



## Minutes and the Compliance report of the IQAC Meeting

Held on  
03.08.2018

### AGENDA

1. President's Chair taking.
2. Purpose of the meeting.
3. Discussion on IQAC Annual Plan.
4. Preparation for the next cycle of NAAC Assessment.
5. Others.
6. Adoption of Resolution.
7. Presidential Address.

### MINUTES OF THE MEETING

The meeting was presided over by Dr. Devabrot Khanikor, the Principal and President of the IQAC, Sonapur College.

The purpose of the meeting was explained by Dr. Biman Patowary, Co-ordinator, IQAC. While explaining the purpose, Dr. Patowary reiterated the necessity of a plan for the year for the smooth conduct of the quality initiatives. As the college is approaching towards the next cycle of NAAC assessment, a systematic delivery of quality initiatives and a proper mechanism for documentation has become top most priority.

Then the Principal Dr. Devabrot Khanikor explained the significance of the next cycle of NAAC assessment in view of the fact that all funding from MHRD including RUSA has been linked with it. A good ranking may elevate the status of the college to a much better position. A combined effort from all the stakeholders may open the scope for bringing laurel to the college. He laid stress on the enhancement of the research activities in the college. He urged everyone to submit proposal for MRPs in the ICSSR.



  
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Dr. Bipul Borah, Vice Principal, had given a comparative description of the results of the previous and the last year. Ms. Shapna Medhi spoke about the possibility of developing the adopted village of the college 'Dikchak' in a tourist destination and the college may take some initiatives in this regard.

In the meeting different members like Dr. Dipjyoti Deka, Dr. Mridusmita Mahanta, Tulsi Mazumdar etc. also spoke with their suggestions.

There was a threadbare discussion in the meeting on the 'Annual Plan' of the college and adopted the following resolution.

**Resolution No. 1:** Resolved that the 'Annual Plan' for the academic session 2018-19 of the IQAC be adopted as follows-

Annual Plan 2018-19	
1	Accommodation for alumni Association
2	Departmental reunion of alumni
3	To introduce new certificate course
4	To apply for UGC CARE Listing of College Journal <i>Sonosophia</i>
5	To organise workshop on NAAC RAF
6	To hold Academic and Administrative Audit
7	Initiate course for Civil Service aspirants
8	To encourage the extensive use of e-resources and techniques for teaching-learning
9	Students Orientation Programme on CBCS, Library and Students Mentoring
10	Extension education Progemme in the Feeder Schools
11	Green audit of the college campus
12	Green campus initiative
13	Student and faculty exchange
14	Introduction of online feedback mechanism
15	Initiation for value added programme

**Resolution No. 2:** Resolved that the Criteria Committees be constituted at the earliest as a part of gearing up for the next Cycle of NAAC assessment and for which the coordinator of IQAC be authorised to suggest the names to the Principal for the same.

The meeting was ended with the Presidential address.



  
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## Compliance report:

**Resolution No. 1:** The plan of action has been executed phase wise.

**Resolution No. 2:** As resolved the Criteria Committees were constituted and notified by the principal on 20 January, 2019.

## Minutes and the Compliance report of the IQAC Meeting

Held on  
08.10.2018

### AGENDA

1. President's Chair taking.
2. Purpose of the meeting.
3. Discussion on AQAR 2017-18.
4. Preparation for the next cycle of NAAC Assessment.
5. Others.
6. Adoption of Resolution.
7. Presidential Address.

### MINUTES OF THE MEETING

The meeting was presided over by Dr. Devabrot Khanikor, the Principal and President of the IQAC, Sonapur College.

At the out-set of the meeting, Dr. Biman Patowary, the coordinator, IQAC, explained the purpose of the meeting and welcomed all the members of the newly constituted IQAC. While explaining the purpose of the meeting, Dr. Patowary, the coordinator, reiterated the importance of some of the measures for the quality enhancement of the college. Among the important steps urgently needed to be taken up are updatation of softwares of MIS including Office Automation, API score maintenance software, installation of solar energy panel and Water Harvesting



  
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System, etc. Besides, Dr. Patowary also sought the cooperation from all the members of the IQAC towards the completion and submission of the AQAR 2017-18. He also urged upon the faculty members to do Minor and Major Research Projects and submit the proposals thereof to the concerned authorities.

In regards to the 'Best Practices', Dr. Patowary has informed the house that, since 2016-17, a new 'Best Practice' have been added i.e. 'Skilling the New Generation'. Although the college have contributed in this regard by 'Starting new B.Voc. Courses and short term Skill Development Courses, but still many more initiatives are remain to be taken, he said.

The Principal, Dr. Devabrot Khanikor, has apprised the meeting about the importance of the next (third) cycle of the NAAC Assessment in view of the changing scenario of higher education. He said, that the funding system of both UGC and the RUSA has been linked with the NAAC assessment and the overall quality enhancement initiatives of the college. He urge upon all the stake holders of the college in general and the IQAC members in particular to come forward with new innovative proposals for the quality enhancement.

