



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Sonapur College</b>
• Name of the Head of the institution		<b>Dr. Devabrot Khanikor</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>03613590961</b>
• Mobile no		<b>+91 9435354374 / +91 70022 16930</b>
• Registered e-mail		<b>principalsonapurcollege@gmail.com</b>
• Alternate e-mail		<b>devabrot37khanikor@gmail.com</b>
• Address		<b>Milanpur</b>
• City/Town		<b>Sonapur</b>
• State/UT		<b>Assam</b>
• Pin Code		<b>782402</b>
<b>2.Institutional status</b>		
• Affiliated /Constituent		<b>Affiliated</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Rural</b>
• Financial Status		<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	Dr. Dipjyoti Deka				
• Phone No.	9435117355				
• Alternate phone No.	7002458270				
• Mobile	9435117355				
• IQAC e-mail address	iqacsonapurcollege@gmail.com				
• Alternate Email address	principalsonapurcollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2022/02/AQAR_2020-21_Approved.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2022/02/AQAR_2020-21_Approved.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2023/06/Part-Prospectus_2023-24.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2023/06/Part-Prospectus_2023-24.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	65.5	2004	03/05/2004	02/05/2009
Cycle 2	B	2.58	2015	25/06/2015	24/06/2020
Cycle 3	A+	3.31	2023	10/03/2023	09/03/2028
6.Date of Establishment of IQAC	20/11/2002				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Government Fee Waiver Scheme	State Government	2023	44,18,377	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>18</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
* Accreditation of the College by NAAC resulting in A+ grade with 3.31 CGPA.		
* Workshops and discussions on NEP and Its Implementation in HEIs have been conducted to help the students and teachers.		
* Certificate course on Self Defence for girl students of the College have been conducted.		
* Formation of Entrepreneurship Development Council (EDC) to create an entrepreneurial mindset amongst the students.		
* Formation of NEP Task Force in the College to create a roadmap for the smooth implementation of NEP from the new session.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
To launch initiatives aimed at women empowerment	A 'Self Defence Workshop for Girl Students' was organised for in the College from 16.08.2023 to 02.09.2023
Formation of NEP Task Force in connection with smooth implementation of NEP	An NEP Task Force was formed with Dr. Nizara Hazarika as the Convenor of the Task Force. The members of the Task Force attended various conferences regarding NEP.
To orient the faculty members regarding the New Education Policy 2020 to be implemented from 2023	Two talks were organised on the structure and technicalities of NEP 2020 with Prof. M.P. Bora from Gauhati University and Prof. Joydeep Baruah from KKHSOU.
Capacity Building initiatives to be taken for the villagers of Dikchak, adopted village	Mushroom cultivation was started in the village and the women were given trainings on food processing.
To highlight the potential of tourism in and around Sonapur for visitors	A tourist brochure highlighting the tourist spots around Sonapur was designed and released on the occassion of World Tourism Day 2023.
To digitise the college library in a phased manner	The Users' Login System has been introduced in the College library and the Book Issue and Return system has been made online.
Infrastructural facilities of the College to be upgraded	The classrooms and offices have been upgraded through repairing. The PG classrooms have been upgraded with ICT facility. The auditorium has been upgraded with state-of-the-art facilities.
To enhance the teaching learning process, a Language Laboratory	A language laboratory for the students have been set-up within

has been proposed	the premises of the Computer Laboratory.
To make higher education easily accessible for students by introducing MA Courses through Sonapur College Study Centre of Krishna Kanta Handique State Open University	A proposal to KKHSOU has been submitted in this regard
Spreading awareness regarding maintaining the greenery of the college campus and sensitise students regarding garbage disposal	Coloured dustbins have been installed in the campus to make garbage disposals easy and efficient.
Faculty Development Programmes to be conducted for in-house faculties	A 7 days FDP programme on Quantitative Aptitude by the Department of Mathematics was conducted

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-2022	18/01/2023

**15. Multidisciplinary / interdisciplinary**

As mandated by the New Education Policy 2020, the College has taken necessary steps to introduce multidisciplinary. Various papers from different subjects have been designed and introduced in the curriculum by the College authority have been approved by the affiliating university. Students from arts and commerce now have more flexibility in their choice of papers across different disciplines. Papers like Tour Guide / Tour Packaging Management, Retail Sales Specialist cum Cashier, Information Technology in Business from vocational streams can now be opted by the students of

Arts and Commerce disciplines . These papers introduce new skills to the students. Similarly, papers like Business Mathematics, Foundation of Mathematical Science, Foundation of Library and Information Science, Basic Commerce and Management, etc. can also be opted by students across disciplines.

#### **16.Academic bank of credits (ABC):**

The students enrolled in the Four Year Under Graduate Programme designed by the Gauhati University (FYUGP) under the mandate of NEP 2020 from the session 2023-2024 will have to compulsorily opened their ABC. All the credits earned by the students would be deposited in their respective ABC at the end of an examination. In this regard, the College has planned necessary steps to be followed in the forthcoming academic session such as creating awareness amongst the students and organising orientation workshops and sessions on ABC.

#### **17.Skill development:**

The College has already been placing emphasis on skill development of students by introducing various skill development programmes under the DDU Kashal Kendra funded by the UGC. These courses require internships and industry linkages for exposure of the students to technical aspects of the industry and making them industry ready. Experts from the related industries are invited for delivering sessions and interactions with the students that help the students with their public-relation skills. At the same time, the College has been offering short term skill courses on 'Beauty and Wellness', 'Home Gardening', 'Spoken English' etc.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The College has taken steps to use Indian Languages in its teaching learning process. So far, Assamese and Hindi have been taught as compulsory subjects in the college apart from English.To gauge the efficiency of the students in these languages, the college organises literary competition, debates on the language issues and other activities where students can participate and get benefitted. Scholars on Indian languages are invited to deliberate on issues pertaining to Indian languages.

As the College is located in a tribal-dominated area, the College takes initiatives to sensitize the students regarding the tribal culture, language and practices. In this respect, college has

constituted the Maniram Karkun Teaching and Research Centre for Tribal Language and Culture that plays a significant role in conducting research related to the indigenous communities. It also aims at teaching different tribal languages to the students of the locality.

The College has planned to initiate short term/certificate online courses on language in the future.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Sonapur College is an institute of higher education affiliated to Gauhati University. The affiliating university lays down the framework for curriculum designing along with credits, assessment system and other aspects that the College has to follow. As the Outcome Based Education requires restructuring the curriculum and assessment model, the College is limited in its capacity. However, the teachers in their respective classes innovate to make the classes more student-centric and try to engage the students in teaching-learning process even outside the classes in the form of peer education. But the framework for outcome based education has to be laid down by the affiliating university. As and when the College is awarded graded autonomy as envisioned in the Perspective Plan of the College, it can independently introduce these systems.

#### **20.Distance education/online education:**

Sonapur College has the facility of distance education and provides UG programmes through Open Distance Learning (ODL) through Krishna Kanta Handiqui State Open University (KKHSOU). A number of students show interest in acquiring higher education through ODL for their professional development and the KKHSOU Centre of the College caters to the needy ones. The College is also planning to add more centres of distance learning in the future to meet the growing demand of the student community. Apart from the facility of enrolling in UG courses under KKHSOU, the College is also planning to introduce PG Courses in different subjects under its study centre of KKHSOU.

The College also uses various online methods to enhance the teaching-learning process. The teachers use various platforms like Google Classroom, Google Meet, Zoom, etc. for effective delivery of teaching. The blend of online and offline has been incorporated in the teaching learning process by the teacher for ease of access.

