IQAC Submission

Academic Year to which AQAR has to be submitted : 2018-2019

Yearly Status Report - 2018-2019

Part A
Data of the Institution

1. Name of the Institution	SONAPUR COLLEGE
Name of the head of the Institution	Dr. Devabrot Khanikor
Designation	Principal

Does the Institution function from own campus	Yes
Phone no/Alternate	03613590961

Phone no.	
Mobile no.	**9435354374**
Registered Email	**principalsonapurcollege@gmail.com**
Alternate Email	**devabrot37khanikor@gmail.com**
Address	**Village:: MILANPUR Post Office: SONAPUR District: KAMRUP METRO**
City/Town	**SONAPUR**
State/UT	**Assam**
Pincode	**782402**

2. Institutional Status

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

Name of the IQAC co-ordinator/Director	**Dr. Biman Patowary**
Phone no/Alternate Phone no.	**03613590961**

Mobile no.	**9435342864**
Registered Email	**bimanpatowary@gmail.com**
Alternate Email	**iqacsonapurcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://www.sonapurcollege.ac.in/wp-content/uploads/2018/12/AQAR_2017-18_ASCOGN110 (http://www.sonapurcollege.ac.in/wp-content/uploads/2018/12/AQAR_2017-18_ASCOGN11074.pdf)**
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**http://www.sonapurcollege.ac.in/academic-calendar/ (http://www.sonapurcollege.ac.in/academic-calendar/)**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	**Period To**
1	C++	65.5	2004	03-May-2004	02-May-200
2	B	2.58	2015	25-Jun-2015	24-Jun-202

6. Date of Establishment of	**20-Nov-2002**

IQAC

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participa beneficiaries
Workshop on Intellectual Property Rights	27-Jun-2019 1	59
Awareness programme on Energy Conservation and Saksham Debate Competition	31-Jan-2019 1	132
Orientation programme on Revised Accreditation Framework of NAAC	22-Jan-1999 1	48
Orientation Programme for Newcomers	07-Aug-2018 1	120
Administrative cum Academic Audit	29-Jun-2019 1	89
NAAC Sponsored Workshop on Revised A&A Framework ans Compilation of SSR	04-Jun-2019 1	103
Interactive workshop on CBCS	09-May-2019 1	48
Meeting with Alumni (Two meetings)	24-Jan-2019 365	32
	10-May-	

Student Feedback	2019 365	347

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(https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives/5426_Quality_Initiativ

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration
Institute (College)	Equity Initiative (Infrastructure)	RUSA	2019 365
Equity Initiative (Infrastructure)	Travel Grant	UGC	2018 17
Institute (College)	Reimbursement of Exam Fee	State Govt	2019 365
Institute (College)	Fee Reimbursement	State Govt.	2019 365
Mr. Prasanta Sarma	Contingency of FDP	UGC	2019 365
Institute (College)	NCC Fund	Govt. of India.	2019 365

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest	**View**

notification of formation of IQAC	**(https://assessmentonline.naac.gov.in/public/Postacc/Formation/5426_Formation.pdf**
10. Number of IQAC meetings held during the year :	11
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	**View (https://assessmentonline.naac.gov.in/public/Postacc/Meeting_minutes/5426_Minutes**
11. Whether IQAC received funding from any of the funding agency to support its activities during	**Yes**

activities during the year?	
If yes, mention the amount	75000
Year	2019

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

• Online Feedback mechanism has started as per the suggestion of the IQAC in its meeting h 04/01/2019.

New Certificate Course on Yoga has been started from this session as per th resolution of t meeting held on 04/01/2019

• Department level Alumni Association has been constituted as per the suggestion of the : 10/02/2019.

• As resolved in the IQAC meeting held on 08/05/2019the Orientation Programme for Comp Examination was successfully organised.

As resolved in the meeting of the IQAC held on 08/10/2018 a new college automation software h procured.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcon achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Green audit of the college campus	Necessary communication has been initiated but yet to l completed.
Extension education Progemme in the Feeder Schools	The head of the schools appreciated the initiative and acknowledged the benefits of the students.
Orientation Programme on newly introduced CBCS Library and Students Mentoring	Held on 09/05/2019

To encourage the extensive use of e-resources and techniques for teaching-learning	• Google Class Room started • Orientation on SWAYAM MO the faculties
Initiate coaching for Civil Service aspirants	A four day long Orientation Programme for Civil Servic other Competitive Examinations was held on 26-29 June,
To hold Academic and Administrative Audit	Academic and Administrative Audit was completed on 29/
To organise workshop on NAAC RAF	Organised an Orientation Programme on NAAC RAF on 22/0
To apply for UGC CARE Listing of College Journal Sonasophia	The process has started but yet to be completed
To introduce new certificate course	New certificate course on Yoga started
Departmental reunion of alumni to be organised	All departments hold the reunion in time

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Academic Committee, Sonapur College	06-Dec-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the	No

...to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**25-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Sonapur College has an Integrated Institutional Management System (IIS) named Campus System (DCS) bases on open source Platform. All branches of the administ library and the departments have the wifi connectivity. The Communication Module for parents, teachers and students to communicate through multiple modes. The has the option of dispatching email and SMS individually or in bulk. Onetoone me is possible as well. The Digital Campus System (DCS) operates through the fo modules. 1. Admission Management • This module is used at the time of Admiss**

enables admission form entry, candidate short listing, Department wise seat all etc. 2. Students Data Entry and Management • This module manages complete records starting from the time of Admission or older student records(Merged with admission data) 3. Identity Cards • Generation and print of Student and Employees 4. Fee Collection and accounts • Used for all types of fee collection, receipt p and MIS reports. 5. Employee Data Entry and Management • This module is used to complete Employee records starting from the time of Joining or older records. 6. Calendar • Enables the Examination, Holiday and any other calendar event Managem Synchronisation with college website 7. Officer/Administrator Management • This is used for manage officer's, including Principal, Administrative Staff etc. Rec the college giving them specific rights to interact with the system and manag user access rights to the system 8. Notification via SMS and Email • SM Integration as per College Requirements 9. Feedback Management • This module dea the management of entries of the online feedback obtained from student, staff parents periodically. The management module is also used for the analysis feedback. Besides above, the college website www.sonapurcollege.ac.in is platform through the information are disseminated to the public domain. The features of the information displated in the college websites are as follows. notifications, including admission notices are uploaded in the college web Upcoming events • Etenders

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has effective machinery for the implementation of curriculum, designed by the a The prospectus committee of the institution prepares the academic calendar and time table of ev the three streams of the institution, prior to the beginning of the Academic session. Head accordingly distribute the specified courses among the teachers based on their skill. Teaching the teachers in the beginning of each semester to complete the curriculum within the stipula meetings of the teachers are held regularly to strictly evaluate the completion of the curricul