The Principal also urged upon the Departments to prepare proposals for National Seminar and also to initiate publication of Peer Reviewed Research journal. He also pointed out the importance of a vibrant Alumni Association and urged upon them to contribute for the all round growth of the college. In this connection he also suggested to organise a meeting of the Alumni Association with the IQAC to decide the future course of action. In regards to the alumni placement, Dr. Khanikor also said that the departments should maintain a up to date database of their alumnae including their academic progression and placement.

In the meeting different members like Dr. Dipjyoti Deka, Dr. Bipul Bora, Tulsi Mazumdar etc. also spoke with their suggestions.

At the end the following resolutions were adopted.



  
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**RESOLUTION NO. 1:** Resolved that a communication be initiated with the Sonapur College Alumni Association for holding a joint meeting with the Principal and the IQAC for its revival.

**RESOLUTION NO. 2:** Resolved that the process of the completion of the remaining part of the AQAR 2017-18 be resumed from November 20, 2018, during the examination period.

**RESOLUTION NO. 3:** Resolved that an Orientation Programme for the 'Teaching and Non-Teaching Staff' of the college about the 'New Accreditation Policy' of NAAC after Puja vacation and for which the coordination of IQAC is requested to prepare a 'Power Point Presentation.'

**RESOLUTION NO. 4:** Resolved that a short term course be designed and executed for the outgoing students for making them aware of various activities / rules they have to play in their graduate courses which will be very much similar to the 'Finishing School'.

**RESOLUTION NO. 5:** Resolved that a new MIS and College Automation Software be procured which will be highly beneficial for the administrative and academic quality enhancement of the college.

## COMPLIANCE REPORT

1. **RESOLUTION NO. 1:** A joint meeting of the IQAC and the representatives of the Alumni Association was held on 24/01/2019 where in six resolutions were adopted.
2. **RESOLUTION NO. 2:** As resolve the compilation of AQAR completed in time and sent to NAAC on 26/12/2019
3. **RESOLUTION NO. 3:** As resolved the Orientation Programme for the 'Teaching and Non-Teaching Staff' was held on 22/01/2019 where in the Coordinator of IQ1AC, Dr. Biman Patowary apprised everyone about the 'New Accreditation Policy of NAAC and the Role of Stakeholders' with the help of Power Point Presentation.



  
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4. **RESOLUTION NO. 5:** Two new short term courses on Kitchen Gardening, Yoga were designed and started operational from March
5. A new office Automation Software has been procured for the college and is currently fully operational for all administrative and academic activities.



  
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## Minutes and the compliance report of the IQAC meeting held on

04/01/2019

### AGENDA

1. President Chair Taking
2. Purpose of the meeting
3. Confirmation of the proceedings of last meeting.
4. A brief on the NAAC workshop held at Pandu College on 29/12/2018.
5. Discussion on
  - (i) IQAC office management
  - (ii) Alumni Association
  - (iii) Feedback Mechanism
  - (iv) Review of AQAR – Pending
  - (v) Criterion Committee
  - (vi) Quality initiative by IQAC
  - (vii) Academic and Administrative Audit
  - (viii) IQAC Plan – skipped
  - (ix) Certificate / Diploma Course – Review
  - (x) Research Monitoring Cell – Review
  - (xi) Transferable and Life Skill Courses
  - (xii) Training of Non – Teaching Staff
  - (xiii) Best Practices
  - (xiv) Holding Awareness Meeting
6. Adoption of Resolution
7. Others
8. President's Comments.

The meeting was presided over by the Principal, Dr. Devabrot Khanikor and Dr. Biman Patowary, IQAC Co-ordinator .



  
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At the outset of the meeting Dr. Biman Patowary, IQAC Co – ordinator welcomed all the members of the IQAC and explained the purpose of the meeting. While speaking about the purpose of the meeting, the Co – ordinator emphasised on the change in the process for NAAC Accreditation. There has been a sort of paradigm shift in the entire process for NAAC accreditation in the sense that unlike the previous years, 70% of the information pertaining to the college has to be fed online and only 30% will depend on the Peer Team Visit. Dr. Patowary reiterated the importance of the co – ordination of all the departments and staff of the college in completing the entire process. As a lot of importance has been accorded to data that has to be fed online, the AQAR is of vital importance. Apart from all the other headings to be discussed as per the agenda, the minutes of the meeting has also to be maintained in a proper and regular manner which is usually taken seriously by the Peer Team Members. Thus the major points have been taken in the agenda today so that preparation for NAAC Accreditation of Sonapur College can be made systematic and hassle free from day 1.

After starting the purpose of the meeting, the members of IQAC that attended the workshop on NAAC Accreditation titled “ Quality Assurance in Higher Education Institution in Perspective of NAAC’S Assessment and Accreditation” held at Pandu College on 29/12/2018, were requested to brief about the workshop. During this discussion varied topics and perspectives related to the modified process came to light. The importance of the Academic and Administrative Audit for the institution for the entire process of NAAC was also highlighted.