### **Extended Profile**

#### **1.Programme**

1.1	424
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	962
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	123
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	269
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	42
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	44
Number of sanctioned posts during the year	



File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	47
4.2 Total expenditure excluding salary during the year (INR in lakhs)	4,60,00,000/
4.3 Total number of computers on campus for academic purposes	78

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution has a well-planned mechanism for curriculum delivery and which is well documented.

The College prepares the Academic Calendar according to the guidelines of the affiliating university i.e. Gauhati University which includes the course structure along with the daily routine.

The Principal convenes Academic Committee meetings to devise strategies for proper implementation of the curriculum through various mechanisms and to review the progress of the curriculum.

The Departments also organise meetings for lesson plans, routine management, deciding the structure of internal evaluations - group discussions, seminar, assignments, presentations, etc. The Departments review the requirement of books in the Central and departmental libraries and forward the same for purchase. Field trips are also organised to meet the requirement of the curriculum. The departments also maintain the Academic Progress report to keep a track of the curriculum progress and do the needful. Vocational departments send students for on job trainings.

The PG departments organise special curriculum related sessions and talks by inviting resource persons. The PG Departments encourage the students to engage in academic writing through departmental publications. The well-written project papers prepared by the students as part of their curriculum are documented through the students' journal - The Budding Scholars.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar of the college is designed in accordance with the requirements for successful implementation of the affiliating university academic calendar. The Academic Calendar also adheres to the UGC guidelines. The Calendar provides the guidelines for admission procedure, course structure, holidays etc. which is strictly followed. The College strictly follows the class routine which gets published mandatorily in the Academic Calendar. It also lays down the tentative schedule for conducting various evaluation mechanisms comprising of sessional exams, seminars, group discussions, presentations, project works, etc. which is adhered to with minor changes in dates, if necessity arises.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in** A. All of the above  
**following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the**

**affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility****1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****18**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****4**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****117**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution adheres to continuous process of integrating crosscutting issues like Professional Ethics, Gender as well as Human Values, Environment values and Sustainability into the curriculum.

The College maintains strict professional ethics in the delivery of the curriculum which also presents an example to be imbibed by the students while being engaged in teaching-learning process. This is maintained through a well-defined mechanism of Teacher's Self-Appraisal, feedback, Student Feedback on Teachers, Review of results, etc. The teachers strictly maintain academic and non-academic records. Parent-teacher meetings are held to apprise the parents of the various initiatives of the College taken for the all-round development of the students. Feedbacks from the parents are also recorded and implemented as applicable.

The curriculum includes topics related to Gender and Human Values which are imparted to the students. The departments also organise various talks and sessions on related topics by inviting resource persons. The College has a women's cell that undertakes various activities related to gender sensitization and empowerment. There is a subject in the curriculum on Environmental studies that imparts understanding on human responsibility towards environment and environment at large. This is supplemented by field studies and project works. The College regularly undertakes initiatives to sensitize the students regarding their responsibility towards environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

22

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

262

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students**

**B. Any 3 of the above**

**Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows****B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year****330**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

123

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College has a well devised plan of action for catering to advanced and slow learners. The teachers' feedbacks and the parent-teachers' meeting throw significant light on the various aspects of the learner. In order to motivate the advanced learners, the College makes provision for highlighting the prizes and the awards that are offered by the College to the meritorious students under various heads. They are identified based on their academic performances throughout the year and awarded publicly in the College functions. These achievements of the students are documented in the Annual College Magazine. These fosters a sense of healthy competition among the students. In case of slow learners, the College arranges for remedial/tutorial classes which are mentioned in the routine published in the Academic Calendar. Besides these, depending on the evaluation of the performances of slow learners in internal assessments, they are counselled so that their weaknesses can be identified and supplementary teaching measures can be taken accordingly. The students with communication problems are encouraged to engage in oral presentation of their topics.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
962	44

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The student centric methods that are adopted in the College for enhanced learning experiences are given below:

### Experiential learning

The College has provisions for engaging the students in experiential learning through field visits, project works, on-job-trainings and educational tours. The students are taken for field visits to give them practical exposure to curricular components. Project works based on field visits are prepared by the students. The departments also take the students on educational tours to as a part of their curriculum. The students of the vocational departments undergo on-job-training at every semester mandatorily as part of their curriculum.

### Participative

The College encourages its students to engage in participative processes of learning through group discussion, seminar presentation, peer teaching and student-exchange programmes. The departments organise group discussions on related topics for their students. The students receive feedbacks from their peers during seminar presentations. The departments also organise peer teaching activities in neighbouring institutions. Student exchange programmes serve as one of the major participatory methods of learning.

### Problem solving methodologies

The student centric problem solving methodologies used in the College are mainly mentoring and tutorial classes which extensively concentrate on the shortcomings of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil



2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The present educational scenario demands the use of ICT enabled tools for an enhanced learning process. The College has 42 classrooms and seminar halls with ICT facilities. These are used by students for presenting their power-point presentations. Movies based on novels under curriculum are screened by the Department of English for the students. Question-answer sessions are held at the end of movie screening that helps the students to comprehend the aspects of the novel. The vocational departments (Retail Management and IT, regularly use the projectors and computers installed in the room for the students' presentation and lecture delivery. The Department of Geography use GPS and GIS for teaching remote sensing. The mini conference room which is installed with interactive board is used for video-conferencing and for online classes for both teachers and faculties. The teachers also share learning materials with the students through google classrooms and internet.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

823

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College employs a transparent and robust mechanism for internal assessment of the students. The mechanism is as follows:

The College Authority constitutes a Sessional Examination Committee which conducts the exams according to a routine displayed in the notice board and circulated in the students' groups. To maintain the discipline of the examination, teachers of the same subject are not assigned as invigilators. The evaluated copies within stipulated dates are made accessible to the students for self-review. The marks and results of the students are displayed on the notice board. The question papers for the exams are confidentially stored and respective papers are taken out only on the day of examination.

Except for medical emergencies, it is mandatory for all the students to appear for their sessional exams and other internal evaluation processes.

Apart from this, the assignments and projects that the students have to submit as part of their assessment are evaluated within a date as announced by the respective departments. Their performances are discussed with suggestions for further improvement.

The marks obtained by the students are recorded by the departments which are fed into the affiliating university portal by the office in presence of the HoD.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College offers opportunity to the students to express their grievances regarding the internal examination in the following ways:

In case of absence of any student, he/she is allowed to reappear in a special exam held for this purpose within a specific time-period notified by the authority.

Any grievances regarding marks allotted can be directly addressed to the concerned teacher or the department for easy and early resolution. However, the same can be done within a stipulated time limit.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The programme and course outcomes of all programmes are made available in the College website. As the College is affiliated to Gauhati University, the University website also displays the programme and course outcomes in its website which may be referred to by the students and faculty members.

Orientation programmes for the students are organised at the beginning of each session to make them aware of the probable programme and course outcome.

The programme and course outcomes are also displayed in the respective departments. Departmental meetings are also held in the beginning of each session to discuss the programme structure and the course outcome which can only be achieved through proper strategy. Also, the lesson plans are designed by the faculty members in such a way that the outcomes are achievable for the students.

As many programmes and courses include components that can be fulfilled only through project works/field studies/internship/extension activities, etc., the concerned departments extend support to the students by conducting the same during the course period.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College assesses the attainment of programme and course outcome through various methods, including exams, assignments, projects, and practical assessments. The College authority convenes Academic Committee meetings at the end of the sessions to assess the attainment of the outcomes.