Committee monitors the implementation of the Curriculum in tandem with Academic Calendar. Th college conducts meeting with the Academic committee Along with the heads of various department for effective implementation of the curriculum. Teachers are in constant touch with the upda syllabus. Faculties of some departments also report to the affiliated university if anomalie introduced curriculum. It is to be mentioned that some of the faculty members of the instituti the Committee of Courses of the affiliating university. Departmental seminar and group discuss the department on the topic relevant to the curriculum. Educational tours, field trips are departments. Eminent academicians, expertise of some subjects are invited for better understand the curricular. Library is the asset for effective learning resources. The institution give department towards the purchase of books keeping in mind the quality of materials which are re for the successful implementation of the curriculum. To ensure effective delivery of the curri provides smart class rooms. Teachers also use audio-visual techniques for the classroom transa Google classroom, digital library are also used for effective delivery of the curriculum. In Assignments project work Practical classes of some of the subjects are the part of the cur flexibility is provided to the students. The college provides certificate and value-added cours local and national level. Before the commencement of 1st semester, selection test for Major selected the students based on their competencies as well as the extent to which the curriculu the students that relevant to their interests and aspirations. Documentation • Every departme regular record of the curriculum delivery by the teachers in Academic Progress Record which departmental heads and the principal of the college. • The project papers which are the part well documented through a journal of students named 'Budding Scholar". • The Lesson Plan prepar the academic year which enables them to smooth delivery of the curriculum. • Feedback is taken other stake holders on a regular basis in order to ensure quality and overall deve

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Yoga	09/03/2019	90	• Yoga trainer	• Personality development • Stron

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates
MA	Masters in Assamese	10
MSc	Masters in Geography	10

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if a

year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Ele
MA	Masters in Assamese	10/08/2018
MSc	Masters in Geography	10/08/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diplo
Number of Students	10	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Stu
Spoken English Course	11/02/2019	1:
Computer Basic Course	25/02/2019	1:

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of studen
BVoc	Technical Theatre Workshop under NSD (Theatre & Stagecraft)	
BVoc	'Bhim Charit'. A play by Antaranga Antaranga (Theatre & Stagecraft)	
BVoc	Art Installation and Exhibition under Rajdeep Art Studio (Theatre & Stagecraft)	
BVoc	Replica International Theatre Festival (Theatre & Stagecraft)	

BVoc	TV Serial (DD) 'Folk stories of Blue Hills' as Technical Assistant. (Theatre & Stagecraft)	
BVoc	OJT at XIMIT, Guwahati (Tourism and Travel Management)	
BVoc	OJT at Destination Tour and Travels, Guwahati (Tourism and Travel Management)	
BVoc	OJT at Koyeli Travels, Guwahati (Tourism and Travel Management)	
BVoc	OJT at Dichang Resort (Tourism and Travel Management)	
BVoc	OJT atVishal Mega Mart, Guwahati (Retail Management & IT)	

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	
Teachers	
Employers	
Alumni	
Parents	

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

☐ The college adopts a mechanism for properly utilising the feedback reports from the students. different aspects are distributed among the students and the feedback is taken under the superv faculty members appointed by the Principal confidentially.. The feedback is collected from the following formats- • Students' Feed Back on Course: • Students' Feed Back on Faculty: • Student Students' Feed Back on Course: ☐ Feedback is collected from the students on the depth of the co course. The queries include knowledge, concepts, manual skills, analytical abilities and broade Generally, it is observed that the feedback on the coverage of courses and the application/rele

content is certainly a matter of concern. Many a times suggestions are also received for redesi view of the changing scenario of the present socio-economic situation, and as per demand of the to the view of the students of Arts and the Commerce Stream, the students of the B. Voc Courses Management and IT, Theatre and Stagecraft and Tourism and Travel Management are to happy with t in the changing socio-economic scenario. ☐ Although the college do not have a mechanism to forw the feedback to the concerned authority, especially pertaining to the course curriculum of Arts but discusses in various forums like workshops organised by University University Board of Stud Meetings at the affiliating University or UGC sponsored Seminars where representatives from Uni However it keeps putting the same of the B. Voc Courses with the appropriate authorities as the representatives from UGC in its Advisory Committee. Students' Feed Back on Faculty: ☐ In order more accountable to their jobs, the college has a mechanism to obtain feedback from the student necessity to maintain the honour and prestige of the concerned faculty members, the whole proce direct supervision of the Principal who assists the coordinator of the IQAC for the task. ☐ The on the basis of their teaching style, methodology adopted, skill in teaching - learning and on The feedback is analysed by the principal and appropriate corrective measures are taken to enha teaching- leaning. ☐ The general observations of the feedback are shared by the Principal in th meetings while the issues of concerned pertaining to a particular faculty is taken up by the Pr meeting. . Parents' Feed Back through PTA Meeting ☐ During the academic Session, 2018-19, there meetings held which were organised by different departments. ☐ The outcomes of the meetings wer the Academic Committee meeting in presence of the Principal and are redressed. Different inputs received during the meetings.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received
BA	N/A	240	229
BCom	N/A	70	62
BVoc	N/A	150	47

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2.2 - Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in institution teaching only PG courses
2018	846	23	32	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (cu

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms
62	11	140	5	1

View File of ICT Tools and resources
(https://assessmentonline.naac.gov.in/public/Postacc/ict_tools/5426_ict_tools_15881

View File of E-resources and techniques used
(https://assessmentonline.naac.gov.in/public/Postacc/e_resource/5426_e_resource_1588

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

As the college has to cater to students from different background the student mentoring system turns out to be a continuous activity programme is held at the beginning of the session to allot specific faculty against a of group of students. Though the mentoring systen academic issues, the academic discussions too gain importance during the communication with the students. For the present acaden classes of each semester were allotted with a faculty of the same department. Two pre assigned meetings are arranged for the comr
The Scheme aims to provide support at key stages of a young persons course to help them to settle in, make progress and to achiev College. Mentors provide individual support at the start of the course and throughout the first year of study. They will be selected ar have the skills and knowledge necessary to support young people who might be daunted by some of the obstacles they face during tl

college and into adult life. The Mentors role will complement other college wide support structures and the role of personal tutors a link to other agencies as required. Each Mentor will work in partnership with a Supervisor. In the first meeting of the mentoring pr introduced with their mentors. Problematic cases are found because the students do not know what and how to convey to their mento in specified dates, the mentors communicated with the students whenever they need it most. Records have been maintained in such s the mentees meet mostly in the departments, but formal instruction is also given to communicate through personal network like wha areas of concern that were sorted out while communicating with the mentees have been listed below: ☐ Financial ☐ Inability of the s parents ☐ Lack of awareness among parents ☐ Lack of faith in the state administration ☐ Disinterestedness in continuous study ☐ Ad marriage (Especially with girl students) In order to overcome these barriers the mentors get involved with the students personally an motivating them towards a proper direction. There are cases where a few particular teachers who personally visited the students' hou of obstruction of the students study.