In regards to the Academic and Administrative Audit (AAA) the Principal, Dr. Devabrot Khanikor said that various colleges have realised its importance and are in the process of holding different workshops pertaining to the same and various criterion of NAAC assessment. In view of the above, the college might envision a training workshop for the librarians where other colleges would be invited to participate and resource persons would be invited to conduct the same. In reference to AAA, Dr. Bipul Borah and Dr. Sinam Iboton Singh would be given the responsibility. Since IQAC is the main cell that is related to the entire NAAC procedure, office management of IQAC was given stress on for its effective functioning. As most of the works of IQAC is dependent on systematic record keeping and



  
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documentation, a decision was taken to constitute an **IQAC Office Management Cell**. The members of the cell are:-

- IQAC Co-ordinator
- Dr. Mridusmita Mahanta
- Shapna Medhi
- Umesh Choudhury

As a lot of weightage has been given to the association of alumni with the college, all the members present expressed their views to make the already formed alumni association pro- active. Various suggestions were put forward which includes –

- i) Holding an alumni connection
- ii) Holding a meeting with the alumni already engaged as staff in the college on Thursday 24<sup>th</sup> Jan 2019.
- iii) After the above meeting has been held, an alumni meet would be held in the college for which a co-ordinator would be selected.

At the very start of the meeting, the co-ordinator of IQAC, Dr. Biman Patowary and the other members expressed their concern regarding the new feedback mechanism to be implemented by the NAAC authorities . Which would be online mode. In the light of the same, an elaborate discussion was held regarding sensitizing the students and parents regarding the same. As most of the accreditation weightage has been given to the online feedback from students the Principal and the co – ordinator suggested the formation of a feedback cell in the college which would be responsible for creating awareness and sensitizing the students regarding the process. The members of the cell are:-

- IQAC Co-ordinator
- Dr. Prasanta Saikia
- Dr. Asraf Ali ( Convenor)
- Bandana Barthakur
- Himangshu Sarma



  
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Keeping to the agenda, the next point for discussion was the review of AQAR for which it was suggested that some members of the IQAC committee would go through it to detect errors and suggest inputs.

As there are 7 important criterion to be fulfilled for NAAC accreditation, the Principal and co-ordinator of IQAC suggested the constitution of criterion committee for each criteria. However, as this would require an evaluation of the total staff strength and other technical aspects and has to be constituted carefully for effective execution of the related tasks it has been postponed to a later date. The convenors and the members of these committees will have to be well versed with NAAC procedures.

In the light of the above, a powerpoint presentation by the IQAC coordinator shall be given on 24<sup>th</sup> Jan 2019.

In regards to the overall quality initiative by IQAC suggestions were put forward. On which qualitative work by the IQAC could be undertaken. The co-ordinator of IQAC stressed on the fact that the primary concern of IQAC is the enhancement of the quality of the institution in its entirety from the academic to the administrative. Which encompasses both the teaching and non – teaching staff. IQAC seminars should be primarily related to college quality. As a part of this quality initiative a program related to – ‘Creating Awareness amongst the students related to ICT’ – would be held in the college in the second half of February (26<sup>th</sup> Feb, 2019).

The Principal and co-ordinator also stressed on the introduction of short term courses in the college that can benefit the students. Both of them encouraged the members present to introduce such courses at the departmental level. The responsibility for this has been allocated to Dr. Bobby Das (Transferable & Lifeskill courses). A detailed discussion was held on the topic “Best Practices” as this has been given weightage for NAAC accreditation. All the members present expressed their views regarding the same and observed that the student involvement in the college activities of the institution and their initiative is really worth appreciating. So practices can be evolved that can always keep the students participation in the forefront, they said.



  
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The Principal, Dr. Devabrot Khanikor expressed his concern regarding the research and monitoring cell that needs to act in a more proactive manner. The Principal thus suggested that the college research journal could be the first step towards this and upgrading it for UGC recognition and bringing it upto a particular standard.

Also for the benefit of the students and to facilitate their academic progress, question papers can be uploaded in the college library website.

As the entire NAAC accreditation process depends equally on the quality of the non – teaching staff, selected members from the Non – Teaching staff would be sent to the training to be organised in B. Barooah College in the month of February. The members who attend the training in turn would train the staff in the college.

In the meeting, all the members present actively participated and put forward their valuable suggestions.

**At the end the following resolutions have been adopted –**

- 1) **Resolution 1:** Resolved that the AAA (Administrative & Academic Audit) be carried out as soon as possible the responsibility initiative for which will be taken by Dr. Bipul Borah and Dr. Sinam Iboton Singh.
- 2) **Resolution 2:** Resolved that for better and effective management of IQAC an office management cell would be constituted. Members are : -
  - IQAC Coordinator
  - Dr. Mridusmita Mahanta
  - Shapna Medhi
  - Umesh Choudhury
- 3) **Resolution 3:** Resolved that the alumni association would have to be engaged in a pro – active manner. As the initial step, a meeting would be held with the alumni already working in the college in various capacities on 24<sup>th</sup> January 2019 (Thursday) and an alumni meet to be convened after that.



