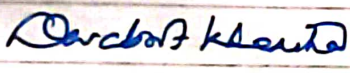
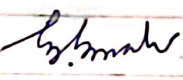

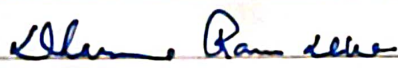
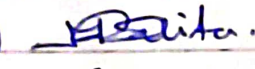
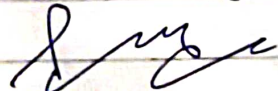
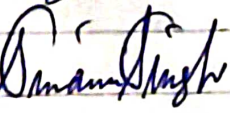


05/09/2020  
TEACHERS' DAY Special Talk on

NATIONAL EDUCATION POLICY (NEP) 2020  
AND LIFELONG LEARNING.

RESOURCE PERSON: PROF. MRINMOY KR. SARMA  
DEPT OF BUSINESS ADMINISTRATION  
TEZPUR UNIVERSITY, TEZPUR.

Signature of members present :-

- 1) 
- 2) 
- 3) 
- 4) 
- 5) 
6. Ananda Das
7. 
- 8)  5/9/2020
- 9) Khirada Mali
- 10) Dipjyoti Deka
- 11) Mausumi Bhagwati
- 12) Asraf Ali

13. Bandana Borthakur
14. Kakabi Dey.
15. Runu Kalita 5/9/20
16. Doli Ghahuri. 5/9/20
17. Gitima Kalita.
18. Rajlakshmi Kalita
19. Bandana Dhar. 5.9.20.
20. Sathi Bhosemika 5/9/20
21. Tushi Majumdar.
22. Shapna Mehi.
23. Monimala Das.
24. Mridusmita Mahanti
25. Prasanta Kumar Sarma.
26. Balya Das.
27. Jyoti K. Pethi.
28. Himangoli Sarma 05-09-2020
29. Dibakar Bhattacharya.
30. Salemi Patra.
31. Birina Lahkar.
32. Sikha Jyoti Das
33. Kunti Rupa Das.
34. Nabaneeta Das.
35. Minakshi Baruah
36. Rimpi Dey.
37. Popuroni Bordalo.
39. Gouri Deka
40. Sangita Sarkar

41. Debagan Tarang.
42. Milushoi Barman
43. Sabitri Tummung
44. Apurba Dahanj
45. Pranab Sudeadhar
46. Nisha Mani Borah
47. Kunal Chandra Pattek
48. Maname Bardalai
- 49.

The teaching staff of the college participated in an online lecture programme on 'National Education Policy - 2020 and Life Long Learning' by Prof. Himan Trinmay Kumar Sarma from the dept of Business Administration, Tezpur University.


Speaking on the occasion, Prof. Sarma said the NEP 2020 is a paradigm shift of the Indian Education System and with the help of this new policy, the higher education scenarios is going to be readjusted, revamped and reorganised. Through this video conference the resource person focussed on the service surivity of the faculty of higher education institutes would be determined by their hard work, as NEP-2020 has provision of Tenure Track System comprising the Peer Review, student review, innovations, pedagogical skill, quality and impact of research and personal development activities.

25/11/2020

IQAC : Sonapur College

### AGENDA

1. President's chair taking
2. Briefing of the purpose of the meeting
3. Discussion on minutes of the last meeting
4. Discussion on document accumulation
5. Discussion on activities of the Criteria Committees
6. Discussion on departmental activities and preparedness
7. Discussion on Certificate Course
8. Report on Students' mentoring
9. Discussion on alumni initiative
10. Discussion of Sonapur Sophia, Carolistip
11. Any Other
12. Adoption of resolution
13. Presidential speech
14. Vote of thanks

1.  25/11/2020

2.  25/11/2020

3.

4. @Boukharan

5. Himangshu Sarma

6. Monish Das

7. Anubhai

8. Mrishmita Mahanta

9. Shapna Meeki.

10. Boly Das
11. Dipjyoti Deka
12. Simam Iboto Singh 25/11/2020

The meeting was held to discuss on the prospective activities to cover up for the final preparation for SSR.

Mr. Himangshu Sarma was assigned the responsibility of preparing the report on the activities conducted during the lock down period of Covid 19. The college has taken up multifaced activities on academic social as well as student related issues. A google form will be made to make a survey for students' attachment.

Regarding documentation it is discussed that every quantitative entry has to be supported by valid documentation viz. certificate, appointment letter, certificate etc.