Number of students enrolled in the institution	Number of fulltime teachers	
869	44	

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year
28	28	0	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International leve bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or re
2018	Dr. Nizara Hazarika	Associate Professor	UGC Associateship by Indian Institute of Advanced University Center for Humanities and Social Sciences Shimla
2019	Dr. Sinam Iboton Singh	Associate Professor	Director of Higher Education Assam's appreciation fo towards completion of revised IPS under 7th

2019	Mr. Bikash Boro	Assistant Professor	tovaius compietion oi ievised ins unuei /cn
			Awarded with the Rank of Lieutenant by the Directo
			Delhi with affect from 28/02/201

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of seme
BCom	N/A	6	17/05/2019	10/07/
BA	N/A	6	14/05/2019	10/07/
BVoc	N/A	6	30/05/2019	14/08/

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the demand of the syllabus and the need of the students, there prevails a strong Internal
the college in accordance to the three available streams of the college. For all the streams, a
Sessional examinations, class paper presentations are made compulsory. Students are assessed fr
in the presentation as well as their preparation of the seminar papers. In case of the stud
Vocational streams, the internal assessment is primarily made from field activities. Paper pre
discussions have been initiated in the Commerce stream though it is not a part of their curricul
great influence on the overall result of the final examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar cum Prospectus is prepared to carry out all the activities of the college
for the internal examination as well as the topics for the group discussion and seminar are
academic calendar of the affiliating university and the other events as mentioned are strictly
comprises of a number of diversified courses with some differences in their structure. The adm:
from what to be done online till the actual admission is done is included in the Academic cale
to conduct the internal examination that is a part of the end semester examination with 20 of
total 100 marks of the external examination. Internal evaluation is based on based on Session

assignments, and seminars in each semester. The timefor all these tasks are allotted in the
followed strictly. Along with this the facility of the College Library is elaborately inclue
calendar. In connection with the academic matters, there is a book bank facility for the poo
filling an additional form, needy and deserving students. There is also a system of free studer
guidelines. A several awards have been initiated on merit basis the list of which has been enl
calendar elaborately. The most important factor is the inclusion of the daily class routine st
name of the teachers is included.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated a
institution (to provide the weblink)

http://www.sonapurcollege.ac.in/wp-content/uploads/2015/07/Course-Outcome.pdf (http://www.sona
content/uploads/2015/07/Course-Outcome.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed examination
N/A	BA	N/A	149	69
N/A	BCom	N/A	29	16
N/A	BVoc	N/A	17	17

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and de

http://www.sonapurcollege.ac.in/students-satisfaction-survey/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned
Students Research Projects (Other than compulsory by the University)	35	Sonapur College	0.22

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the yea

Title of workshop/seminar	Name of the Dept.
Workshop on Intellectual Property Right	**IQAC**

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	
Automatic Alarming Syatem	**Manoj Das**	**Centre for Plasma Physics, IPR**	**28/02/2019**	**Scien**
Automatic Alarming System	**Jaydeep Das**	**Centre for Plasma Physics, IPR**	**28/02/2019**	**M**

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	
			No Data Entered/Not Applicable !!!		

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	2	

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N/A	**"0**

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact
National	**Geography**	**2**	**2.**
National	**English**	**1**	**0**

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Tea

Department	Number of Publica

Assamese	13
English	1
Geography	7
Philosophy	2
Political Science	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pu

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number
No Data Entered/Not Applicable !!!						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation
No Data Entered/Not Applicable !!!						

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	Nation
Attended/Seminars/Workshops	2	39
Presented papers	2	11

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Gove NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of t participated activiti
International Yoga Day	NCC 1st Battalion, (Sonapur College Unit)	4
Sonapur Cyclothon titled, "Let's Ride for Health"	NCC 1st Battalion, Sonapur College in collaborating with Sky Group of Foundation	5

health	Collaborating with Sky Group of Foundation	
Candle March for the Brave Martyrs of Pulwama Attack	NCC 1st Battalion, Sonapur College in collaboration with CRPF Camp, Amerigog	2
Health Hygiene Awareness Programme (Padayatra) at Kamakhya Dham, Khetri	NCC 1st Battalion (Sonapur College Unit)	5
Extension Education Programme	Sonapur College Extension Cell in collaboration with Hahara Anchalik College	11
Peer Teaching English ajor M students	Department of English in Collaboration with Nartap High School	8
Extension Education for HSLC Appearing Students	Department of English in Collaboration with Srimanta Sankardev Vidya Niketan, Sonapur	8
Plantation Progrmme at Sankardev Sishu Vidya Niketan	Sonapur College Extension Cell	6
Plantation Programme at Jagannath Mandir, Mitoni	Sonapur College NSS Unit	4
Cleanliness Drive (Swachh Bharat Abhiyan) at Sonapur Public Crematorium on Gandhi Jayanti	Sonapur College NSS Unit	2

View File (https://assessmentonline.naac.gov.in/public/Postacc/Extension/5426_Extension_

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies
Swachh Bharat Abhiyan	Recognition	Sonapur Public Crematorium Devele Committee
Candle March for the Brave Martyrs of Pulwama Attack	Recognition	Sky Group of Foundation (MSME, Go India Registered)
Sonapur Cyclothon titled, "Let's Ride for Health"	Recognition	Guwahati Cycling Association

Health Awareness Programme (Padayatra) at Kamakhya Dham, Khetri	Recognition	Sky Group of Foundation (MSME, Go India Registered)

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programme Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number participa ac
Cleanliness Drive (Swachh Bharat Abhiyan) at Sonapur Public Crematorium on Gandhi Jayanti	Sonapur Public Crematorium Development Committee	Cleanliness Drive and Plantation	
Awareness programme on Public health, sanitation and issues of women	Sonapur Primary Health Centre	Awareness Programme	
An awareness programme on "Burn Accident: Duties and Responsibilities of Students", on 29th August, 2018.	In collaboration with Burn care Unit of Nemcare Hospital, Guwahati.	Awareness Programme	

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support
Students Exchange Programme	37	College Fund
North East Graduate Congress	64	University of Science Technology, Meg

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duratio
Periodic	OJT	Vishal Mega Mart, Guwahati	12/11
Periodic	OJT	C. N. Travels	25/10
Periodic	OJT	Koyeli Travels, Guwahati	09/04
Periodic	OJT	Destination Tour and Travels, Guwahati	22/04

Permanent	OJT	XIMIT, Guwahati	08/04
Peiodicr	Art Installation and Exhibition	Jeevan Initiatives, Guwahati	19/01
Periodic	Art Installation	Rajdeep Art Studio, Guwahati	08/09
Periodic	Theatre Workshop	National School of Drama, New Delhi	27/03
Periodic	Theatre Workshop	Replica Theatre Village, Jorhat	01/07
Periodic	Workshop on Puppetry	Antaranga Antaranga, a Theatre Group, Guwahati	20/03

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during

Organisation	Date of MoU signed	Purpose/Activities
Xavier Institute of Management and Information Technology (XIMIT), Guwahati	03/08/2018	Curriculum Development, On Job Training and Management Training
National Institute of Electronics and Information Technology (NIELIT) Guwahati	14/08/2018	IT Literacy and Short Term Computer Courses/
JONAK, Entertainment TV Channel, Guwahati	11/10/2018	Evaluation of Skill Component of B, Voc. Course
G.L. Resort Ltd., Kaziranga National Park	23/10/2018	On Job Training and Study Tour of B. Voc Courses
C.N. Travels, Dighalipukhuri, Guwahati	05/02/2019	On Job Training and Study Tour of B. Voc Courses
Tour Operators Association of Assam (TOAA), Guwahati	22/02/2019	On Job Training and Study Tour of B. Voc Courses

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure
27416275	27416275

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Existing

View File
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version
SOUL	Fully	2.0

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		
Text Books	6519	1462556	343	176950	6
Reference Books	7521	1799950	378	273050	7
e-Books	0	0	330	0	
Journals	20	15512	1	1520	
Digital Database	0	0	4	0	
CD & Video	8	2020	6	2226	
Library Automation	1	40000	0	0	
Weeding (hard & soft)	30	9731	50	17564	

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SW NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launc
	No Data Entered/Not Applicable !!!		