  
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- 4) **Resolution 4:** Resolved to initiate the process of creating awareness amongst the students for the online feedback process by constituting a cell which would be responsible for the same – IQAC Co-ordinator.
  - Dr. Asraf Ali (Convenor)
  - Dr. Prasanta Saikia
  - Ms. Bandana Borthakur
  - Mr. Himangshu Sarma
- 5) **Resolution 5:** Resolved to constitute Criterion Committee for fulfilment of the 7 NAAC Criteria's
- 6) **Resolution 6:** Resolved to hold a program related to overall quality enhancement of the college on the topic "Creating Awareness amongst the students related to ICT" Tentative Date – 26<sup>th</sup> Feb, 2019.
- 7) **Resolution 7:** Resolved to introduce few more new short term courses for the benefit of the students the responsibility for which has been given to Dr. Boby Das.
- 8) **Resolution 8:** Resolved to convene IQAC meeting with the members on a fortnightly basis.

Finally the meeting ended with the President's Comments in which the Principal assured that the replies to the proposals forwarded by the IQAC would be sent shortly. However, a lot of them have been discussed today. The Principal commented that the meeting had been fruitful in the sense that a number of resolutions have been adopted which have to be executed as per the set timelines. At the same time he assured that the MIS software, the solar panel and rain water harvesting for initiation of green campus will be acted upon.

- 9) **Resolution 9:** Resolved that the Hon'ble Principal Sonapur College be requested to take up the issue of the non – publication of the Annual Research Journal 'Sonasofia' with the publisher, the 'Sonapur College Teachers Unit' (SCTU) and explore all possible ways for its continuation as per the guidelines laid down by UGC.



  
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## COMPLIANCE REPORT

1. **Resolution 1:** The Academic and Administrative Audit was carried out on 29/06/2019 by three eminent educationists, namely, **Dr. Alak Kumar Buragohain, Chairperson- Academics, Royal Global University and, Retd. Vice-Chancellor, Dibrugarh University, Prof. Ratan Borman, Department of Commerce, Assam University, Dispur Campus and Dr. Buddhin Gogoi, Principal Margherita College**
2. **Resolution 2:** The office management cell has become operational.
3. **Resolution 3:** As resolved, all the departments have successfully hold Alumni Meet and a total of 131 representatives have been nominated for the constitution of the College Alumni Association.
4. **Resolution 4:** The students have been oriented through meetings about the 'Online Feedback System'.
5. **Resolution 5:** The Criterion Committees have been constituted vide notification Dt. 01/02/2019
6. **Resolution 6:** The programme was held as resolved.
7. **Resolution 7:** As resolved, the curriculum for two new courses have been designed, namely, Yoga and Home Gardening and the have already stated classes.
8. **Resolution 8:** The meetings are held on regular basis.
9. **Resolution 9:** As resolved, the process of publication of the college Journal '*Sonasophia*' have started.



  
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Minute and the compliance report of the meeting of IQAC with alumni cum Teaching  
and Non – Teaching Staff

24/01/2019

**AGENDA**

1. President's chair taking
2. Purpose of the meeting
3. Discussion on the key issues
4. Adoption of Resolution
5. Others
6. President's Comments.

**Minute of the meeting**

The meeting was presided over by the Vice – Principal of the college, respected Dr. Bipul Borah.

At the very outset, the President of the meeting welcomed all those present to the meeting. He briefed about the purpose of the meeting which was to bring together all the alumni working in various capacities in the college. He emphasised on the fact that alumni engagement with the overall quality enhancement of the institution has been given great important by NAAC. He also said that without the active involvement of the alumni, the college will have to face numerous hurdles in fulfilling its objectives.

All the members present actively participated in the meeting and put forward many suggestion that could help them engage with the college in a proactive manner.

Depending on the various suggestions and discussions that came up in the meeting the following resolutions have been adopted –

**Resolution No 1** – Resolved that the Hon'ble Principal Sir be requested to arrange an accommodation for the office of the Alumni Association, Sonapur College, in the College Premises.

**Resolution No 2** – The meeting welcomes the generous commitment of Dr. Bipul Borah, Vice – Principal for donating a steel Almirah for the office of the Alumni Association of Sonapur College.



  
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**Resolution No 3** – Resolved that all the departments of the college be requested to hold a re – union of their passed out students at least once in a year, which is expected to be a great help for developing a data base of their alumni.

**Resolution No 4** – Resolved that a joint meeting of IQAC be organised with the Executive Committee of the Alumni Association of Sonapur College to discuss the future courses of action, tentatively on 16<sup>th</sup> February, 2019 and for which the Co – Ordinator IQAC would communicate with the later.