The Departments analyse the performance of the students in the evaluation mechanisms to see if the strategies deployed have been effective in achieving the outcome.

Special care is taken by the departments to assign projects and assignments to the students that significantly support the programme and course outcomes.

The College tries to record the achievements of the alumni which serve as a benchmark regarding the institution's adherence to the programme and course outcomes.

The students enrolled in the B.Voc courses undergo on job trainings that are directly related to the attainment of the programme and course outcomes. Many of the students who underwent OJTs have also been placed successfully in organisations that justifies the achievement of the PO and COs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

250

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://docs.google.com/spreadsheets/d/1FyoCvYrUJaFGkOuMTaK5TVLq30s1481COdTRA-5z5l0/edit?resourcekey&usp=forms\\_web\\_b#gid=772615456](https://docs.google.com/spreadsheets/d/1FyoCvYrUJaFGkOuMTaK5TVLq30s1481COdTRA-5z5l0/edit?resourcekey&usp=forms_web_b#gid=772615456)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

An ecosystem for innovations has already been in existence in the college through which different initiatives for creation and transfer of knowledge are taken. The college defines different mechanisms to organise talks and seminars for dissemination of knowledge to the students. Resource persons from different fields and organisations are invited to augment the process of creating and transferring of knowledge. The college through its Entrepreneurship Development Cell (EDC) select students with an entrepreneurial mindset for participation in different entrepreneurship programmes organised by the college. The local youths belonging to different tribal communities have also received benefits through different entrepreneurship/skill programmes organised by the college.

The college also maintains the ecosystem to help students to have access to expertised resources through signing of MoUs with different Government and Non-government institutions or organisations. This ecosystem nurture the innnovative ideas of the

students for a commercially viable business. The college authority ensures that the said ecosystem gets sustained through a collaborative effort of all the stake-holders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/MoU.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/MoU.pdf</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded



### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities have always been a part of the annual academic calendar of the college. Some of the key themes around which the students are sensitized by ensuring their participation are Hygiene and Cleanliness, Environmental Issues, Livelihood Issues, Social issues like gender sensitisation, women empowerment, etc.

The students take part in tree plantation activities, cleanliness drives, plastic-use awareness, etc. in the campus and neighbouring areas. In this regard, the NSS and the NCC Cadets play a proactive role. The College organises the 'World Environment Day' by undertaking various activities and organising talks on environmental awareness.

The College takes various initiatives in the adopted village Dikchak ranging from health and hygiene to capacity building etc.

Ensuring the participation of the students in these extension activities has been able to sensitise the students to the issues. It has been observed that students have started undertaking cleanliness and plantation activities on their own thereby augmenting a positive change in the society. Also, the health camps that were organised by the College has been able to create health awareness amongst the people in the neighbouring communities.

File Description	Documents
Paste link for additional information	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/College-Bulletin.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/College-Bulletin.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

36

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

10684

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College ensures that the academic ambience is supplemented by adequate infrastructure and physical facilities. The College has 42 classrooms with ICT facilities that helps in imparting quality education. The allotment of the classrooms is streamlined at the beginning of each session for smooth functioning of the classes through the Academic Calendar.

The College is equipped with separate departmental rooms for the respective faculties which are well equipped with departmental library, computer systems and intercoms.

The College has been made accessible to the specially-abled students through the inclusion of infrastructure like ramps and toilets. The College has a language laboratory as well as a computer lab with the requisite infrastructure funded by Guwahati Refinery. Departments like Education and Geography have well-equipped libraries. The Department of Theatre and Stage Craft has a workshop for activities of the students.

The College authority has also ensured that cells like NSS and NCC have their dedicated offices and rooms so that their official activities can be carried out without disruption. The safety of their equipment are also ensured accordingly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College gives equal importance to co-curricular activities and ensures that there are adequate facilities for the same. There is a state-of-the-art mini theatre hall in the college that is used for cultural events. The College has adequate space where an open auditorium is set-up to conduct events like Annual College Week, Freshmen Social, North-East Inter College Debating Competition, etc. to give opportunities to students in their field of interests. The College has requisite equipments for outdoor, indoor and athletic games such as volley balls, cricket bats, badminton rackets, badminton and volleyball nets, football, javelin, shotputs, discusses, stands, etc.

The College has an indoor stadium with courts where students can practice indoor games on a regular basis like Basket Ball, Badminton etc. The indoor stadium is also used for conducting events related to yoga. The College has a MoU with Sports Association Sonapur and Birsa Munda Playground, Ural for holding outdoor games and events for the students which form a major component of co-curricular activities.

The College also has a well-equipped gymnasium for the students and College staff. Yoga workshops / classes are organised in the indoor stadium of the College which has adequate space and facilities for the same.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/4.1.3.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1,56,00,000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library, being the centre of knowledge dissemination and acquirement, has played a pivotal role in the teaching-learning process. With more than 17000 books, journals and periodicals as its assets, the college library has always remained a source of information and knowledge for both the faculties and students.

The College Library is automated through SOUL 3.0 (Software for University Libraries) which helps in cataloguing of library books, tracking circulation through OPAC, etc.

A computerised circulation counter for Open Public Access Catalogue (OPAC) is made available for the users. This helps the students and

the readers to search for their required book and its details in the system.

The digitalised reading materials become available through the adoption of "Open Access System" - a facility accessible through library automation using Integrated Library Management System (ILMS).

The College Library makes online resources from various sources such as different educational sites, online libraries, etc. accessible for the students and faculty members through N List. The teachers and students are enrolled in NDLI Club to have access to the resources in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**Rs.1,58,291**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

1387

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College updates its IT facilities including Wi-Fi facilities to ensure that College activities can be carried out smoothly.

The College has a well-equipped computer lab connected through LAN supported by Wi-Fi where students enrolled in B.Voc appear for their online examinations. The Wi-Fi connectivity and IT facilities in the remote sensing and GIS lab under the P.G. Department of Geography. High Speed Wi-Fi connectivity is ensured through Railware. The system and application softwares are licensed. The departments are well equipped with desktops with N-Computing facilities.

The Library has been fully automated and the software used i.e. SOUL has been upgraded to the latest version, i.e. SOUL 3.0.

The college website is regularly updated by the concerned officials under Annual Maintenance Contract with Guwahati Industrial Art, GNB Road, Ghy-3. The admission to UG and PG Programmes are conducted online which requires regular updation of wi-fi facilities.

The College regularly updates its biometric attendance system for ease of administration. The IT facilities are regularly monitored



and upgraded for smooth functioning of academic and administrative functions with the help of agencies like Vinayak Systems and Kareng Technologies, Guwahati and Gopi Junction, Sonapur with which the college has MoUs and AMCs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well-defined mechanism for maintenance of physical, academic and support facilities.

The departmental laboratories are maintained by the departments with the support of College authority. Stock of equipment is monitored by the departments and their purchase is done by the College authority and Purchase Committee. The Computer Lab is maintained by the teacher of the IT department. The requirements for its upkeep are given to the College authority for further actions.

The College Library functions under the Library Committee which is responsible for the overall upkeep of the Library. The committee places recommendations related to Library upkeep and upgradation before the College authority which is approved as necessary.

The sports facilities and indoor stadium is regularly supervised by the Sport Secretary, member of the College Students' Union with the help of the teacher in-charge.