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Ba

Existing	80	2	1	0	0	0	0	
Added	2	0	0	0	0	0	0	
Total	82	2	1	0	0	0	0	

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

64 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Sonapur College Media Center	http://www.sonapurcollege.ac.in/media-center/ (http://www.sonapurc center/)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incu
6251390	6251390	5661234	

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports co etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance and Utilization of Physical, Academic and Support facilities The Institute has est procedures for maintenance and utilization of physical, academic and support facilities. The co makes budgetary provision under different heads for maintaining and utilizing the campus infrast the basis of the previous year expenditure. The Governing Body allots sufficient fund for maint The allocated funds are utilized under the observation of various monitoring committees such as Repair and maintenance committee, Games and Sports Committee, Library committee, Lab Maintenanc Feedback committee, Publication Committee etc. of the college. To maintain and upkeep the facil

the following activities are undertaken by college authority:- ☐ There is a Stock Maintenanc
college, who maintains the stock register by physically verifying the items round the year. ☐ D
stock verification is done by concerned Head of the Department. ☐ Regular maintenance of Co
equipments are done by Lab Maintenance Committee Convener. ☐ Overall development of campus :
Management Unit (PMU) of the college. ☐ Regular cleaning of water tanks, proper garbage disp
landscaping and maintenance of lawns is done by Institute Grade - IV Employees. ☐ To maintain
of the campus several initiatives are taken from time to time such as painting and white washi
laboratories. ☐ Maintenance of all facilities and cleanliness of environment in women's hostel
Hostel monitoring committee. ☐ Outsourcing is done for maintenance and repairing of IT infra
computers, internet facilities including Wi-Fi and broadband. Updation of softwares are done by
college. ☐ Outsourcing is done for the maintenance of wooden furniture, electrification, and
maintenance of the water cooler and water purifier is done by outsourcing agent. ☐ The mainter
room and stock verification of library books is regularly performed by library :

http://www.sonapurcollege.ac.in/infrastructure-management-institutional-ssr/ (http://www.sonapurcollege.ac.in/infrastructure-m

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of studer
Financial Support from institution	Fee Concession	11
Financial Support from Other Sources		
a) National	Admission Fee Wave	727
b) International	0	0

View File (https://assessmentonline.naac.gov.in/public/Postacc/Scholarships/5426_Scholarshi

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Langua
Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	
Art Installation and Exhibition at Jeevan Kite Festival	19/01/2019	19	Jeevar
Workshop on Language Skills for the English Class Room	15/02/2019	35	ELT
Certificate Course on Spoken English	15/02/2019	125	Love: Classe

Workshop on Advance Writing Skills	10/06/2019	107	Dep
Peer Teaching Programme	01/02/2019	132	Na
Workshop on Advance writing Skills	20/06/2019	53	Haha
Theatre Workshop	01/07/2018	17	Repli
Workshop on Traditional and Contemporary Puppetry Making	20/03/2019	17	Sanl
Technical Theatre Workshop	27/03/2019	30	NSD, Nev
Workshop on Traditional Mask Making of Onkiya Bhaona, a Traditional form of Drama belonging to the Neo-VaisnavitePeriod in Assam	15/11/2018	10	Mr. renowne

View File
(https://assessmentonline.naac.gov.in/public/Postacc/Development_Schemes/5426_Development_Sch

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of st passedin th
2018	Guidance and Orientation Programme for Competitive Exams.	100"	0	
2019	Job Fair	0"	112	
2019	Workshop on debating skill organised by in association with PITAMAH	100"	0	

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging

Total grievances received	Number of grievances redressed	Avg. number of days for gri
1	1	25

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus		
	Number of	Number of	Nameof

Name of organizations visited	students participated	students placed	organizations visited
Axis Bank, Jana Small Finance Bank, Bajaj Capital Financial Service, Zomato, Eureka Forbes Ltd, Reliance Finance Market	96	0	

View File (https://assessmentonline.naac.gov.in/public/Postacc/Placement/5426_Placement_

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined
2019	4	BA	Geography	Gauhati University
2019	1	BA	English	Mahatma Gandhi Universit
2019	1	BA	English	EFLU, Shillong
2019	3	BA	Education	Gauhati University
2019	3	BA	Economics	Gauhati University
2019	5	BA	Assamese	Gauhati University

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/C Government Services)

Items	Number of students selected/ qualifying
NET	5
Any Other	7

View File (https://assessmentonline.naac.gov.in/public/Postacc/Qualifying/5426_Qualifying

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	
100 Metre Race (Boys Girls)	Institutional	
200 Metre Race (Boys Girls)	Institutional	
400 Metre Race (Boys Girls)	Institutional	
800 Metre Race (Boys Girls)	Institutional	
High Jump (Boys Girls)	Institutional	
Long Jump (Boys Girls)23	Institutional	

Discus Throw (Boys Girls)	Institutional
Chorus (15 occasions) Performance	Institutional
Dance (15 occasions) Performance	Institutional
Beauty Contest (Miss Sonapur Competition)	Institutional

View File
(https://assessmentonline.naac.gov.in/public/Postacc/Activities_Organised/5426_Activities_Orga

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Stu
2019	Represented NCC in 70th Republic Day Parade at Delhi	National	1	0	SC/I
2019	Represented NCC in 70th Republic Day Parade at Delhi	National	1	0	SC/I
2019	First Prize in Cultural Procession at 6th North East Graduate Congress	National	0	1	
2019	Best Kabaddi Team at at 6th North East Graduate Congress	National	1	0	

View File
(https://assessmentonline.naac.gov.in/public/Postacc/awards_in_activities/5426_awards_in_activ

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (m

Sonapur College has a very active and dynamic Students' Union (SCSU). Sonapur College Student's
of very ethically and morally sound, politically conscious and socially committed students. The
and functions in accordance to the Constitution of SCSU and under supervision of the college
respective faculty in-charges. Objectives of the Students' Union is to promote mutual contact,
among students of the college. The students are motivated for democratic outlook by their active
Students' Election held regularly through a transparent procedure, strictly adhering to the no
Lyngdoh Committee. The different portfolio holders of the Students' Union played active role

required discipline and decorum of the college. The office bearers of the SCSU are- • President officio, the General Secretary of the preceding Union) • General Secretary • Assistant General Literary Secretary • Debate Symposium Secretary • Cultural Secretary • Games and Sports Secret Secretary • Boys' Common Room Secretary • Girls' Common Room Secretary • Class Representatives Moreover, the SCSU plays the most vital catalytic role for maintaining the much needed close and of the students with the collage administration and teachers of the college. The Students' Uni out to be a congenial link in communicating with the feeder schools and the society at large wi different departments organise extension activity under Extension Activity Cell and to work thei development. Besides organising and playing role in managing different in house activities Festivals, North East India Inter College Debate Competition, talks, seminars, Games and Sp festivals, the SCSU also spearheads participation of the students in different events, competiti state or even national level organised elsewhere outside the campus. The SCSU also helps the st leadership quality which is evident from the fact that many of its ex-office bearers turned i workers, representatives to the local governance bodies and also the top office bearers of the P Union of Gauhati University. The different academic administrative bodies/committees of the col representatives of the SCUSU are- • Internal Quality Assurance Cell • Internal Complain Com Committee • Fee Review Committee • Extension Education Cell • Project Management Unit (PMU) • Ex • Publication and Editorial Boards • Anti-ragging, Disciplinary and Vigilance Cell The represe also nominated always as members in the short term committees constituted to look after differer crisis arising out of some special situations.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