Stress on Students' progression needs to be initiated.

In order to renovate the museums, steps are being taken to provide spaces for the existing material.

Regarding the activities of the criteria committees, it is decided

that sittings will be scheduled to discuss how to frame the write up for qualitative questions.

Regarding departmental activities plans will be chalked out for preparation on the basis of the given format. Meetings will be convened with the department head and the Principal with IQAC ~~and~~ coordinators. 2 or 3 departments will be called to discuss the different matrices.

In connection with the certification course, a new course is proposed to begin i.e. a course on Beautician. The existing courses will continue.

Steps have already been taken for the mentoring process. It has been decided that grievances and solution have to be recorded.

To re-initiate the process of the previous method of collecting books from alumni is to be resumed. Tentative meeting of alumni to be held by the beginning of the next year.

Initiatives for the care listing of -  
~~Care listing of~~ Sonagaphia to be taken by IQAC.

Regarding VBA, lot of tasks are en route, decisions are to be taken regarding the selection of the work. One of the to-be-task is the water tank in Dikchak village. Activities to be initiated to investigate the location, to meet the BDO, to place the 'schemes in front of him, to prepare a plan estimate among the five villages adopted by the College. The needs of the villages have to be investigated well, Activities like rain water harvesting and vermicompost- are also under the scheme.

### RESOLUTIONS:

1. \* Resolved that Mr. Himangshu Sarma, Assistant Professor, dept. of Retail and IT be assigned the responsibility of preparing a report on the activities that the college has undertaken during the lock-down period of Covid 19 pandemic in the form of preventive measures, help to people as well as academic pursuit.
2. \* Resolved that steps would be taken for the renovation of the museum

3. (⊕) Resolved that a new <sup>certificate</sup> course on Beautician be ~~opened~~ <sup>started</sup> shortly.
4. (⊕) Resolved that fresh ~~not~~ appeal be made to the alumni through their respected groups for book contribution to departmental libraries.
5. (⊕) Resolved that the IQAC would take the necessary steps for the process of ~~the~~ UGC Carelisting of the SONA SOPHIA
6. (⊕) Resolved that plan estimate to be prepared to submit for Unnat Bharat Abhiyan to National Co-ordinating Institute.

*[Signature]*  
9/1/2021

Principal  
Sonapur College  
Sonapur

### Compliance Report

- ① The report for the lock down period activity has been prepared
- ② The Beautician Certificate Course has successfully been completed.
- ③ The application for UGC Carelisting of Sonasophia has been submitted vide letter NO. SC/Sonaphia/CareListing/2019-20/5243 dated 23/12/2020.
- ④ Survey for Unnat Bharat has been completed.

*[Signature]*  
9/1/2021

Principal  
Sonapur College  
Sonapur

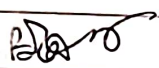
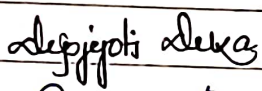
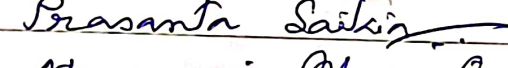
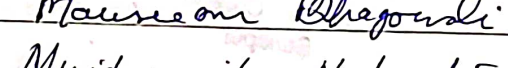

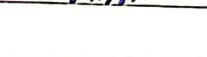
9/12/2020

# IQAC Meeting with RESEARCH INNOVATIONS & EXTENSIONS

## AGENDA

1. Co-ordinator's chair taking as President-
2. Purpose of the Meeting
3. Discussion of Criteria on Research, Innovation & Extension
4. Others

## Signature of the members present:-

1. 
2. 
3. 
4. 
5. 
6. 
- 7.

The meeting began by screening the questions as on the SSR format. The members are requested to check the already published data in the last AQARs.

Yearwise documentation will be sought from the department in each criteria individual question. The final SSR data will have to be in tally with the AQAR. It is decided to ~~for~~ categorise the paper to be uploaded and then to

Collect data.

As far as the question of- NCC and NSS is concerned, Mr. Bikash Boro and Mr. Pradeep K. can give all required data.

In case of internship and OTT, the B.VOC depts will provide the required data that have already been uploaded in the AQARs.