**Resolution No 5** – Resolved that the Hon'ble Principal Sir be requested to issue the necessary instruction to the concerned office staff for collection of the personal data of the alumni at the time of the issue of the 6<sup>th</sup> semester marksheet.

**Resolution No 6** – Resolved that the Alumni Association of Sonapur College be requested in the proposed meeting, to organise at least two students centric programme , one in each odd and even semester, like – talk, awareness programme, career counselling etc.

### Compliance Report

1. **Resolution No 1:** The accommodation for the Office of the Alumni Association has not been provided yet.
2. **Resolution No 2:** The gift of the Vice Principal, as committed has not been received as the accommodation for the Office of the Alumni Association is yet to be finalized.
3. **Resolution No 3:** As resolved, all the departments have successfully organized their Departmental Alumni Meets in the month of June and July, 2019.
4. **Resolution No 4:** As proposed the meeting with the Executive Committee of the Alumni association was held on 16 February, 2019.
5. **Resolution No 5:** Necessary instruction is already given, as resolved for collection of the personal data of the outgoing students.



  
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## Minutes and the compliance report of the Meeting of IQAC with Executive Committee of Alumni Association

16/02/2019

### AGENDA

1. President's Chair taking
2. Purpose of the meeting by IQAC Co – ordinator.
3. Speech by member of Alumni Association.
4. Discussion /Review on activities of Alumni Association.
5. Adoption of Resolution.
6. Others
7. President's Comments

The meeting started with the chairtaking of the Principal, Dr. Devabrot Khanikor as the President of the meeting. Dr. Sameer Sarkar, the President of the Alumni Association of Sonapur College was present.

Dr. Biman Patowary, the IQAC co-ordinator started the purpose of the meeting. The meeting was convened with the purpose of reviewing the activities of the Sonapur College Alumni Association in the past years. He reiterated that the Alumni Association was not formed with the intention of asking the alumni for any kind of financial help but solely for the purpose of keeping the institute's association with its past students. The executive committee was invited so that certain decisions could be arrived at regarding the association and to ascertain its contribution for the strengthening of this institution. He also expressed dismay at the scant presence of members of the Alumni Association.

After the purpose of the meeting was stated the President reiterated the importance of the alumni association and expressed his concern regarding the absence of vital members of the association that could pose problems in decision taking regarding the association. He urged the President of the Alumni Association to initiate necessary steps to bring the members together in subsequent meetings.

Dr. Sameer Sarkar, the President of Alumni Association, now serving as Assistant Professor in the Department of MBA, G.U expressed his regret and apologised for being unable to maintain the



  
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connectivity with the other members. He pointed out certain problems related to the present association –

- i) The Alumni Association was formed long back and the members have still remained the same New people must be included –
- ii) A majority of the members belong to non-academic background and hence they fail to understand the responsibility or importance of an alumni association for a college.
- iii) Move members in the Executive Committee should be people serving in the college.
- iv) The President of the meeting applauded him for bringing forth the problems and asked him for suggestions.

Dr. Sameer pointed out that one way to keep the Association active could be if one student from each batch could be included in the meeting.

The members present in the meeting actively participated by putting forth various suggestions and solutions to the problems.

Dr. Prasanta Saikia informed that the Economics Department was contemplating holding a reunion with the alumni department wise and said all department could do the same. Dr. Mridusmita Suggested that such reunions be held on a Sunday so that everyone could attend it conveniently.

The members also discussed for an alumni office and also engaging them in various social activities.

Dr. Bipul Borah, the vice principal of the college said that the college has now made great strides in terms of infrastructure so dedicating a corner to the alumni for meetings or discussion is no longer a problem and also an almirah would be donated for the safekeep of their possessions. Also, it is convenient if the executive members stay nearby the institution or belong to surrounding areas of college for easy communication. But decision regarding the constitution of a new body is hard to take due to the absence of the earlier executive members.

Regarding the constitution of a new body, Dr. Dipjyoti Deka brought certain issues related to the dissolution of the earlier body as there might be certain bylaws regarding it. He also put forward a



  
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question if the discussion has to taken by the existing body itself. However, regarding reunions an agenda could be prepared, he said.

The IQAC coordinator then highlighted a few things regarding the alumni association. He said that the association being detached from the administration, cannot be interfered in by the admin. However the admin in the face of inaction on the part of the alumni association 1: cannot sit idle. It has to take definitive steps in the interest of the college.

To this Dr. Sameer put forward the fact there is a huge communication gap amongst the members of the alumni association.

The President of the meeting said that the meeting held today brought forward some very pertinent points. As the current association is not functioning the admin would definitely take steps to resolve the matter. He applauded the suggestion of holding the (meeting) reunion on a departmental level and this would not only be for NAAC but for the future of the college.