636

5.4.3 – Alumni contribution during the year (in Rupees) :

36440

5.4.4 – Meetings/activities organized by Alumni Association :

13

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• Decentralization and participative management are diligently practised by the college. The c

- **Decentralization and participative management are diligently practised by the College. The**
  the stakeholders is playing an important role in attaining the success of the vision of coll
  Principal, Governing body members, Non-teaching staff, Teaching staff to Students – all the st
  to play and their involvement and cooperation in devising and implementing decision making pol:
  administrative affairs through various committees has contributed to the growth of college.
  focuses on decentralization by intending equal opportunity and gender equity in different co
  progress and development of the college. The Principal, the Heads of the departments, teachi
  staff, along with student union representatives together concentrate on fostering the progres
  sharing ideas and responsibilities. • The Academic Committee chaired by the Principal make str
  process and the decisions are executed by the Admission Committee with the approval of the (
  details of admission process is made public through hoarding, website, news paper advertis
  Prospectus for the information of all.

6.1.2 – Does the institution have a Management Information System (MIS)?
Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	**• Sonapur College being an affiliated college offer courses on the curriculum University. However, the college faculties are actively involved in the developm – o B.Voc. courses on Retail Management I.T. (RMIT), Tourism Travel Management craft (TSC) o Certificate courses on Yoga o Spoken English course o Computer Ba: permission from the authority of the Gauhati University, faculty members of t namely, Mr. Hemanta Kr. Pathak of Retail Management and IT, Mrs. M. Das of Theat Mrs. S. Medhi of Tourism and Travel Management, had designed the B.Voc. Degree**

	Enhancement Course (SEC) syllabus for Undergraduate Degree courses of Gauhati U and NSQF guidelines during the session 2018-19. • The curriculum for Yoga, Spoke Basic certificate courses have been designed to enhance overall personality dev and technical skills of students in the competitive world.
Teaching and Learning	• The college has created smart class rooms with ICT tools for effecting tea management systems (LMS). • Four new PCs equipped with ARC GIS software has been GIS Laboratory in the department of Geography in 2019. • The department of B. Vo Management) organised a presentation on "Rural Tourism" at Dikchak, the adop college, where the students presented their papers based on field study. • Teach participate in seminars, conferences, workshops, refresher courses, FDPs. . • A collaboration projects, Case Study method, Debates, Group Discussions, Quiz etc rooms for making the overall learning process fun. • With the installation of t facility, the students now have access to different online programmes initiate Students feedback on teachers is collected .The findings of the feedback are Principal with the Head of Departments and respective facultie
Examination and Evaluation	• The college exclusively follow the Gauhati University examination guidelines external examinations. Accordingly- • The internal Assessment marks are give Sessional Examinations, Group Discussions, Home Assignments, Project Work, Field The evaluation of the project reports are done by the external examiners. Howeve the project reports before a panel is also mandatory. • The theory component of assessed through an examination hold by the University authority, while the evaluated both by the National Skill Development Corporation (NSDC) and the I
	The Research Monitoring Cell (RMC) of Sonapur College facilitates and encourag culture among faculties and the students through its different activities with o quality research ecosystem. RMC is actively involved in publication of RMC Bulle enables a congenial environment for research and monitors the research activit Sonapur College encourages and motivates faculties to undertake research projec and approves the proposals before submitting to funding agencies. Sonapur Colle its faculties to pursue Ph.D. programmes in general and through Faculty Developm

Research and Development	To encourage and nurture scientific research culture among the students, Sonapur best student research papers in the Students' Research Journal "Budding Scholar" added to the central library and the Departmental libraries are also enriched w Similarly, Sona Sophia – A peer reviewed faculty research journal is published l create quality research temperament among the faculty members. After revamping Geography Department, the college authority has completed the necessary formali University authority for its recognition, which will pave the way for getting t laboratory. The recognition of the laboratory will also open up the opportunit faculties to get the recognition as approved research guide by the Gauha
Library, ICT and Physical Infrastructure / Instrumentation	• Construction of proposed college library building (G2) is at the verge of co worth Rs. 176950 have been added to the library. The library is automated with Four new PCs equipped with ARC GIS software has been added to the existing GI department of Geography in 2019. • A new smart class room is added to the Depart the facility of interactive projection. • Process of accession of all the ne computer is going on with SOUL software • The office automation has been further Integrated Institutional Management System (IIS) named Digital Campus System source Platform.
Human Resource Management	• The principal holds the meeting of the Academic Committee and reviews the requirement before the beginning of the new academic session. • The newly appo Grade-III employees are in the process to formally join the institute after the approval. • Mr. Mahendra Das, a Grade-III employee of the college attended a programme on 'UGC scholarship scheme' at Delhi on 20th June, 2019. • r. Son Pator, non-teaching employees of the college attended a day long administrativ Return" at Pandu College, Guwahati on 21st August, 2019. • The recruitment of

	done according to the rules and regulations prescribed by the Director of Higher of Assam. • Sonapur College Staff Mutual Benefit Society (SCSMB) started from serving the cause of its members. All the teaching and the non-teaching staff a: society.
Industry Interaction / Collaboration	• The college authority has MOUs signed and collaborated with the different in basic objectives of the MOUs are to provide exposure, on-job-training, curriculum support and placement to the students of the B. Voc Courses under DDU KAUSHAL partners are- o Xavier Institute of Management and Information Technology (XIMIT) of Eco-Tourism o Bhupen Hazarika Cultural Trust o Poddar Car World, Guwahati o Electronics Information Technology (NIELIT), Guwahati o Vishal Megamart, Guwa Guwahati • The college has also joined hand with the following industrial partne of the Skill Component of students of the B. Voc Courses. o 'Jonakk' a Satellite Theatre and Stagecraft) o Max Store, Guwahati and Amazon Pvt. Ltd., Guwahati (F and IT) o North East Iconic Tours Travels (For tourism and Travel Management Principal of Sonapur College has also signed MOU with the ICA Edu Skills Pvt. Lt for Educational Skill Training and Placement of its students in the field of a
Admission of Students	• The date of the admission process is duly notified on the notice board, co newspapers and also by putting up hoardings in prominent places of the area. • A formed to scrutinise and analyse the profiles of the students for different cou lists of probable students for each course on merit basis. • The Reservation Po India is followed in the admission. • Fee waived for the students having below income by the Government. • The B Com students who need financial support for a concession. • Free studentship to the Girl students of the adopted vill

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	• Sonapur College has an Integrated Institutional Management System (IIS) named (DCS) based on open source Platform. All branches of the administration, library have wi-fi connectivity. Information required for decision making process in pla is collected through this system. The college office is automated with office aut LAN through which the functioning of all the branches is monitored by th
	• The college office is automated with office automation software with LAN t functioning of all the branches is monitored by the Principal. Integrated Insti