Principal  
Sonapur College  
Sonapur

09/12/2020

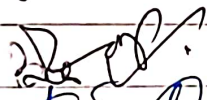
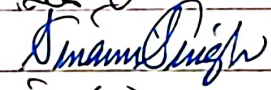
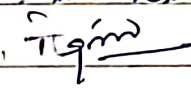
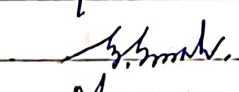
## IQAC Meeting with

## Infrastructure and Learning Resources

## AGENDA

1. Co-ordinator's chair taking as President
2. Purpose of the meeting.
3. Matrix wise discussion of the criteria
4. Others.

Signature of the members present.

1. 
2.  9/12/2020
3. 
4. 
5. Mr. Kusmita Mahanta 09/12/2020
6. Archana Sena 9/12/2020
- 7.
- 8.

The meeting begins with the new addition in the infrastructure and learning resources of the college. The SSR format is compared <sup>with</sup> the previous AQAR. The existing answers will have to be modified with the new data. A lot of GIS photographs are to be taken as an evidence to the provided data.

10/12/2020

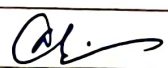
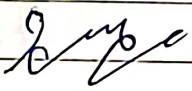
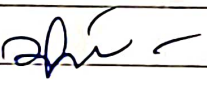
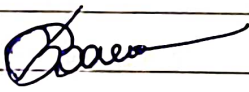
IQAC Meeting With

STUDENT SUPPORT AND PROGRESSION

## AGENDA

1. Chairtaking of the Principal
2. Purpose of the Meeting
3. Discussion under criterion Students Support and Progression.
4. Discussion on the Record under Sports Category.

Signature of the members presents:

1. 
2. 
- 3.
4. 
- 5.
6. 
- 7.

8. Mridusmita Mahanti

The meeting was convened to look for the progress of the criterion under Student Support and Progression. For this criterion data from students are to be collected as well as the Scholarship data has to be collected. The record for Ishan Uday is very much available. but ~~there~~ there is delay due to the OBC, SC & ST Scholarship. Discussion took place in connection with spreading among the students to submit the xerox copies of-

Certificates of national and international level. In this connection, the previous sports secretary Panthaj Mr. Roy has to be contacted. It is also informed that he has already submitted a good number of certificates in zerox format.



Principal  
Sonapur College  
Sonapur

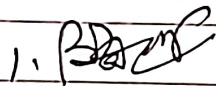
14/12/2020

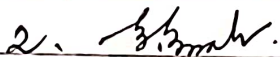
# IQAC Meeting with Institutional Values and Best Practices Criteria Committee

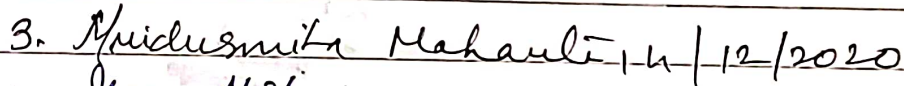
## AGENDA

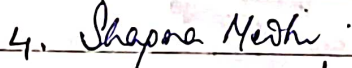
1. Chair taking of the co-ordinator
2. Discussion on activities already taken place
3. Discussion on activities to be taken place.
4. Any Other

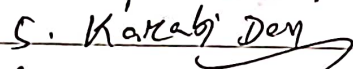
Signatures of the members present.

1. 

2. 

3.  14/12/2020

4. 

5. 

6.

7.

The matrices for Best Practices are loaded with questions that can be addressed by the college as a lot of activities have been taken place during the last days. But they have to be documented properly. There is the need of planning for activities that are directly connected with the two best practices finalised by the college. The Sona Harvest project needs boosting up for further involvement of students.

In this connection Sapna Madhi informed the house that activities are planned in Dikchak Village. She also informed the house that an expert on dyeing clothes would be contracted for training programme for ~~Dikchak~~ the ladies of the Dikchak village.

The meeting ended with a hope that a few more activities would be conducted so that the matrix under this criterion would be filled up richly.

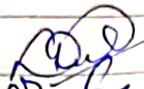
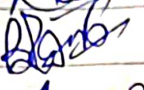


Principal  
Sonapur College  
Sonapur

26/12/2020

## FEED BACK ANALYSIS AND ACTION TAKEN REPORT.

Signature of the present members

1. 
2. 
3. Asar Ali
4. Mridumita Mahanta
- 5.

The following points were found after analysing the feedback of various stakeholders

- Introduction of value based course
- Strengthening the infrastructure
- Increase of ICT tools
- Need for digitalisation of office
- To organise coaching programme and career counselling programmes.
- Suggestion from parent to parents to begin PG classes in some subjects

### Action Taken Report-

- Decision to hold career counselling program on Tourism Base Industry.
- Decision to apply for UGC grant for a certificate course on Human Rights.
- To hold program on issues related to Mental Health.
- To hold skill based programme for teachers.