The IQAC co – ordinator added that as the earlier association was formed publicly the dissolution shall also be done publicly. Thus once the reunions of the department have been held, the decision would be left with the passed out students and representative chosen from each.

Finally a decision of not to hold another meeting with the earlier body was held.

Resolutions of the meeting –

1. **Resolution 1:** It was resolved that every dept of the college would organise a reunion before 7<sup>th</sup> April 2019. Members from the reunion would be selected to be Convenor for the general Alumni Convention.
2. **Resolution No 2:** It was resolved that the general Alumni Convention would be held on April 28<sup>th</sup> 2019 and all the details would be sent to the members of the existing body.
3. **Resolution No 3:** Resolved to initiate a dialogue with the existing Alumni Association to know about their vision for the future by 2<sup>nd</sup> March 2019.
4. **Resolution No 4:** Resolved to draft a bylaw for the alumni association before the general meeting. The responsibility of preparation of the draft given to Dr. Sameer Sarkar.
5. **Resolution No 5:** Resolved to send letters to the college department to hold the reunion.



  
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## COMPLIANCE REPORT

1. **Resolution No 1:** The reunions were held in the months of June and July, 2019.
2. **Resolution No 2:** The General Alumni has been delayed due to some unavoidable circumstances. However, the preparation for the same is in full swing.
3. **Resolution No 4:** The compilation of a bylaw of the Alumni Association is in progress and the same will be presented in the next General meeting.
4. **Resolution No 5:** As resolved the departments successfully hold the alumni meet

## **AGENDA** **(02/04/2019)**

### **Meeting of IQAC to discuss issues related to the forthcoming NAAC workshop.**

1. President's Chair taking
2. Purpose of the meeting
3. Discussion on the proposed workshop.
4. Adoption of Resolution
5. Others
6. President's Comments

## **Minutes of the Meeting**

The meeting was presided over by the Principal, Dr. Devabrot Khanikor. The meeting started with the President stating the purpose of the meeting which is to discuss on the ensuing NAAC workshop.

The members discussed on the tentative date on which the workshop is to be held. A few dates have been proposed – May 24, May 25 and June 4, 2019. A date from these would be fixed.

For the workshop, one resource person would be invited from NAAC and the other resource person decided from Gauhati University – Dr. Utpal Sarma, IQAC Co – ordinator i/c.



  
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It has been decided in the meeting that the workshop shall be mandatory for the Convenors and the members of the Criterion Committees, Sonapur College. Invitations to attend the workshop shall be emailed to all the colleges. 2 members from each college would be encouraged (Principal or Representative and IQAC Co – ordinator). Joining fees has been decided at Rs 1000 per college. A request shall be made to the participants to carry their laptops. Certificates for the participants have to be prepared.

## CPMPLIANCE REPORT

The NAAC sponsored workshop was successfully concluded as planned with whole hearted cooperation from all stakeholders.

### Minutes and the Compliance Report of IQAC Meeting Held on 08/05/2019

#### Agenda

1. President's Chair Taking
2. Purpose of the meeting by IQAC Co – ordinator.
3. Activities of the Criteria Committee
4. Status of the new courses to be introduced.
5. Activation of the Alumni Association.
6. Organisation of CBCS orientation programme.
7. Orientation Programme for Competitive Examination
8. NAAC sponsored workshop.
9. Others – i) Student Mentoring
10. President's Comments.



  
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## Minutes of the meeting

The Co-ordinator of IQAC , Dr. Biman Patowary welcomed everyone to the meeting of all the topics in the agenda, the NAAC sponsored workshop to be held in June in the college premises was given more importance. At the same time he mentioned all the other topics to be discussed in the meeting. The Co-ordinator then requested the Principal of the college to take the President's chair.

Before proceeding further in the meeting, the minutes and the resolution taken in the last IQAC meeting was read out. After this the progress made regarding the NAAC sponsored workshop was briefed by the IQAC co-ordinator. The time schedule of the workshop was discussed. The resource persons for the workshop have been finalised according to the topics for discussion in the technical sessions. It was informed in the meeting that there would be a total of 4 technical sessions. At least 30 colleges have been targeted to attend the workshop out of which 10 colleges have already confirmed their participation till the time of holding this meeting. The President informed that most of the colleges have shown active interest in attending the meeting.

Dr. Sinam Iboton Singh said that if the impact of the workshop has to be strong then the participation of the colleges who are gearing up for the NAAC accreditation has to be ensured. It was decided that if more colleges would approach for participation after the last date then only one representative might be allowed to attend. Discussion ensued regarding accommodating the participants in the rooms during the technical session and also facilitation of writing during sessions. It was decided that for the registration kit a plastic folder, clip board, a pen and loose sheets.

Further, for the lunch during the workshop it was decided that the food would be prepared in the college premises. Various committees to look after major aspects of the workshop execution were formed. The convenors of food committees will be Dr. Rama Kanta Saikia and Mr. Prasanta Saikia. The committees were – Felicitation Committees, Registration Committees and the members of the committees would be decided by the convenor of the NAAC workshop.