Administration	System (IIS) named Digital Campus System (DCS) is used for administratio Officer/Administrator management module of DCS gives the Principal specific us institutional data. Employee Data Entry and Management module of DCS helps in Hu through creation and management of Employee records database
Finance and Accounts	• Integrated Institutional Management System (IIS) named Digital Campus System (types of fees collection, receipt printing MIS reports through Fee Collection a Entire salary process of sanctioned teaching and non teaching staff of the col through Online system. Salary Bill for employees is prepared and submitted onlin portal "http://finassam.in" of Finance Department, Government of Assam. After ne respective treasury, monthly salary is credited to individual salary accoun
Student Admission and Support	• Integrated Institutional Management System (IIS) named Digital Campus System time of Admission. Admission Management module of DCS enables admission form en listing, Department wise seat allocation etc. • The List of selected candidates f and post-graduate courses are uploaded in the college website ". • Students Data module manages complete student records starting from the time of Admission or o (Merged with the new admission data). • Identity Cards module helps in Generation and Employees I-Card. • Feedback Management module deals with the management of feedback obtained from student, staff and the parents periodically. The managemen for the analysis
Examination	• College Calendar module of Integrated Institutional Management System (IIS) n System (DCS) enables the Examination, Holiday and any other calendar event Synchronisation with college website. Information required for examination pur branch is collected from this database system. • Notification via SMS/Email mod SMS/Email Integration as per College Requirements. • The Marks of Internal and P of Degree courses are entered into the online portal of Gauhati University "ht through institutional log in id and password. The result is declared through un

which, link is provided in the college website "http://www.sonapurcollege.ac.i

internal sessional examinations are uploaded in the college website and respe

WhatsApp groups.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodie

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membe provided
No Data Entered/Not Applicable !!!			

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teach

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date
2018	Nil	Office Management through use of IT Technical Support: XIMIT, Guwahati	14/07/2018	14/07/2018
2018	Nil	Management of MIS Technical Support: Kareng Technology	13/10/2018	13/10/2018

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term
Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date
Mega Special Camp cum Orientation Programme of NSS	1	20/09/20
Data Analytics Using R Programming	1	08/01/20
ICSSR Sponsored Short Term Course	1	29/04/20
FDP on use of ICT Tools for Classroom Teachings	2	24/06/20

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	
0	0	0	

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Sonapur College Staff Mutual Benefit Society (SCSMBS) started from December, 2014, is serving the cause of its members for loans and retirement benefits. • GPF, CPF schemes	• Sonapur College Staff Mutual Benefit Society (SCSMBS) started from December, 2014, is serving the cause of its members for loans and retirement benefits • GPF, CPF schemes	• Group Insurance scheme (LICI) for Students • Studen economically backward students for purchasing textk Studentship scheme • Fee Waiver scheme • Scholarships Government • Personal Scholarship to students by Teacher students belonging to lower level group and reserved ca OBC, MOBC, Minorities, Tea Tribes etc. • Book Bank F Counselling is done on regular basis to strengthen th academic environment and to make them more socially resp the students who get injured during sports and other co- are borne by the college

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In accordance to the principle of financial transparency and accountability of the utilisati Sonapur College also goes through the process of both internal and external audits. The process follows – Internal Audit: To carry out the Internal Audit the management appoints a senior a Accountant for a financial year. The Accountant of the college as advised by Principal submits auditor pertaining to the receipt and expenditures incurred in a particular financial year. • Bank Pass Book with Statement • Vouchers, receipts • Sanction orders • Plan and estimates • Te agreements • Invoices, cash memos of recurring expenditures After verifying all the documents t

Statement of Expenditure and the Audit Report. The audit report is discussed in the Governing B and directs accordingly. External Audit: The external audit of accounts is done by Directorate of Assam. The auditors deputed by the directorate verify the following relevant documents durin • Cashbook, ledger book • Bank Passbook with statement • Plan and Estimate • Sanction orders agreements • Vouchers, receipts • Tenders and Comparative statements • Stock book • Completi verifying the documents the auditors prepare the 'Audit Report' which later submitted to the necessary directions and approval. In case of discrepancies, the Directorate of Audit follo communications with the Principal.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	
• UGC • ICSSR • Dafodil Nursery • State Institute of Panchyat and Rural Development • Assam Branch of Indian Tea Association (ABITA) • Olympia Prakashan • Assam Power Distribution Co. Ltd • Seminar Participants	439835	Ro

View File (https://assessmentonline.naac.gov.in/public/Postacc/Funds_or_Grants/5426_Funds_or_G

6.4.3 – Total corpus fund generated

439835

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Author
Academic	Yes	External Consultants	Yes	Sonapur College G
Administrative	Yes	External Consultants	Yes	Sonapur College G

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Parents-Teacher meetings were organised by the various departments of the college which were teachers and students, and representatives of the college authorities. • Two representatives of nominated for the College Governing Body for three years. or till the period their wards are stu

6.5.3 – Development programmes for support staff (at least three)

• Mr. Mahendra Das, an Office Assistant attended an Administrative Training Programme on UGC S Delhi ON 20/06/2019. • Training programme on 'Office Management through use of IT' was organ

Support from XIMIT, Guwahati on 14/07/2018 • Training programme on 'Management of MIS' with Te
Kareng Technology, Guwahati on 13/10/2018

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• The College has initiated a number of post accreditation initiatives as per recommendations,
• In 2015, Sonapur College had started three job oriented Bachelor in Vocation (B.Voc.) degr
Retail Management I.T., Travel Tourism Management and Theatre Stage-craft. • Two batches of ab
have been awarded B.Voc. Degree by Gauhati University. In addition to that, many students are
certificate courses. • Two more B. Voc courses are in the process of introduction from the cur
They are, Tourism and Hospitality Management and Automotive Operations. • The college has be
efforts towards capacity building and placement of the students through its "Career Counselling
• The college has signed MoUs with seven different industry houses for providing on job traini
the B. Voc Courses. . • The "Career Counselling and Placement Cell" regularly organises gui
programme for different competitive examinations. The recent initiatives are- o Free Guidan
Programme for Competitive Examinations from 26th to 29th June, 2019. o Job Fair cum Placemen
College on 24-05-2019 in association with ICA, PanBazaar Branch. o Campus Interview organised
college premises by O2 Spa Saloon Pvt Ltd.