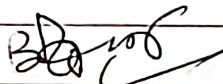
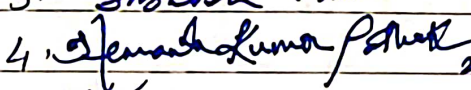
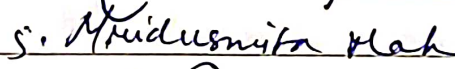

28/12/2020

# 18AC Meeting with GOVERNANCE LEADERSHIP & MANAGEMENT.

## AGENDA

1. Chairtaking of the Principal.
2. Discussion on Governance.
3. Any other.

Signatures of the members presents:

1. 
2. Shaem & Ram Deek.
3. Inblesh Ram.
4.  28/12/2020
5.  28/12/2020
6. .

The questionnaire of the criteria are discussed question wise. For every question the necessary upload data are to be uploaded. As far as the question of participatory management is concerned the admission procedure of the college will be taken for Case Study because admission procedures involves all the faculties of the college.



Principal

23/09/2021

# IQAC Meeting on Criteria Committee

## AGENDA

1. President's Chair Talking
2. Purpose of the meeting
3. Criteria wise discussion on qualitative matrix
4. Criteria wise discussion on quantitative matrix
5. Suggestion on File Uploading

Signature of the members present:

1. ~~Dr. D. D. D.~~

2. ~~Dr. D. D. D.~~

3. ~~Dr. D. D. D.~~

4. ~~Dr. D. D. D.~~ 23/9/21

5. ~~Dr. D. D. D.~~ 23/09/21

6. ~~Dr. D. D. D.~~ 23/9/21

7. ~~Dr. D. D. D.~~

8. ~~Dr. D. D. D.~~

9. ~~Dr. D. D. D.~~

10. ~~Dr. D. D. D.~~

11. Himangshu Sarma 23/09/21

12. Gitima Kalita

13. Silpi Rani Baruah

14. Ruma Kalita

15. Katak' Dey'

16. Khirada Mali

17. Subhash Bala

18. Talsi Majumdar,

19. Prasanta Saitia

20.



Principal  
Sonapur College  
Sonapur

16/11/2021

# ISAC Meeting on Feedback analysis and Action Taken Report- AGENDA

1. President's Chair Taking
2. Purpose of the Meeting
3. Discussion on Feedback from Students and Parents
4. ~~Resolute~~ Decision on Action Taking Report.
5. Others.

Signatures:

1. <del>Devendra K. Kulkarni</del>	5. Mridusmita Mahapatra
2. <del>P. D. Kulkarni</del>	6. <del>P. D. Kulkarni</del>
3. <del>S. Kulkarni</del>	7. <del>Dr. M. Kulkarni</del>
4. <del>Dr. P. Kulkarni</del>	8. <del>Dr. S. Kulkarni</del>

The online feedback by students and Parents have been analysed in detail. On the basis of the analysis and suggesting the following resolutions ~~are~~ are taken as Action Taking Report on Feedback:

- ⊕ Faculty and Students are to be encouraged to enrol in programmes under Swayam and INTERNSHALA
- ⊕ Students especially the PG Students are to be encouraged to make effective use INFLIBNET and e-resources.
- ⊕ Initiative to establish Incubation Centre and other innovative for transfer of knowledge including participatory learning.
- ⊕ Initiative to promote the departments to sign MoUs with neighbouring colleges.
- ⊕ To organise various academic programmes eg. national Seminars, conference, workshops.
- ⊕ Initiation to engage the students in environment awareness programmes.




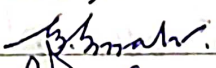

18/11/2021

IQAC Meeting on  
Discussion on Compilation of SSR  
and  
Ensuing Academic and Administrative Audit

AGENDA

1. President's Chair Taking
- ~~2. Reading of the mi~~
2. Purpose of the meeting
3. Reading
4. Discussion on ensuing Academic and Administrative Audit
5. Discussion on Compilation of SSR
6. Others

Signatures:

1. 
2. 
3. 
4. Dattakumar 18/11/2021
5. Himangshu Sarma.
6. Jagjyoti Deeka.
7. Mrichusmita Mahanta
8. Nirmala Das
9. Shekhar Hathi

After the chair taking by the president Dr. Devabrat Khanikar, the IQAC Co-ordinator Dr. Biman Patowary has delineated the purpose of the meeting. The Principal has raised the issues that can be the

fields of scouting during the academic and administrative office. He also requests the esteemed members to give maximum ~~number~~ value time.