At the beginning of each session, the classrooms are supervised to ensure sufficient furniture to accommodate teachers and students. The College authority regularly monitors the classroom facilities and cleanliness with the help of administrative staff.

The other facilities like girls' hostel, college canteen, girls' common room, dekachang, etc. are periodically monitored by the concerned authorities comprising of students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1030

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1030

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**778**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**778**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

51

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

68

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

18

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

#### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Sonapur College ensures that students are well represented in administrative, co-curricular and extracurricular activities. The College has a students' union (SCSU) which is democratically elected

by the students and are given administrative responsibility pertaining to students. They are responsible for maintaining cordiality between the students and the authority, disseminate relevant information to the students and represent the grievance of the students before the authority. Students union members are designated as heads of different portfolios such as President, Vice-President, General Secretary, Cultural Secretary, Sports Secretary, Boys' and Girls' Common Room Secretary, Literary Secretary, Debate and Symposium Secretary, etc. They also represent students in different cells and committees of the College such as Internal Complaint Committee, Career Counselling and Placement Cell, NCC Co-ordination Committee, Grievance Redressal Cell, Extension Activities and Outreach Cell, Publication Unit, Election Steering Committee, Anti-Sexual Harassment Cell, etc.

The students union take initiatives for maintaining discipline in the college campus by imposing vehicle entry restrictions, maintaining proper uniform, restricting use of mobile phones, minimising use of plastic, taking disciplinary action against use of tobacco products. The Students Union of the College also maintains cordial relationship with the union bodies of other educational institutes that help in exchange.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

41

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a registered Alumni Association under Registration of Society's Act XXI of 1860 with registration Number RS/KAM(M)263/Z/5580 of 2021-22 which actively participates in the activities of the College and makes significant contribution towards the quality development of the College.

Every year the association holds meeting within its members and the College authority and chalk out a plan of action through which it can provide necessary financial and other support to the College. Departmental Alumni committees have also been a part of departmental activities and initiatives.

Various activities like coaching for NET/SLET and other competitive examinations, extension activities like activities in feeder and nearby schools, seminars and talks, etc. The Alumni members also interact with the presently enrolled students regarding various aspects related to career. During 2022-2023, the members of the Alumni Association donated in cash and kind which amounted to approximately ? 4.5 lakhs.

The members of the Alumni Association also extend help during the admission process by orienting them to the programme and course outcomes. Some members of the Alumni voluntarily extend help in various affairs whenever approached. Many of the deserving alumni of the College have joined as faculty members in various departments.



File Description	Documents
Paste link for additional information	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2020/02/Departmental-Alumni-EC-Members.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2020/02/Departmental-Alumni-EC-Members.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs) **B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College has well-defined goals and objectives which are revisited aligning them to the Mission and Vision of the College. The governance of the College is democratic and participatory in nature. The Governing Body is an integral part of the College management. With the Principal as the Member Secretary, there are representatives of teachers, non-teaching staff and parent representatives where decisions are taken regarding institutional plan and policy. Different committees are formed with teacher and student representatives as per the decisions and approvals of the Governing Body for carrying out different academic, financial, extension, examination, research activities, etc.

The College through its student and teacher representatives makes an effort to take education beyond the confines of the College and to nearby schools and institutions. The College makes education accessible to the neighbouring communities through its policies and action plans reflecting the College's mission and vision. The authority also ensures that the heritage of the neighbouring communities is reflected in the infrastructural aspects, monitored by committees designated by authority.

The IQAC which is responsible for taking up quality initiatives ensures that they adhere to the mission and vision. It takes special

measures to develop an innovation ecosystem in the area.

File Description	Documents
Paste link for additional information	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2023/02/Prospectus_2022-23.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2023/02/Prospectus_2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Sonapur College believes in decentralisation and participative management which is reflected in the actions of the College authority. At the apex, the Governing Body consisting of the President, Principal, Affiliating University representative, teacher representatives, non-teaching staff and parent representative set an example of participatory management. The GB helps in the formulation of guidelines and policies for the enhancing the ambience of education. At the College level, decentralisation of duties and responsibilities is ensured by the management amongst the Heads of the Departments, Students Union, and administrative staff. Various cells and committees are constituted by the Principal for the fulfilment of the goals and objectives of the College.

The effectiveness of the decentralised and participative management system of the College is evident in the College activities, particularly the 3rd Cycle of NAAC Assessment and Accreditation during 2022-2023. The cells and activities ensured the fulfilment of the responsibilities entrusted to them on time. Co-operation and participation of all cells, committees and stakeholders finally led to the successful completion of the Assessment Process resulting in the College being awarded with A+ grade with a CGPA of 3.31.

File Description	Documents
Paste link for additional information	<a href="https://www.sonapurcollege.ac.in/sonapur-college-governing-body/">https://www.sonapurcollege.ac.in/sonapur-college-governing-body/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sonapur College ensures that its strategic/perspective plan gets implemented in phased manner. The annual plan is prepared accordingly so as to make provision for realizing the goals and objectives at par the mission and vision of the college. Apart from introduction of P.G classes in three departments, the college also adheres to the guidelines of all the Government agencies that assess and accredit the Higher Education Institutes in the country. Assessment and accreditation by NAAC has been conducted as per guidelines, resulting in its 3rd cycle of accreditation with A+ grade in 2023. The college is also participating in NIRF annually. The college has been participating in All India Survey of Higher Education (AISHE) every year. It has also been ranked satisfactorily by India Today among the Arts Colleges of India.

Strengthening of the infrastructural facilities has always received a priority in its plan since more and more facilities are being added to support the students in realizing their goals. The year has witnessed strategic plans and programmes for the implementation of NEP 2020 successfully. All the key components of the college management system remain vigilant so that the institutional strategic/perspective plan gets effectively deployed.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has different policies for functioning of different institutional bodies. The policies define the roles and responsibilities to be performed. The concept of decentralized management system is well reflected in the administrative structure of the college. Headed by the president of Governing Body, the college follows a hierarchal administrative order with the principal as the administrative and academic head followed by the Vice-Principal, HoDs, Academic Committee, Teaching and Non-Teaching Staff. The Governing Body is formed as per the Provincialized Act (2005), Government of Assam. The GB through its periodical sittings

monitor the developmental works and ensures proper execution of the plans with proper budgeting and policy making.

The recruitment process is carried out according to the norms of the affiliating university and state government guidelines. The selection committee approved by the concerned authority is empowered to select candidates for various posts to be appointed in the college. Promotion of teachers is subject to fulfilling the UGC guidelines and Provincialized Act of Assam Government. Promotion of non-teaching staff is done according to the State Government guidelines.

File Description	Documents
Paste link for additional information	<a href="https://prsindia.org/files/bills_acts/acts_states/assam/2005/2005Assam46.pdf">https://prsindia.org/files/bills_acts/acts_states/assam/2005/2005Assam46.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2022/08/Organogram.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2022/08/Organogram.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College believes that the welfare of the staff is of primary importance to ensure a healthy academic environment.

The College ensures that the guidelines regarding the staff welfare laid down by the government regarding promotion, pension, etc., are timely and effectively implemented.

The authority sanctions medical leaves to the staff as and when required.

The authority ensures that the teachers get maximum opportunity to attend academic events like seminars, conferences, workshops, symposiums for professional growth and also sanctions leaves for the same.

The College authority sanctions duty leaves to the teachers when they are invited by other government offices for related duties or other professional bodies.

Whenever possible, the College authority organises talks related to health issues and health camps where the staff also participate.