  
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The discussion then proceeded to the activities undertaken by the criterion committees. The IQAC coordinator requested for an update from the convenors of the Criterion Committee who were present in the meeting.

Dr. Bobby Das, Convenor of the 'Curriculum' criteria informed about 3 new courses to be introduced which have been sent to the Gauhati University for approved. Most of the Technical aspects have been handled but the fees structure is yet to be decided. For the Yoga and Meditation short term certificates course the resource persons were decided to be invited from Guwahati for special classes. And for maximum classes local resource person from around Sonapur to be invited.

The committees also discussed on research and publication aspect of the faculty members.

The committee proceeded to discussion of CBCS workshop for which a staff cum academic meeting has been convened on 10<sup>th</sup> May, 2019. In consultation with the resource person, a final date for CBCS workshop will be decided.

The next topic discussed was orientation programme for competitive exams. The co –ordinator informed that discussion had been made with various persons for the technical aspects of the programme. He further suggested that of a very short term orientation programme for about 10 days be designed. The other members present suggested for a 3 days orientation programme so that a 3 months course can be initiated depending on the interest of the students. For this purpose discussions had been going on with star cement industry which should interest in financing such a course.

In reference to this, the president said that the course module has to be different for different competition exam. And the competition exams decided were APSC, UPSC, Banking and SSC /CDS /OTA. It was decided that a committees headed by Dr. Biman Patowary would prepare the proposal and take up discussion with star cement. The other members of the committee would be Dr. S.I. Singh, Dr. Bobby Das and Dr. Dipjyoti Deka. As star Cement would be a sponsoring partner , a guest would invited from them to inaugurate the meeting.



  
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The committee discussed shortly on student mentoring. It was decided that students (major and general) would be divided amongst the teachers. The meeting ended with a comment from the President of the meeting.

## RESOLUTIONS

1. **Resolution 1:** It was resolved that regarding the NAAC sponsored workshop, depending on the availability of seats, colleges approaching after last date would be restricted to one representative.
2. **Resolution 2:** For the workshop, committee to be constituted. The committees are – Food committee to be headed by Rama Kanta Saikia and Prasanta Sarma. Other committees are – Hospitality Committee, Felicitation committee, Registration committee etc. The members to be decided by the coordinator of IQAC.
3. **Resolution 3:** Resolved that for the short term certificate courses – Yoga and Meditation – Resource persons to be invited from Guwahati for special classes and local teachers to be invited.
4. **Resolution 4:** Resolved that a 3 day orientation programme for Civil Service Exam to be initiated in the month of June. A Committee has been constituted headed by Dr. Biman Patowary and members are – Dr. S. I. Singh, Dr. Boby Das and Dr. Dipjyoti Deka. Courses are – APSC prelims, UPSC prelims, Bank P.O, CDS/OTA.
5. **Resolution 5:** Resolved to take a print of the NAAC manual and spiral bind it in the form of a book for ready reference.
6. **Resolution 6:** Resolved that the alumni meet for every department to be held after 10<sup>th</sup> June 2019. A general convention of the Alumni Association would be held in August 2019. A guideline for the departmental alumni association would be prepared for parity amongst the entire department.



  
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## COMPLIANCE REPORT

1. **Resolution 1:** The resolution was complied successfully.
2. **Resolution 2:** As resolved, different sub-committees were constituted for successful organisation of the NAAC Sponsored workshop.
3. **Resolution3:** As resolved, the new certificate courses were started and currently underway in full swing.
4. **Resolution 4:** The orientation programme for the Civil Service Examination was successfully concluded.
5. **Resolution 3:** Complied as resolved.
6. **Resolution 2:** Complied as resolved.

## Minutes of the IQAC Meeting

### Held on

09/05/2019

### AGENDA

A meeting to discuss issues related to the academics and administrative Audit in the college and an interactive workshop on Choice Based Credit System (CBCS).

- 1) President's Chair taking
- 2) Purpose of the meeting
- 3) Informing the staff about resolution taken in the IQAC meeting held on 08/05/2019.
- 4) Discussion on CBCS.
- 5) Others
- 6) President's Comments.



  
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## Minutes of the meeting

The President of the meeting informed the staff of the college about the decision taken in the IQAC meeting about the decision to hold alumni meeting for each department and select a secretary to be a member of the Executive Body of the Alumni Association.

The Principal also encouraged the Teachers to start student mentoring by dividing a particular number of students amongst the teachers which is an important aspect for NAAC accreditation.

The Principal of the college stressed on the importance of research culture amongst the teachers and to publish papers on UGC approved journals and peer – reviewed journals which is also an important criteria for scoring in the NAAC assessment.