Dr. Dev


Dr. Biman Patowary has shared the schedule of the visit of Prof. Nisanjan Roy of Assam University, Silchar. Discussion took place regarding his visit to department and presentation of the data.

Discussion also took place for the felicitation of the Resource person.

Regarding SSR compilation Dr. Biman Patowary has informed that one more AGAR has to be made ready as we have lagged behind one year due to Covid.

Discussion took place regarding the matters that have to be discussed with Prof. Nisanjan Roy Sir.

The meeting is adjourned  
Thanking all present here

  
Principal  
Sonapur College  
Sonapur


22/11/2021

Interaction with Dr. Niranjana Roy of Assam University, Silchar who has visited the college for an administrative and academic audit.


### Signatures:

1. Devabrot Khan

2. Prof. Niranjana Roy - 22/11/2021

3. 4. 

5. Mrichusmita Mahanta

6. 

7. Dr. Biman Patowary 22/11/21

The principal of the college Dr. ~~Devabrot~~ Dr. Devabrot Khan Sir welcomed Dr. Niranjana Roy, from Assam University who has been invited to guide the NAAC procedure preparation of the college. Dr. Biman Patowary has presented the previous record.

Dr. Roy expressed his pleasure on receiving A Grade in Teaching Learning Outcome. Regarding the area of Research he opined that since 2017 the system for assigning grades in research has been changed. Research works in colleges cannot be expected like the ones in university.

The AQAR modality has been changed and henceforth SSR will be formed embedding all the previous AQARs. Regarding the curricular Roy Sir

148

Suggested that - as not much can be the ~~desi.~~ done by the college in designing the curriculum; clear perception should be provided regarding the initiatives of the college to distinguish between slow learners and fast learners, the management of tutorial classes, mentoring for slow learners etc.?

The need for SSS is highlighted. NAAC with email the SSS format to the students. Visit of to the college depends upon how ~~with~~ the students respond to the email provided by NAAC. Dr. B. Patowary has presented the SSS Report prepared by the college on the basis of an online SSS conducted last year. The resource person appreciated the work. He suggested to train up the students for the process of SSS before NAAC visit.

Another suggestion given ~~right~~ was in connection with the best practice - veness was to be decided in distinct consideration with the society. (\*)

In connection with DVV calculation suggestion is given not to go for copy paste or consultancy.

The necessary aspect to be included in future prospective plan ~~that~~ should be to project the college as an autonomous or as a constituent.

(\*) Sir suggested that the activities of the dept of Theatre and Stagecraft can be mentioned in connection with distinct

college. Roy Sir<sup>22</sup> suggested to project the college as an autonomous one.

Road map to be prepared for increasing ~~enter~~ academic programmes and thereby developing the infrastructure depending upon the academic project. The road map should reflect Road map for NEP Vision 2030. The plan of the college should reflect the process of Graded autonomy.

Suggestion was given to install Language Lab with 4 or 5 computers in the Computer lab itself.

Discussion took place about initiating project from faculty. Principal Dr. D. Khanikov mentioned that 3 projects have been collected but no work has been done in this regard. The resource persons suggested linking the project with the post covid situation.

Roy Sir suggested of preparing accurate report on Parent Teacher Meet and feedback obtained from the parents. Report in detail is also to be prepared on the students' adaptability with the different platforms like google meet and zoom.

Reference of the books <sup>written by our faculty</sup> that are used as reference book ~~is~~ is to be documented ~~to~~ clearly henceforth enriching the curricular aspect.

~~Dr. White~~ ~~discussion~~

Creating link is an area to be given utmost care. Suggestion was received to cross-check the opening of link in different computers under different networks because non-opening of link during ~~the~~ DVV validation would lead to not attaining marks in respective criteria.

Proper documentation should be made regarding teacher's award and students' peer teaching where the students are exposed to actual life situation.

Regarding the Skilling the New Generation that happens to be one of the best-practice suggestion is given to include the programmes conducted beyond classroom.

While delimiting about 'Incubation Centre' Sir suggested that it is to be included in vision as 'local need'.

He also requested the authority not to include any data if that data is not found for 5 yrs at a stretch.