The College authority ensures that opportunities are given to non-teaching staff to enhance their skills through participation in workshops, etc.

Uninterrupted internet and wi-fi facility is made available in the campus for ease of smooth functioning of academic and administrative work.

The College has registered mutual aid fund societies for the teaching and non-teaching staff from where they can avail various benefits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

08

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College ensures that the performance appraisal system for the teaching and non-teaching staff is maintained through various ways. Administrative and Academic audit of the College is organised to understand the strengths and weaknesses of the academic system. This helps in upgrading teaching system and the academic profile of the teachers. The participation of the teachers in seminars, workshops, symposiums, conferences, FDPs, etc. is monitored and given importance. The active engagement of the teachers and non-teaching staff in various aspects of the college such as admission procedures, conducting examinations, invigilation duties, events, etc. is also monitored by the authority. The authority discusses the performances of the departments in relation to the performance of the students in the examinations and the assessments.

The parent-teacher meets also serve as one of the mechanisms of performance appraisal. The exit meetings of the students of certain departments also include feedback on the curriculum delivery and the teachers.

Regular meetings are also organised by the College authority with the non-teaching staff to discuss various issues related to the functioning of the office and related works. The authority discusses the performance of the non-teaching staff and attendance. Feedback is provided through annual appraisal report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College regularly conducts internal and external audits. For the annual internal financial audit, the Sonapur College Governing Body appoints a Chartered Accountant and the external audit is carried out by the Office of the Accountant General, Govt. of Assam.

During the internal audit, verification of all the documents of payments, receipts, cash transactions, ledger books, cash book, bank passbook, etc. is done in the presence of the Principal and the office assistant. The details of all the transactions of the entire financial year is consolidated and maintained at the account office. The audit result is placed before the Governing Body meeting.

The external audit is conducted separately and is not related in the internal audit. The heads such as - fees collection from students, grants and fund received from different Government sources and others for specific purposes, scholarship grants, etc. are verified and audited by the Auditor. Objections and suggestions are reviewed in the finance committee meeting for a desirable solution for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)



0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial decisions of the College and various aspects related to it are taken by the College Authority in consultation with the Governing Body and the Finance Committee. The GB and the Finance Committee constantly monitor the utilisation of funds and also encourage the College authority to seek for funding sources to meet these requirements. An annual budget is planned by the College authority taking into consideration the organisation of various events, infrastructure development, recurring expenses, etc. As per the budgetary requirements, different strategies are made and sources are enlisted that could be approached during the year. Sources like RUSA, ICSSR, UGC, State Government, Corporate funds, etc., are mostly approached. Scholarships are offered by the government to students through the College which are disbursed timely and effectively.

The internal fund of the College generated from tuition fees, hostel fees, etc. form the major corpus of fund for the college. The College management provides funds for organising seminars, workshops, etc. Also, for the holistic development of the students, the College organises various student-centric activities such Annual College Week, Freshmen Social, extension activities, etc. The College also provides fund to the students for participation in the activities representing the College in various events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell constantly works towards improving the overall academic ambience of the College along with providing suggestions to heighten the quality benchmark of the College. This includes monitoring the regularity of the publications of the College like Sona Sophia, Budding Scholars, Research Bulletin, etc. It also constantly motivates the teachers to engage in national seminars, conferences and research publications.

Academic Audit has been conducted by Dr. Johnson K.M. to evaluate the performance of the College in academic matters. Such audit mandates the respective departments to better their performances continuously.

The IQAC also takes important initiatives for ensuring the functioning of the Incubation Centre which has recently been renamed as Entrepreneurship Development Council (EDC). For the same, various collaborative initiatives are undertaken with Government bodies like Assam StartUp. The EDC members also take students to attend various workshops and sessions organised for entrepreneurship.

The IOAC provides necessary help and support in the functioning of Sona Harvest as it a novel initiative of the College to help the students to earn while they learn. It helps them in grooming the students towards an entrepreneurial mind-set.

File Description	Documents
Paste link for additional information	<a href="https://sonapurcollege.ac.in/agar/wp_admin">https://sonapurcollege.ac.in/agar/wp_admin</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has a mechanism of regularly reviewing the academic performance of the departments of the College. The IQAC records various information related to teaching learning process and the achievement of the learning outcomes of the students through

different parameters. The departments have to submit an annual report to the IQAC which includes the mentioned components. After a review of the same, the IQAC offers various suggestions to the concerned faculties for enhancing the performance. The internal academic audit is an integral part of the quality enhancement process of the IQAC.

The IQAC Co-ordinator is member of the Academic Committee and plays a significant role in forwarding suggestions for improvement and enhancement of quality based on the meetings and discussions.

The orientation programme of the students at the beginning of each academic session plays a crucial role in developing an understanding amongst the students regarding their enrolled programme.

The student feedback mechanism is annually deployed by the IQAC with the help of the departments. The feedback thus received is analysed and suggestions are forwarded for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Annual-Report_2022-23_Sonapur-College20231107_17064120.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Annual-Report_2022-23_Sonapur-College20231107_17064120.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. The Women's Cell organised the International Women's Day on 8th March 2023 where the ladies of Dikchak, the adopted village of Sonapur College were felicitated for their contribution and cooperation with Sonapur College.
2. Gender Audit is conducted in the college annually to ascertain the status of girl students in terms of participation in various activities, facilities for the girl students, scholarship awarded to the girl students, etc.
3. Girls' common room renovated with modern washroom and hygiene facilities.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Annual-Gender-sensitization-action-plan.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Annual-Gender-sensitization-action-plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Specific-Facilities-for-women.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Specific-Facilities-for-women.pdf</a>

#### 7.1.2 - The Institution has facilities for alternate sources of energy and energy

B. Any 3 of the above

**conservation measures** Solar energy  
**Biogas plant Wheeling to the Grid** Sensor-  
**based energy conservation Use of LED bulbs/**  
**power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Sanitary napkin incinerator installed in the bathrooms of the college - ladies teacher, library and girls' common room plays a significant role in the minimising solid waste.
2. A vermi-compost pit constructed in the college is operational where the biodegradable wastes are collected. The drainage system for managing liquid waste is effectively operating.
3. There are separate bins for degradable and non- degradable solid waste in the college campus. The solid waste is segregated in different coloured dustbins - green for wet and biodegradable waste and blue dustbins for plastic wrappers and non-biodegradable waste.
4. As Sonapur College is located on the top of a hill, the waste water generated runs down along traditional drains and gets absorbed.
5. The E-Waste generated in the college is segregated and used in e-waste art installation recently in the college campus.
6. The papers with single side printing are reused.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available** C. Any 2 of the above  
**in the Institution: Rain water harvesting Bore**  
**well /Open well recharge Construction of tanks**  
**and bunds Waste water recycling Maintenance**  
**of water bodies and distribution system in the**

**campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**B. Any 3 of the above**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

**5.**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

- 1. Dekachang, a traditional Karbi boys' dormitory serves the purpose of boy's common room.**
- 2. Guests are felicitated with traditional handloom showcasing the rich diversity of the area.**
- 3. The Department of TTM (B.Voc) organised the World Tourism Day**

2022 and invited the guests to the adopted village Dikchak where the villagers welcomed the guests in traditional style, offered traditional snacks which was appreciated by the guests.

