboratory

Research

- To organise National Seminar
- Publication of Books
- To explore the possibilities for collaborative research
- Special trust towards faculty development initiatives

Extension:

- Initiatives to explore the talents from feeder schools

Student Centric Initiatives:

- To organise intercollegiate events
- Special coaching for sports and culture

Name: Dr. Biman Patowary

Signature of the Coordinator, IQAC

Name: Dr. Devabrot Khanikor

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR 2017-18

Months	Working Days	Sundays	Holidays	College Activities
May, 2017	2 3 4 5 6 8 9 11 12 13 15 16 17 18 19 20 21 22 23 24 25 26 27 29 30 31	7 14 21 28	1-May day 10- Buddha Purnima	• 2 Commencement of HS 2 nd yr Classes
June, 2017	1 2 3 5 6 7 8 9 10 12 13 14 15 16 17 19 21 22 23 24 28 29 30	4 11 18 25	26-27 Id-Ul-Fitre	• 2 Commencement of 3 rd & 5 th Semester Classes • 5 Observation of World Environment Day
July, 2017	SUMMER VACATION			
August, 2017	1 2 3 4 5 7 8 9 10 11 12 14 16 17 18 19 21 22 24 25 26 28 29 30 31	6 13 20 27	• 15-Independence Day • 23-Tithi of Sri Sri Sankardev	• Major Selection Test • 2 nd August- College Foundation Day • Fresher's Social • NE India Inter College Debate Competition
September, 2017	1 2 4 5 6 7 8 9 11 12 14 15 16 18 19 20 21 22 23	3 10 17 24	• 10- Tithi of Sri Sri Madhavdeva • 13 Janmastami • 25-26-Id-Uz-Zuha • 26-30 Durga Puja, Lakhi Puja and Janmatsova of Srimanta Sankardeva	• SCSU Election • Sessional Examination of Odd Sem be hold in last part of September • 8-9 ICSSR Sponsored National Seminar
October, 2017	6 7 9 10 11 12 13 14 16 17 21 23 24 25 26 27 28 30 31	1 8 15 22 29	• 1-5-Gandhi Jayanti and Puja Vacation Continue • 18-Kati Bihu • 19-20 Kali Puja, Dewali	• Educational Field Trip to be arranged in the month of October
November, 2017	1 2 3 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 25 27 28 29 30	5 12 19 26	• 4- Guru Nanak Birthday • 24 Lachit Divas	
December, 2017	1 4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 26 27 28 29 30	3 10 17 24 31	• 2- Asom Divas • 25 Christmas	• End Semester Exam for Odd Semester • Test Examination for HS 1 st and 2 nd year in the second week
January, 2018	1 2 3 4 5 6 8 9 10 11 12 13 15 16 17 18 19 20 22 23 24 25 27 29 30 31	7 14 21 28	• 13-15 Magh Bihu • 22 Saraswati Puja • 26 Republic Day	• Commencement of Even Semester Classes • Annual College Week Festival in the last week of the month
February, 2018	1 2 3 5 6 7 8 9 10 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28	4 11 18 25	Other holidays and academic activities from January, 2017 onwards will be notified by the college authority in due time as per GU Academic Calendar and holiday list	
March, 2018	1 2 3 5 6 7 8 9 10 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28 29 30 31	4 11 18 25		
April, 2018	2 3 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 26 27 28 30	1 8 15 22 29		• Sessional Exam for Even Semester
May, 2018	1 2 3 4 5 7 8 9 10 11 12 14 15 16 17 18 19 21 22 23 24 25 26 28 29 30 31	6 13 20 27		

Student Feed- back Report-2017-18

Feedback from the students collected on two aspects-

- On Course
- On Faculties
- On Institutional performance

Specific questionnaire is provided to the students for the purpose and are collected by the IQAC. The salient features of the findings of the Students' Feed Back is given below-

1. Students' Feed Back on Course:

The response of the students towards the queries on the depth of the content of the existing course as learning value was very good. The queries include knowledge, concepts, manual skills, analytical abilities and broadening perspectives. As it happened in the preceding years, most of the (67%) of the students are found to be worried to some extent on the coverage of courses and the application/relevance of the courses content, which is certainly a matter of concern. On the other hand sections of the students (41%) have suggested to redesign the course in view of the changing scenario of the present socio-economic situation, and as per demand of the market. In contrary to the view of the Arts and the Commerce Stream, the students of the B. Voc Courses, namely Retail Management and IT, Theatre and Stagecraft and Tourism and Travel Management (100%) are quite happy with their career prospect in the changing socio-economic scenario. Although the college do not have a mechanism to forward the findings of the feedback to the concerned authority, especially pertaining to the course curriculum of Arts and Commerce Stream but discusses in various platforms like workshops organised by University or UGC sponsored Seminars where representatives from University are present. However it keeps putting the same of the B. Voc Courses with the appropriate authorities as the college have representatives from UGC in its Advisory Committee.