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal |
| b)Participation in NIRF |
| c)ISO certification |
| d)NBA or any other quality audit |

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From
2019	Students Feedback	10/05/2019	10/05/2019
2019	Meeting with Alumni (Two meetings)	14/12/2018	14/12/2018
2019	NAAC Sponsored Workshop on Revised AA Framework ans Compilation of SSR	04/06/2019	04/06/2019
2019	Administrative cum Academic Audit	29/06/2019	29/06/2019

2019	Interactive workshop on CBCS	09/05/2019	09/05/2019
2018	Orientation Programme for Newcomers	07/08/2018	07/08/2018
2019	Orientation programme on 'Revised Accreditation Framework of NAAC	22/01/2019	22/01/2019
2019	Awareness programme on Energy Conservation and Saksham Debate Competition	31/01/2019	31/01/2019
2019	Workshop on Intellectual Property Rights	27/06/2019	27/06/2019

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period fr
Installation of a Sanitary Napkin Vending Machine and an Incinerator at the Girl's Common Room	09/10/2
Installation of a Sanitary Napkin Incinerator at the Girl's Hostel	09/10/2
Installation of a Sanitary Napkin Incinerator at the Rest Room for Women Faculty	09/10/2

Health Awareness Campaign (Workshop on Menstruation, Physiology, Health and Hygiene and Screening for Breast Cancer	03/06/2
International Women's Day: Talk on "Think Equal, Build Smart, Innovate for Change	08/03/2
Theatre Workshop on play "Bhumikanya" based on Socio-political Condition, discrimination of women and women empowerment	01/06/2
A Special Session on " Women, Environmrnt and Social Equity in the Context of Rural Transformation of India" in the ICSSR Sponsored National Seminar on 'Transformation of Rural India: Challenges Sustainability	29/03/2
Staging of the solo performance play "Naam Ki-re Tor", based on women identity crisis, directed and acted by Kalpana Barua, a noted theatre personality	24/02/2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• Celebration of World Environment Day on June 5, 2019. A special talk was delivered on " Greer titled, "Saksham" followed by a debate competition on the theme 'Energy Conservation" was held the auspices of Petroleum Conservation and Research Association, Govt. of India • Installat biodegradable dustbins in the college campus as well as in the approach road. • Replacement electric bulbs with LED.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	
Physical facilities	Yes	
Provision for lift	No	
Ramp/Rails	Yes	
Braille Software/facilities	No	
Rest Rooms	Yes	
Scribes for examination	No	

	Special skill development for differently abled students	Yes
	Any other similar facility	Yes

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed
2018	2	0	01/07/2018	365	• Educational Initiatives • Environmental Awareness	o Feeder schools teaching o Coachi Aspirants o Language Skills for Scho Community Plantation o Swachh
2018	0	0	01/07/2018	365	Life and Livelihood Initiatives	• Cattle health check-up camp • cultivation training • Fruit preserv • Special training for poultry far Treatment plant (Improvement) • A Public health and sanitat

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
The Assam Services (Discipline and Appeal Rule) 1964	01/01/2018	The three major stakeholders of the college, Principal, teaching staff an are to abide by the rules and regulations laid within the framework of (Discipline and Appeal Rule,)". The rule was enacted in 1964 by the Govern amended in 1998. Although the UGC guidelines are followed for the appointr the teaching faculties but they are out and out bound to follow the rul

(Amended in 1998)	conduct. However the rule is essentially applicable for both the appointmen conduct of the non-teaching staff. The rule contains special elaboration suspension, discipline penalties and appeal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Durat
Speech competition on 150 Years of Swami Vivekanande's Chicago address.	20/09/2018	20/09
International Yoga Day	21/06/2019	21/06

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Plantation programme: Plantation of tree is a major step for carbon neutrality. Tree plan conducted in the college campus on the special occasions of College Foundation day (August 2) day (June 5). Teachers as well as students participate in such programmes

- Energy Conservation Initiative:: Awareness drives to make the students aware of the need to c switching off the lights and fans when not in use. Besides, all the lights have been replaced energy.

- New Safaiwallas have been appointed: Two new cleaning staff has been appointed on casual l college is also looking forward for out sourcing to maintain the camus cleanliness an

- Bio-degradable bamboo dustbins have been placed in and around the campus.: The students are e environment friendly measures under which students have prepared bio-degradable dustbins for th enhancing their skills. Besides, the students are encouraged to take part in bamboo dustbin m foster environmental awareness and enhance life skills.

- Total ban on plastic glasses in the college canteen. The college authority has imposed tot plastic glasses in the college canteen. Instead, nowadays, the paper amde glasses are used for

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice Best Practice-1 • Title of the Practice: Fostering Gram Swaraj: Commitment beyond Sonapur College, since its inception focuses on building a strong linkage with the people o villages, that mostly belong to tribal communities. This specific approach can be explicitly a that the college is founded exclusively with the funds raised by the public. Therefore, the col obligation to address the societal needs and contribute to redress the problems faced by neighbouring villages. • Objectives of the Practice: Accomplishment of societal commitment th social and economic well being of the rural people by integrating knowledge into practice is

motives of the college. Instilling a strong sense of ethical and humanitarian values among tl developing leadership quality is another fundamental objective behind the mission of 'Village extension activities in the neighbouring areas. • The Practice: Extension activities are a : Sonapur College which exhibits an enduring commitment to the society as well as the nation. Tl initiated by the Extension Cell, NSS, NCC, Dr. Dhanjit Medhi Foundation, a registered Trust fo of Sonapur College in memory of its late Former Principal, the College Union Society and diff beyond curriculum to foster social empowerment, livelihood security and improvement of the soci the people of the neighbourhood. The various initiatives and practices are as follows- • L: Initiatives at Dikchak o Cattle health check-up camp. o Mushroom cultivation and poultry farm: processing and preservation training for women. o Water Treatment plant (Improvement). o Awa Public health, sanitation and health issues of women. • Educational o Teaching in feeder schoo students. o Special coaching for HSLC aspirants. o Extension Education Programme o Workshop fo: on Language Skills. • Health and sensitization o Health Awareness Padayatra by NCC Cadets. o Cy Ride for Health" by NCC Cadets. • Environmental Awareness o Plantation Programme at SSV Nik Programme at Jagannath Mandir, Mitoni by NCC Cadets. o Cleanliness Drive at Sonapur Public C primary schools by NSS Unit. • Moral and Intellectual Development o Inter School Quiz Competi Medhi Foundation". o Financial support to noted Litterateur Sri Murulidhar Das by Dr. Dhanji Obstacles faced if any /strategies adopted to overcome them The frequently encountered probl augmentation of the mission of skilling are - o Lack of scientific spirit owing to poor lit villagers. o Lack of motivation of the people especially towards entrepreneurial mindset. o resources of the college. o Apathy in the part of government agencies. Strategies to overcome have been made in the form of awareness, guidance and support programmes for young generation: the scientific spirit. o Initiation towards registering the college under 'Unnat Bharat Abhiyan of the Practice o The appreciation and the expression of gratitude from the managements of the o At the time of adoption there was only one matriculate in Dikchak in 2003, but today, we ha matriculates, intermediates, graduates and post-graduates there. o There are four Self Help Gr

the village after its adoption working for financial self-sufficiency. o The impact of cleanli: programmes etc are quite visible from their roads and households where the bamboo dustbins are The purifier cum reservoir constructed for the spring water tapping in the adopted village continuous flow of water for drinking and other uses. • Resources Required Both financial reso sound human resource is required for augmenting the extension and outreach programme in the ne The fund currently available for such initiatives is not sufficient. It is expected that throu; under UBA, the college would be able to deliver service to the community at large. BEST PRACT