4. The College gives importance to the smooth disbursement of Scholarships of the Scheduled Castes and Scheduled Tribes to ensure their economic inclusion.
5. The Maniram Karkun Teaching and Research Centre for Tribal Language and Culture was established to teach different tribal languages to the students.
6. The College has a Museum that displays the artefacts of the local tribes. These artefacts have been donated by the members of the local communities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.**

1. Extension education and peer teaching programmes are organised so that a sense of responsibility and duty can be inculcated amongst the students.
2. The Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.
3. The Independence Day on the college premises was organised by hoisting the Tri-colour flag.
4. The students of the Dept. of Geography attended a seminar on Climate Change at the Governor's House on 12th September 2022.



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**Sonapur College has a strong tradition of organizing events to celebrate the national and international commemorative days, events and festivals. The list of events is given below:**

- 1. The Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.**
- 2. Celebration of Independence Day on the college premises by hoisting the Tri-colour flag.**
- 3. The World Aids Day was celebrated on 1st December 2022 by organizing an awareness programme on 50th Assam Air Wing NCC**

and 1st Assam BN NCC units.

4. The Assam Government designated Students Day on 31st March 2023 was celebrated to pay tribute to Sri Upendranath Brahma, the great social reformer and student leader.
5. Diwali was celebrated in the college premises by lighting earthen lamp by Sonapur College Students' Union.
6. Saraswati Puja was celebrated in the college premises.
7. The International Womens Day was celebrated on 8th March 2023 by felicitating the women of Dikchak Village in the College.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice -1

**Title of the Practice: Fostering Gram Swaraj – Commitment Beyond Campus**

Sonapur College, located in a tribal dominated rural setting, realises the need for the upliftment of the local communities for creating a conducive atmosphere for outreach of education. Therefore, village adoption and other extension activities in the neighbouring areas form a major forte of Sonapur College.

This is a multi-pronged approach that encompasses various needs of the communities – livelihood security, education, health and sensitization, environmental awareness and moral and intellectual development.

### Best Practice - 2

### Title of the Practice: Skilling the New Generation (Skilling for Resilience)

The disproportionate ratio of educated youths and jobs has necessitated for skilling the youths on various technical skills for particular jobs as well as soft skills for instilling confidence into them to compete in the job market. Therefore the College has capitalised on every possible opportunity that it has found for introducing long term as well as short term skill based courses in the college to benefit the students enrolled in the college as well as the locality. The initiation of the 'Incubation Centre' is also an effort towards encouraging students for entrepreneurial ventures.

File Description	Documents
Best practices in the Institutional website	<a href="https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/Best-Practices.pdf">https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/Best-Practices.pdf</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Sonapur College has incorporated "Heritage Conservation" in its mission since inception. Conservation of natural heritage has been incorporated recently in 'Heritage Conservation' apart from cultural heritage.

The College has institutionalized natural and heritage conservation in the following ways:

The students are encouraged to take up various places in and around Sonapur and greater Dimoria area that have ecological and cultural significance as their project topics.

The College organizes talks on important aspects of heritage and their conservation for creating awareness amongst the students. Environmental awareness programmes and plantation drives are organised,

The College has a college museum which has many artefacts belonging to different tribes of the area.

The Dekachang, a traditional boy's dormitory of the Karbi tribe has been constructed in the college premises that also functions as the boys' common room.

The College felicitates its guests with traditional elements like 'Gamocha', 'Arnai', 'Fali', 'Sarai'.

The students of the Department of Theatre and Stage Craft participate in workshops that train them on traditional crafts like mask-making, puppetry, bamboo and cane crafts.

The Cultural Rally organised during Annual College Week gives the students an opportunity to showcase and understand their culture.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution has a well-planned mechanism for curriculum delivery and which is well documented.

The College prepares the Academic Calendar according to the guidelines of the affiliating university i.e. Gauhati University which includes the course structure along with the daily routine.

The Principal convenes Academic Committee meetings to devise strategies for proper implementation of the curriculum through various mechanisms and to review the progress of the curriculum.

The Departments also organise meetings for lesson plans, routine management, deciding the structure of internal evaluations - group discussions, seminar, assignments, presentations, etc. The Departments review the requirement of books in the Central and departmental libraries and forward the same for purchase. Field trips are also organised to meet the requirement of the curriculum. The departments also maintain the Academic Progress report to keep a track of the curriculum progress and do the needful. Vocational departments send students for on job trainings.

The PG departments organise special curriculum related sessions and talks by inviting resource persons. The PG Departments encourage the students to engage in academic writing through departmental publications. The well-written project papers prepared by the students as part of their curriculum are documented through the students' journal - The Budding Scholars.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar of the college is designed in accordance with the requirements for successful implementation of the affiliating university academic calendar. The Academic Calendar also adheres to the UGC guidelines. The Calendar provides the guidelines for admission procedure, course structure, holidays etc. which is strictly followed. The College strictly follows the class routine which gets published mandatorily in the Academic Calendar. It also lays down the tentative schedule for conducting various evaluation mechanisms comprising of sessional exams, seminars, group discussions, presentations, project works, etc. which is adhered to with minor changes in dates, if necessity arises.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

117

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution adheres to continuous process of integrating crosscutting issues like Professional Ethics, Gender as well as Human Values, Environment values and Sustainability into the curriculum.

The College maintains strict professional ethics in the delivery of the curriculum which also presents an example to be imbibed by the students while being engaged in teaching-learning process. This is maintained through a well-defined mechanism of Teacher's Self-Appraisal, feedback, Student Feedback on Teachers, Review of results, etc. The teachers strictly maintain academic and non-academic records. Parent-teacher meetings are held to apprise the parents of the various initiatives of the College taken for the all-round development of the students. Feedbacks from the parents are also recorded and implemented as applicable.

The curriculum includes topics related to Gender and Human Values which are imparted to the students. The departments also organise various talks and sessions on related topics by inviting resource persons. The College has a women's cell that undertakes various activities related to gender sensitization and empowerment. There is a subject in the curriculum on Environmental studies that imparts understanding on human responsibility towards environment and environment at large. This is supplemented by field studies and project works. The College regularly undertakes initiatives to sensitize the students regarding their responsibility towards environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

22



File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

262

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
--	-----------------------

File Description	Documents
URL for stakeholder feedback report	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Students-Feedback-2022-23.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**330**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**123**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College has a well devised plan of action for catering to advanced and slow learners. The teachers' feedbacks and the parent-teachers' meeting throw significant light on the various aspects of the learner. In order to motivate the advanced learners, the College makes provision for highlighting the prizes and the awards that are offered by the College to the meritorious students under various heads. They are identified based on their academic performances throughout the year and awarded publicly in the College functions. These achievements of the students are documented in the Annual College Magazine. These fosters a sense of healthy competition among the students. In case of slow learners, the College arranges for remedial/tutorial classes which are mentioned in the routine published in the Academic Calendar. Besides these, depending on the evaluation of the performances of slow learners in internal assessments, they are counselled so that their weaknesses can be identified and supplementary teaching measures can be taken accordingly. The students with communication problems are encouraged to engage in oral presentation of their topics.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
962	44

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The student centric methods that are adopted in the College for enhanced learning experiences are given below:

### Experiential learning

The College has provisions for engaging the students in experiential learning through field visits, project works, on-job-trainings and educational tours. The students are taken for field visits to give them practical exposure to curricular components. Project works based on field visits are prepared by the students. The departments also take the students on educational tours to as a part of their curriculum. The students of the vocational departments undergo on-job-training at every semester mandatorily as part of their curriculum.

### Participative

The College encourages its students to engage in participative processes of learning through group discussion, seminar presentation, peer teaching and student-exchange programmes. The departments organise group discussions on related topics for their students. The students receive feedbacks from their peers during seminar presentations. The departments also organise peer teaching activities in neighbouring institutions. Student exchange programmes serve as one of the major participatory methods of learning.