2. Students' Feed Back on Faculty:

In order to make the teachers more accountable to their jobs, the college has a mechanism to obtain feedback from the students. In view of the necessity to maintain the honour and prestige of the concerned faculty members, the whole process is conducted under direct supervision of the Principal who is assisted by the coordinator of the IQAC. The feedback is obtained on the basis of their teaching style, methodology, skill and interaction level. The feedback is analysed by the principal and corrective measures are taken to enhance the quality of teaching- leaning.

Report on Parent-Teacher Meet-2017-18

During the academic Session, 2017-18, there are 7 parent-teacher meetings held which were organised by different departments. The outcomes of the meetings were later discussed in the Academic Committee meeting in presence of the Principal. Different inputs from the parents were received during the meetings. The salient features of the significant outcome of the meetings are mentioned below-

- In all the meetings the parents expressed their happiness over the consistent growth of the college and the efforts put up by the management and the faculty for academic excellence during the past few years.
- As suggested by some parents in the meeting of the English Department, it is resolved that the PTA meetings be convened in the beginning of the session, instead of the mid of the session.
- It is suggested in the PTA meetings of some departments, the attendance of the students need to be placed before the parents.
- It is suggested in the meeting of the English Department that the students should be encouraged to go for group study.
- In view of the general reluctance of the students to visit the Central Library, the departments should take initiative to encourage them for frequenting to the library
- The parents are of unanimous view that the overall atmosphere of the college is good.
- The parents have suggested enriching the Departmental Libraries to facilitate their wards with better reading materials.
- It was a common consensus in all the meetings that excessive use of mobile phone at home as well as in the college be curbed with firm hand.
- The provision for reprography in the Central Library was a common suggestion of the PTA meetings of all the departments.
- It was also suggested to improve the boy's toilet facility with better regular supply of water supply.

BEST PRACTICE-1

Title of the Practice: Skilling the new generation:

Goal of the Practice:

- To build capacity of the new generation for solving problems and understand the business environment
- To develop knowledge, creativity and core skills of the new generation
- To build confidence and self esteem among new generations
- To enable the young generation to face the new challenging responsibilities
- Develop their personal qualities and functional skills
- To develop a greater sense of self awareness and self management
- To create a stable, calm, safe and secure learning environment
- To build confidence to work for group collaboration and cooperation
- To work together with their peers and staff to make a positive contribution to the society
- To make competent the young generation to communicate with the outside world.

The Context:

India has more than 50% of its population below the age of 25 and more than 65% below the age of 35. It is expected that, in 2020, the average age of an Indian will be 29 years. Similarly the rate of unemployment in India is 9.5% whereas the same proportion in case of Assam is 6.4%. It has been estimated that more than 30,00,000 unemployed registered youth in Assam. Today's youth are facing many emerging issues and among them the most alarming are Cut-throat competition, unemployment, lack of job security, etc. and as a result, they are caught in the mad race. It is a proven fact that the young mind with their physical and intellectual capability is the most productive members of the society. But in real scenario, most of them are unable to utilize their potential in an appropriate way due to lack of guidance and motivation. Education, now a days is hence, very important, but the kind of education, to support and live life better is more important. Thus, the cardinal focus of Education, therefore, needs an extraordinary emphasis on developing such skills in students, as they are the important building blocks for a dynamic citizen, who can cope up with future challenges, and survive. Keeping in view of the above facts, the Sonapur College has initiated several skill based certificate, diploma and Degree courses.

The Practice:

- The college introduced two skill based subjects, Travel and Tourism Management (TTM) and Information Technology (IT) in the Degree Courses way back in 2006.
- Likewise Certificate Courses on Beautician and Wellness and Spoken English have been running smoothly for the last 15 years.
- During the academic session 2015-16 the college had started three UGC funded Bachelor of Vocational Courses (B. Voc) under DDU KAUSHAL Kendra. The courses are Travel and Tourism Management, Retail Management and IT and Theatre and Stagecraft.
- The first batch of the B Voc Course has just passed out from the college and now engaged in different professions.

- After signing of the MOU with ICA, the college has started skill based courses in two modules namely, i) CIA (Certified Industrial Account) Express and ii) IELTS (ICA English Learning Software) with faculty support. Both the modules are designed in such a manner that would ensure 100% job security. As per the MOU, the college has to provide the infrastructure facilities and in return would earn revenue as commission, faculty support and 100% Placement. The duration of the two modules is nine months each.