The IQAC, co – ordinator proceeded to explain about the ‘perception’ criteria which is important for NIRF ranking. He also encouraged the teachers to have a look at the manual so that for the NAAC accreditation process things can be easily updated and collected. He requested everyone in the meeting to be acquainted with the manual. The President of the meeting also encouraged the members in the meeting to read and be acquainted with the manual.

The President of the meeting took up the resolution that was taken in the last IQAC meeting about the initiation of a short term Civil Service Examination Courses. The IQAC Co – ordinator then discussed the initiative in brief and placed the proposal of holding a 3 days orientation programme consisting of 2 shifts per day which would basically deal with preparation of Civil Service Exam. He requested the teachers to inform the respective students about the initiative. He also made it open to teachers interested in civil services exam.

The President of the meeting who is also the Principal of the College then requested the team that attended the CBCS workshop in Jagiroad yesterday to present a summary on the CBCS Workshop. A rigorous discussion on the Choice Based Credit System ensued and the meeting ended on a positive note.



  
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## Minutes and the compliance report of the IQAC meeting

Held on

28/05/2019

### AGENDA

#### IQAC Meeting on NAAC Sponsored Workshop

- 1) President's Chair taking
- 2) Purpose of the meeting
- 3) Discussion on the responsibilities of the sub – committees
- 4) Others

### Minutes of the Meeting

The Co-ordinator of IQAC briefed the members present about the meeting purpose and objectives which was mainly to take and discuss about the status of the various committees made to look after different aspects of the NAAC Sponsored Workshop.

- i) The Registration and Certificate Committee said that everything was ready and estimated the budget at Rs 19000/- (for the registration kit, Broacher and certificate)
- ii) The food committees updated that on estimate has been made for 150 people with a tentative budget of Rs 46,000/-.
- iii) The reception and hospitality committee has put forward a budget of Rs 10,000/- which includes high tea and tea biscuits in between the session.
- iv) The felicitation sub committees have put up a budget estimate of Rs 2000 which includes gamosas for 4 resource person and Principal of the College.
- v) The remuneration for resource persons have been estimated at Rs 22000/-
- vi) For venue arrangement the wages to labours would be Rs 2000/- and the cost of flex would be Rs 1500/-. The venue would be the theatre hall. To cover the event a photographs along with the provision of making a video would be arranged which has been estimated at Rs 1000/-



  
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## COMPLIANCE REPORT

As discussed, the decisions of the meeting were complied and the NAAC Sponsored workshop was successfully completed.

### Minutes and the Compliance report of the IQAC Meeting

Held on

14/06/2019

### DISCUSSION ON ADMINISTRATION AND ACADEMIC AUDIT

#### AGENDA

- 1) President's Chair taking
- 2) Purpose of the meeting
- 3) Discussion on AAA
- 4) Others

### Minutes of the Meeting

The meeting was held specially to discuss the format of the Administration and Academic Audit 2019. Inputs were taken from various sources and the template already available with the faculties of the department was modified to be circulated to the departments.

The date for the Administrative and Academic Audit has been finalised as 29<sup>th</sup> June 2019. The last date of submission of the input for administrative and academic audit report from the departments have been finalised as 22<sup>nd</sup> June 2019.

## COMPLIANCE REPORT

As discussed, the Academic and Administrative Audit was successfully completed wherein everyone from the teaching faculty and the non-teaching staff extended their full support.



  
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**Minutes and the compliance report of the IQAC meeting held on  
26/06/2019**

**AGENDA**

- 1) President's Chair taking
- 2) Purpose of the meeting
- 3) Discussion on Academic Audit
- 4) Preparation of visit schedule
- 5) Construction

**Minutes of the Meeting**

The meeting was convened to arranged the overall schedule of the academic audit to be conducted on 29/06/2019 by the three eminent academicians viz Dr. Alok Kr. Burhagohain, Retd V.C, Dibrugarh University, Dr. Buddhin Gogoi, Principal, Margherita College, Dr. Ratan Barman, Professor of Commerce, Assam University, Diphu Campus, Diphu.

After being consulted with them a day long visit schedule has been prepared which would be intimated to the resource persons. Accordingly, interaction scheduled separately for each department as well as with the Principal and the library

Discussion took place as to how the departments will present their own academic strength. It may differ according to the need of the departmental activity. All the departments have already been asked to prepare a presentation on their own.

It was decided (after consultation) with the Resource persons that Academic cum Administrative Audit will be held on the visit.

The hospitality and Refreshment committees were formed for the overall arrangement of the day.

Felicitation, being a part of the host's hospitality has also come under discussion.

The meeting ended with a note of speedy preparation for 29/06/2019.

**COMPLIANCE REPORT**

As discussed and decided, the Academic and Administrative Audit was conducted successfully by three eminent educationists, namely, viz Dr. Alok Kr. Burhagohain, Retd V.C, Dibrugarh University, Dr. Buddhin Gogoi, Principal, Margherita College, Dr. Ratan Barman, Professor of Commerce, Assam University, Diphu Campus, Diphu.



  
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