### Problem solving methodologies

The student centric problem solving methodologies used in the College are mainly mentoring and tutorial classes which extensively concentrate on the shortcomings of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

The present educational scenario demands the use of ICT enabled tools for an enhanced learning process. The College has 42 classrooms and seminar halls with ICT facilities. These are used by students for presenting their power-point presentations. Movies based on novels under curriculum are screened by the Department of English for the students. Question-answer sessions are held at the end of movie screening that helps the students to comprehend the aspects of the novel. The vocational departments (Retail Management and IT, regularly use the projectors and computers installed in the room for the students' presentation and lecture delivery. The Department of Geography use GPS and GIS for teaching remote sensing. The mini conference room which is installed with interactive board is used for video-conferencing and for online classes for both teachers and faculties. The teachers also share learning materials with the students through google classrooms and internet.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

823

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The College employs a transparent and robust mechanism for internal assessment of the students. The mechanism is as follows:

The College Authority constitutes a Sessional Examination Committee which conducts the exams according to a routine displayed in the notice board and circulated in the students' groups. To maintain the discipline of the examination, teachers of the same subject are not assigned as invigilators. The evaluated copies within stipulated dates are made accessible to the students for self-review. The marks and results of the students are displayed on the notice board. The question papers for the exams are confidentially stored and respective papers are taken out only on the day of examination.

Except for medical emergencies, it is mandatory for all the students to appear for their sessional exams and other internal evaluation processes.

Apart from this, the assignments and projects that the students have to submit as part of their assessment are evaluated within a date as announced by the respective departments. Their performances are discussed with suggestions for further improvement.

The marks obtained by the students are recorded by the departments which are fed into the affiliating university portal by the office in presence of the HoD.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College offers opportunity to the students to express their grievances regarding the internal examination in the following ways:

In case of absence of any student, he/she is allowed to reappear in a special exam held for this purpose within a specific time-period notified by the authority.

Any grievances regarding marks allotted can be directly addressed to the concerned teacher or the department for easy and early resolution. However, the same can be done within a stipulated time limit.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The programme and course outcomes of all programmes are made available in the College website. As the College is affiliated to Gauhati University, the University website also displays the programme and course outcomes in its website which may be referred to by the students and faculty members.

Orientation programmes for the students are organised at the beginning of each session to make them aware of the probable programme and course outcome.

The programme and course outcomes are also displayed in the respective departments. Departmental meetings are also held in the beginning of each session to discuss the programme structure and the course outcome which can only be achieved through proper strategy. Also, the lesson plans are designed by the faculty members in such a way that the outcomes are achievable for the students.

As many programmes and courses include components that can be fulfilled only through project works/field studies/internship/extension activities, etc., the concerned departments extend support to the students by conducting the same during the course period.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College assesses the attainment of programme and course outcome through various methods, including exams, assignments, projects, and practical assessments. The College authority convenes Academic Committee meetings at the end of the sessions to assess the attainment of the outcomes.

The Departments analyse the performance of the students in the evaluation mechanisms to see if the strategies deployed have been effective in achieving the outcome.

Special care is taken by the departments to assign projects and assignments to the students that significantly support the programme and course outcomes.

The College tries to record the achievements of the alumni which serve as a benchmark regarding the institution's adherence to the programme and course outcomes.

The students enrolled in the B.Voc courses undergo on job trainings that are directly related to the attainment of the programme and course outcomes. Many of the students who underwent OJTs have also been placed successfully in organisations that justifies the achievement of the PO and COs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

250

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://docs.google.com/spreadsheets/d/1FyoCvYrUJaFGkOuMTaK5TVLq30s1481COdTRA-5z5l0/edit?resourcekey&usp=forms\\_web\\_b#gid=772615456](https://docs.google.com/spreadsheets/d/1FyoCvYrUJaFGkOuMTaK5TVLq30s1481COdTRA-5z5l0/edit?resourcekey&usp=forms_web_b#gid=772615456)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

An ecosystem for innovations has already been in existence in the college through which different initiatives for creation and transfer of knowledge are taken. The college defines different mechanisms to organise talks and seminars for dissemination of knowledge to the students. Resource persons from different fields and organisations are invited to augment the process of creating and .transferring of knowledge. The college through its Entrepreneurship Development Cell (EDC) select students with an entrepreneurial mindset for participation in different entrepreneurship programmes organised by the college. The local youths belonging to different tribal communities have also received benefits through different entrepreneurship/skill programmes organised by the college.

The college also maintains the ecosystem to help students to have access to expertised resources through signing of MoUs with different Government and Non-government institutions or

organisations. This ecosystem nurture the innnovative ideas of the students for a commercially viable business. The college authority ensures that the said ecosystem gets sustained through a collaborative effort of all the stake-holders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/MoU.pdf">https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/MoU.pdf</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	<b>Nil</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

**6**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

**16**

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Extension activities have always been a part of the annual academic calendar of the college. Some of the key themes around**

which the students are sensitized by ensuring their participation are Hygiene and Cleanliness, Environmental Issues, Livelihood Issues, Social issues like gender sensitisation, women empowerment, etc.

The students take part in tree plantation activities, cleanliness drives, plastic-use awareness, etc. in the campus and neighbouring areas. In this regard, the NSS and the NCC Cadets play a proactive role. The College organises the 'World Environment Day' by undertaking various activities and organising talks on environmental awareness.

The College takes various initiatives in the adopted village Dikchak ranging from health and hygiene to capacity building etc.

Ensuring the participation of the students in these extension activities has been able to sensitise the students to the issues. It has been observed that students have started undertaking cleanliness and plantation activities on their own thereby augmenting a positive change in the society. Also, the health camps that were organised by the College has been able to create health awareness amongst the people in the neighbouring communities.

File Description	Documents
Paste link for additional information	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/College-Bulletin.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/College-Bulletin.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

36

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

10684

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College ensures that the academic ambience is supplemented by adequate infrastructure and physical facilities. The College has 42 classrooms with ICT facilities that helps in imparting quality



education. The allotment of the classrooms is streamlined at the beginning of each session for smooth functioning of the classes through the Academic Calendar.

The College is equipped with separate departmental rooms for the respective faculties which are well equipped with departmental library, computer systems and intercoms.

The College has been made accessible to the specially-abled students through the inclusion of infrastructure like ramps and toilets. The College has a language laboratory as well as a computer lab with the requisite infrastructure funded by Guwahati Refinery. Departments like Education and Geography have well-equipped libraries. The Department of Theatre and Stage Craft has a workshop for activities of the students.

The College authority has also ensured that cells like NSS and NCC have their dedicated offices and rooms so that their official activities can be carried out without disruption. The safety of their equipment are also ensured accordingly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College gives equal importance to co-curricular activities and ensures that there are adequate facilities for the same. There is a state-of-the-art mini theatre hall in the college that is used for cultural events. The College has adequate space where an open auditorium is set-up to conduct events like Annual College Week, Freshmen Social, North-East Inter College Debating Competition, etc. to give opportunities to students in their field of interests. The College has requisite equipments for outdoor, indoor and athletic games such as volley balls, cricket bats, badminton rackets, badminton and volleyball nets, football, javelin, shotputs, discuses, stands, etc.