Practice: Skilling the New Generation (Skilling for Resilience) • CONTEXT In an era of globalis and in the face of an ever-increasing army of educated unemployed, building a career without skills, be it technical, soft or life skills seems to have become next to impossible. In the p development, has therefore, become an important pillar of growth in the significant transiti Today, a competency enhancement approach turns out to be the need of the hour to create 'resi which is adaptable to the changing scenario of global employment trends. • OBJECTIVE OF THE commitment to its cherished mission, worrying scenario of mass unemployment inspite of preva explored and unexplored areas of job opportunities, has prompted Sonapur College to take up var initiatives for the students. Sonapur College sincerely believes that the confidence and compe students while introducing them to job opportunities and challenging responsibilities in the up key towards building a strong human resource. • THE PRACTICE Sonapur College has maintained a developing skills among the students within and beyond the framework of course curriculum. Besi funded B.Voc Courses in Retail Management IT, Tourism Travel Management and Theatre and Stage also currently offering Certificate Courses on Yoga, Spoken English and Computer Basics. Moreov of practices in the college which essentially provide the much-required boost to its skill enha The salient features of such practices are - ☐ Speaking and writing skill enhancement train improve the public speaking ability of students. ☐ Beauty and Wellness Course is introduced t self-application as well as to build their career. ☐ Sona Harvest, a specially designed sal students can make, display and sell their hand made artefacts, mostly traditional handicrafts products. ☐ Peer Teaching by the UG and PG students helps them in building their skills and co Skill and Leadership quality development of the students through the opportunities to manage d college right from venue arrangements to catering etc. ☐ On job trainings: The OJT's in di business houses by the students of B. Vocational Courses enables them to enhance competencies entrepreneurial ventures. ☐ Skill of traditional handicrafts: through the workshops, competit Skill by holding regular workshops and production of plays, besides assignments from the autho college videos for different. • Life Skill Workshops building through motivational workshops

focus, communication, critical thinking, engaged learning, facing adversity etc. • Obstacles fa adopted to overcome them The major obstacles faced during the augmentation of the missionare: and non-availability of qualified faculty to start new skill- based Certificate/Diploma co motivation of the students towards the importance of skilling ☐ Presumptive mindset of the s inclination towards salaried services, especially Government Services. ☐ Reluctance in the corporates to absorb the graduates of these courses. ☐ No funding for short term certificate Courses from the Government and private sponsors. • Impact of the Practice : Various positive

attributed to the skilling initiatives of the college over the year. For example, the initiativ of oratory skill and leadership quality have produced debaters and brilliant student leader Secretary of Gauhati University Students Union. The students of the college have received spec the DSW, Gauhati University for their outstanding managerial skills displayed in the Zonal You the college. Similarly, many of the alumnus seem to have managed to carve echelon in the world television world as actors, make-up artistes, craftsmen etc. The bamboo made artifacts of the dustbins have received wide acclamation. • Resources Required: In order to augment the mission Generations', the college needs both financial and human resources. Financial resource is n initiate new skill development programme in the college. New short-term training programme plumber, electrician, mobile repairing would be quite instrumental to fulfill their demand in city of Assam. • About the Institution Name of the Institution : Sonapur College Year of Accred 2004 Second Cycle-2014 Address : Vill.- Barkhat P.O.-Sonapur District-Kamrup (M), Assam PIN-78 NAAC : B E-Mail : principalsonapurcollege@gmail.com Contact person for further details : Dr. Principal Mobile Phone No- 91 9435354374 Dr. Biman Patowary, Coordinator, IQAC Mobile Phone No- : www.sonapurcollege.ac.in

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provic
http://www.sonapurcollege.ac.in/best-practice/ (http://www.sonapurcollege.ac.in/best

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not

Institutional Distinctive Practice: "Understanding and Institutionalizing Heritage Conservat College: Sonapur College was established with a mission to impart higher education among th locality and to create an environment for the intellectual, ethical, moral and physical uplif belonging to tribal communities, by preserving their heritages and exposing the students to mc make them aware of their rights and duties for the betterment of the society. Context and th College is situated in an area inhabited by culturally diverse people of different ethnic grou identity which is gradually diminishing. Therefore, it has become a top priority to safeguard

inherited through generations. Keeping in view of the this necessisity, the Sonapur College I
"Heritage Conservation" in its mission since inception. The conservation of different artifa
heritage in a 'Heritage Museum' in the college premises is only the baseline of the multif
undertaken by the college. Initiatives during 2018-19: The different initiatives undertaken
augment the mission "Understanding and Institutionalizing Heritage Conservation" during the
summarized as follows- • More artifacts' have been added to the museum, mostly collected by tl
on 'Preservation and Making of Manuscript in Sanchipat', by Sjt Harinarayn Konwar, of SSRI, l
Vaishnavite Monastery, was conducted on 11th Feb' 2019. • Two technical sessions were dedicate
'Endangering Rural technology and Traditional Knowledge' and 'Rural Transformation and its In
Belief System' in the Two Day national Seminar on 'Transformation of Rural India: Challenges to
organized by the department of Geography, Sonapur College held on March 29 and 30. • Sjt. Nur
Academy recipient and Renowned Sculptor was invited to on the occasion of the 15th Dr D. M. Me
Sept, 2018. • An Educational Excursion from Sonapur College to Rajasthan was organized from
January, 2019 as a part of the Traditional Cultural Exchange. • In all occasions of the colleg
are felicitated with the local traditional artifacts viz 'Gamocha', 'Arnai', 'fali', 'sarai
different neighbouring communities. • The practice of making traditional properties such as
needed for the performances in stage or movie is being carried out by the students of 'Theatre
The students of 'Theatre and Stagecraft' attended workshop on Traditional and Contemporary Pupp
by the Department of Cultural Affairs, Government of Assam from 20th to 26th March, 2019.
traditional meeting place for the males of the Tiwa tribe) has been built which serves the pur
room in the college. • The 'Rabha Divas' in the memory of the Cultural Revolutionist of Assam
Rabha was organized with various cultural programmes on 20th June, 2019.

Provide the weblink of the institution
www.sonapurcollege.ac.in (www.sonapurcollege.ac.in)

8.Future Plans of Actions for Next Academic Year

FUTURE PLAN OF ACTION SONAPUR COLLEGE, SONAPUR Session: 2019-20 • New accommodation to be pro
Offices • Accommodation of the departments to be augmented • Initiations for application to
further funding of DDU KAUSHAL Kendra • To introduce new certificate courses on skill developr
be taken for UGC CARE Listing of the College Research Journal Sonasophia • To organise worksho

canter and start-up • To hold workshop on 'Writing Content in Vernacular Language' for Wikiped
   process of Green Audit of the college campus. • Comprehensive coaching for Civil Services to
   corporate sponsors. • To encourage the extensive use of e-resources and techniques for teac
  content development, digital learning content. • Orientation Programme to be organised on new
 Library and Students Mentoring and workshop on introduction of New Education Policy its prospec
    • Extension Education Programme to be organised in the Feeder Schools and to be made more ext
   'Sona Harvest', the specially designed sales outlet for display of the student's handmade arte
    agro-products. • Fresh green initiative to be taken up in and around the campus. • More MoUs
    different HEIs for academic and cultural exchange among students and teachers. • To introdu
     mechanism for teachers • To introduce online Student Satisfaction Survey • New value added
     initiated. • Enrichment of laboratories, Computer Lab to be undertaken. • Library enrichmen
     undertaken through alumni involvement. • To coordinate a strategy for development of touri
   villages. • Fresh initiatives to be undertaken for community development under Unnat Bharat A
    adopted villages. • To encouraging students to participate in literary publications through

here by declare that all the data entered are true to my knowledge. ☐

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