As a lot of activities were conducted during lockdown in both the phases, report on it to be printed out so that it can be given to the NAAC Peer Team.

~~The meeting was adjourned with a vote of thanks to Sir.~~

~~Approved~~ Stress is put on SWOC analysis of each department. Dept library system is to be upheld by showing ~~board~~ books are given to the departments for immediate need.

Principal  
Sonapur College  
Sonapur

Needs of girls students utilisation to be documented. Suggestion is made to install one room for First Aid and to certify the monetised value of alumni contribution.

22/11/2021

Interactive Session with Dr. Nirajan Roy, Assam University Silchar on the occasion of Academic and Administrative Audit by.

Signatures of the Resource Person along with the Principal, Vice Principal, Teaching and non-teaching staff:

1. Dktanto.

2. Dr. Nirajan Roy 22/11/21

3. ~~Signature~~

4. ~~Signature~~

5. ~~Signature~~

6. Boraham

7. ~~Signature~~

8. Prasanta Saitan

9. Subash Baro

10. Boly Das

11. Gitima Kalita.

12. Rumi Dobi

13. Manuemi Bhaganti.

14. Salomi Pathak.

15. Rumi Kaiti

16. Ooli Thaburia. 22/11/21

17. Khirada Mali

18. Nizara Hazarika.

19. Tusi Majumdar.

20. Mridusmita Mahanta 22/11/2021

21. Subasa Sharma 22/11/2021

22. Mampi Dey

23. Pujasri Nath

24. Nabendu Das

25. Simanta Baruah.
26. Sathi Bhowmik.
27. Dipali Teron.
28. Heema Rajbongshi.
29. Mitushui Barman.
30. Sabitri Tumung.
31. Sikkajyoti Das.
32. Jyoti Rupa Das.
33. Binina Lahkar.
34. Manisha Sharma.
35. ~~35. 6126~~
36. Sanjib Patra.
37. Pankaj Kumar Parai.
38. Noimita Konwar.
39. Debagan Tarang.
40. Barunali Barua.
41. Manjula Barman.
42. Sangita Sankar.
43. Minakshi Baruah.
44. Bikash Boro.
45. Himangshu Sarma.
46. Manimala Das.
47. Silpi Rani Baruah.
48. Sanjiv Dey.
49. B. Biplob Baruah.
50. Umesh Chandra.
51. Dibakar Bhattacharya.
52. Pranab Sutradhar.
53. Jyoti Rupa.
54. Prasanta Kumar Samra.
55. Asmita Das.
56. Dharmo Ram Deka.


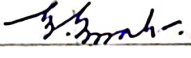


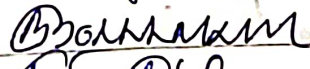

22/12/2021

IQAC Meeting with all the conveners and Core Committee members.

AGENDA

1. President's Chair Taking
2. Purpose of the meeting
3. Discussion AQAR 2019-20
4. Discussion on NAAC guideline and SSR Compilation.
5. Discussion on AQAR 2020-21
6. Others

Signature of the members present in the meeting:

1. 
2.  22/12/2021
3. 
4. Dharmaram Reddy 22/12/21
5. Prasanta Sahoo 22/12/2021
6. Manmala Das
7. Mucilumita Mahanta
8.  Asraf Ali
9. Himangshu Sarma
10. 
11.  22/12/2021
12. Dipjyoti Saha
13. Bobby Das
14. Tulsii Majumdar
15. Shapra Mishra

The meeting was convened to aware

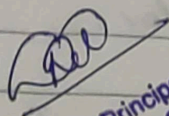
The meeting is convened to inform the convener and the members of the core committee about the changing scenario of the AQAR. Along with 19-20 AQAR, now one more info AQAR has to be submitted with before the preparation of SSR. Time period is very short. Last date of submitting AQAR ~~for~~ is January 31, 2022. The format for this AQAR is different. Besides supporting files have to be uploaded that was not necessary in case of the previous AQARs.

Quantitative verification will be done by the 3rd party. Only excel files have to be uploaded.

The request was from the Principal Sir for all to extend the hand of ~~co-opt~~ compiling the new AQAR.

Dr. Prasanta Saikrishna informed, in connection with Alumni Registration, that the By-law is prepared and will be handed over soon.

Dr. Asraf Ali expressed his view by saying that data have to be collected by his group members from the department itself.



Principal  
Sonapur College  
Sonapur