Evidence of Success:

The first batch of students of the B Voc Course has just completed their graduation and many of them have absorbed in their professional career. A few examples of their success in achieving desired goal is given below-

- Two students of the course of Travel and Tourism Management (TTM) Tapas Das, Dharmendra Kalita have joined as Travel Executives in a Travel Company.
- Ms. Monica Barman, another passed out of the TTM Course has started her career as Guest Relation Officer at DTDC Company.
- Four students of the B Voc Course Entertainment (Theatre and Stagecraft) Pallab Medhi, Lalu Rahang, Bishal Kiran and Badal Kakoty have succeeded in building a reputation as Prop Master, Art Installer (Space Designer), besides acting and now engaged in various projects currently underway in various places of the state. Among the projects the important are Brahmaputra Kite Festival (as art installer), drama organised by *Aranyak*, as a part of their initiative towards community participation in the 'Conservation of Tiger' at the Manas Wildlife Sanctuary (as property designer).
- Three students of the B Voc Course Entertainment (Theatre and Stagecraft) Pallab Medhi, Lalu Rahang and Badal Kakoty have successfully completed their assignment as Technical Assistant in the 8th Theatre Olympics (International Theatre Festival) held at Guwahati from 11 February, 2018.
- Ms. Trishna Deka, a student of Theatre and Stagecraft is working as Assistant Make-up Artist as free lancer for various productions.
- Dipjyoti Deka, a passed out of the B Voc Course Entertainment (Theatre and Stagecraft) has successfully completed his task as Assistant Director in four different projects of film and is now busy in another two similar works.
- Kiran Deka, another passed out of the B Voc Course Entertainment (Theatre and Stagecraft) is now working as Technical Assistant in various documentary film projects of some renowned directors of the state.
- Another student of Theatre and Stagecraft Kiran Deka worked as Technical Staff in a National Level documentary.
- Six passed out students of the B Voc Course Retail Management and IT have successfully absorbed in various reputed companies as Retail Sales Executives. They are, Amarjyoti Boro and Suren Pator (Tata Motors Pvt. Ltd.), Rabindra Deka (Classic Imports Pvt. Ltd), Sangeeta Medhi (*Patanjalee*), Trishna Patgiri (Bharati Airtel Ltd), Apurba Kar (Maxx Retail). On the other hand Akram Hussain Sikdar has opted for his business in a reputed Multi Level Marketing Company.

Problems encountered and Resources Required:

- It has been observed that the students of the skill based courses are more longing towards getting a salaried job instead of opting a career as entrepreneur.
- The parents and the students in particular and the society as a whole are still not sufficiently aware of the benefits of the Skill oriented courses. They still believe that only the traditional courses would be the best option for higher education.
- The concerned companies are not sufficiently interested to tie up with the college to absorb the products of the skill development courses.
- The students at large of the skill development courses are found to be more interested in pursuing the higher education in the same trade instead of absorbing themselves in real life career.

BEST PRACTICE-2

Title of the Practice: Village adoption

Goal of the Practice:

- ❖ To work towards empowerment of the poor tribal people of the village.
- ❖ To eradicate illiteracy from the village.
- ❖ To spread the light of literacy and education among the masses.
- ❖ To create awareness for the Socio-Economic upliftment of the villagers
- ❖ To sensitize them about issues related to Gender, inclusion and brotherhood.
- ❖ To make them aware of the environmental issues and spread scientific spirit.
- ❖ To introduce them to the new ways of agricultural practices.
- ❖ To grow together.

The Context:

Sonapur College, situated in a rural area, is surrounded by a large number of villages, mostly inhabited by the tribal communities of Karbi, Tiwa, Bodo etc. which lack in 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. Some important contributions that the college had done in Dikchak village during 2017-18 are as follows:

- The NSS Unit of the college organised a special awareness programme for the women folk of the Dikchak village on their self sustenance on 7 January, 2018.
- Five Girl students from the adopted village Dikchak were admitted in the college in commerce Department free of cost during the session.
- The College had earlier initiated formation of self-help groups among the women folk of the Village and were provided with sewing Machines and today there are three Self Help Groups functioning in the village.
- The members of the college Extension Cell use to visit the village several times during the session and inspects the ongoing projects like, mushroom cultivation, floriculture, vermin-compost etc, of the Self Help Group, initiated by the college and provides necessary suggestions for further improvement.

- An Awareness Programme on Rural Tourism was organised by the Department of Travel and Tourism Management (TTM) on June, 7, 2017 in the adopted village Dikchak. The programme was a part of the initiative of the college to bring the village into the tourist map by developing it a destination for rural tourism.

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 four Self Help Groups in the village which were 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.
- The reservoir constructed for the spring water tapping is now providing continuous flow of water for drinking as well as irrigation, besides other household uses.

Problems encountered and Resources Required:

The College has its own kind of problems in taking up the project of village adoption. The major problems are listed below-

- Due to poor literacy, the College faces challenges to disseminate the concept of the projects and also in its implementation.
- The motivation level of the villagers is very low.
- The College with its limited resources cannot take up the projects all the time.
- The college being an Arts and Commerce College has to depend on Resource persons from outside agencies to deliberate on issues like Agriculture, Animal Husbandry, which are expensive at times.

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