The College has an indoor stadium with courts where students can practice indoor games on a regular basis like Basket Ball, Badminton etc. The indoor stadium is also used for conducting

events related to yoga. The College has a MoU with Sports Association Sonapur and Birsa Munda Playground, Ural for holding outdoor games and events for the students which form a major component of co-curricular activities.

The College also has a well-equipped gymnasium for the students and College staff. Yoga workshops / classes are organised in the indoor stadium of the College which has adequate space and facilities for the same.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

42

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/4.1.3.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1,56,00,000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library, being the centre of knowledge dissemination and acquirement, has played a pivotal role in the teaching-learning process. With more than 17000 books, journals and periodicals as its assets, the college library has always remained a source of information and knowledge for both the faculties and students.

The College Library is automated through SOUL 3.0 (Software for University Libraries) which helps in cataloguing of library books, tracking circulation through OPAC, etc.

A computerised circulation counter for Open Public Access Catalogue (OPAC) is made available for the users. This helps the students and the readers to search for their required book and its details in the system.

The digitalised reading materials become available through the adoption of "Open Access System" - a facility accessible through library automation using Integrated Library Management System (ILMS).

The College Library makes online resources from various sources such as different educational sites, online libraries, etc. accessible for the students and faculty members through N List. The teachers and students are enrolled in NDLI Club to have access to the resources in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	No File Uploaded	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Upload any additional information	No File Uploaded								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>								
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>									
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>									
<b>Rs .1,58,291</b>									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Audited statements of accounts</td><td>No File Uploaded</td></tr> <tr> <td>Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Audited statements of accounts	No File Uploaded	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	No File Uploaded								
Audited statements of accounts	No File Uploaded								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>								
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>									
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>									
<b>1387</b>									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Details of library usage by teachers and students</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Details of library usage by teachers and students	<a href="#">View File</a>			
File Description	Documents								
Any additional information	No File Uploaded								
Details of library usage by teachers and students	<a href="#">View File</a>								
<b>4.3 - IT Infrastructure</b>									
<b>4.3.1 - Institution frequently updates its IT facilities including Wi-Fi</b>									

The College updates its IT facilities including Wi-Fi facilities to ensure that College activities can be carried out smoothly.

The College has a well-equipped computer lab connected through LAN supported by Wi-Fi where students enrolled in B.Voc appear for their online examinations. The Wi-Fi connectivity and IT facilities in the remote sensing and GIS lab under the P.G. Department of Geography. High Speed Wi-Fi connectivity is ensured through Railware. The system and application softwares are licensed. The departments are well equipped with desktops with N-Computing facilities.

The Library has been fully automated and the software used i.e. SOUL has been upgraded to the latest version, i.e. SOUL 3.0.

The college website is regularly updated by the concerned officials under Annual Maintenance Contract with Guwahati Industrial Art, GNB Road, Ghy-3. The admission to UG and PG Programmes are conducted online which requires regular updation of wi-fi facilities.

The College regularly updates its biometric attendance system for ease of administration. The IT facilities are regularly monitored and upgraded for smooth functioning of academic and administrative functions with the help of agencies like Vinayak Systems and Kareng Technologies, Guwahati and Gopi Junction, Sonapur with which the college has MoUs and AMCs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in

C.10 - 30MBPS

<b>the Institution</b>	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p><b>The College has a well-defined mechanism for maintenance of physical, academic and support facilities.</b></p> <p>The departmental laboratories are maintained by the departments with the support of College authority. Stock of equipment is monitored by the departments and their purchase is done by the College authority and Purchase Committee. The Computer Lab is maintained by the teacher of the IT department. The requirements for its upkeep are given to the College authority for further actions.</p> <p>The College Library functions under the Library Committee which is responsible for the overall upkeep of the Library. The committee places recommendations related to Library upkeep and</p>	

upgradation before the College authority which is approved as necessary.

The sports facilities and indoor stadium is regularly supervised by the Sport Secretary, member of the College Students' Union with the help of the teacher in-charge.

At the beginning of each session, the classrooms are supervised to ensure sufficient furniture to accommodate teachers and students. The College authority regularly monitors the classroom facilities and cleanliness with the help of administrative staff.

The other facilities like girls' hostel, college canteen, girls' common room, dekachang, etc. are periodically monitored by the concerned authorities comprising of students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1030

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the

**institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

1030

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

778

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

778



File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**51**

File Description	Documents
Self-attested list of students placed	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

68

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

18

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

one) during the year

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

Sonapur College ensures that students are well represented in administrative, co-curricular and extracurricular activities. The College has a students' union (SCSU) which is democratically elected by the students and are given administrative responsibility pertaining to students. They are responsible for maintaining cordiality between the students and the authority, disseminate relevant information to the students and represent the grievance of the students before the authority. Students union members are designated as heads of different portfolios such as President, Vice-President, General Secretary, Cultural Secretary, Sports Secretary, Boys' and Girls' Common Room Secretary, Literary Secretary, Debate and Symposium Secretary, etc. They also represent students in different cells and committees of the College such as Internal Complaint Committee, Career Counselling and Placement Cell, NCC Co-ordination Committee, Grievance Redressal Cell, Extension Activities and Outreach Cell, Publication Unit, Election Steering Committee, Anti-Sexual Harassment Cell, etc.

The students union take initiatives for maintaining discipline in the college campus by imposing vehicle entry restrictions, maintaining proper uniform, restricting use of mobile phones, minimising use of plastic, taking disciplinary action against use

of tobacco products. The Students Union of the College also maintains cordial relationship with the union bodies of other educational institutes that help in exchange.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

41

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a registered Alumni Association under Registration of Society's Act XXI of 1860 with registration Number RS/KAM(M)263/Z/5580 of 2021-22 which actively participates in the activities of the College and makes significant contribution towards the quality development of the College.

Every year the association holds meeting within its members and the College authority and chalk out a plan of action through which it can provide necessary financial and other support to the College. Departmental Alumni committees have also been a part of departmental activities and initiatives.

Various activities like coaching for NET/SLET and other competitive examinations, extension activities like activities in feeder and nearby schools, seminars and talks, etc. The Alumni members also interact with the presently enrolled students regarding various aspects related to career. During 2022-2023, the members of the Alumni Association donated in cash and kind which amounted to approximately ? 4.5 lakhs.

The members of the Alumni Association also extend help during the admission process by orienting them to the programme and course outcomes. Some members of the Alumni voluntarily extend help in various affairs whenever approached. Many of the deserving alumni of the College have joined as faculty members in various departments.

File Description	Documents
Paste link for additional information	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2020/02/Departmental-Alumni-EC-Members.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2020/02/Departmental-Alumni-EC-Members.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College has well-defined goals and objectives which are revisited aligning them to the Mission and Vision of the College. The governance of the College is democratic and participatory in nature. The Governing Body is an integral part of the College management. With the Principal as the Member Secretary, there are representatives of teachers, non-teaching staff and parent representatives where decisions are taken regarding institutional plan and policy. Different committees are formed with teacher and student representatives as per the decisions and approvals of the

Governing Body for carrying out different academic, financial, extension, examination, research activities, etc.

The College through its student and teacher representatives makes an effort to take education beyond the confines of the College and to nearby schools and institutions. The College makes education accessible to the neighbouring communities through its policies and action plans reflecting the College's mission and vision. The authority also ensures that the heritage of the neighbouring communities is reflected in the infrastructural aspects, monitored by committees designated by authority.

The IQAC which is responsible for taking up quality initiatives ensures that they adhere to the mission and vision. It takes special measures to develop an innovation ecosystem in the area.

File Description	Documents
Paste link for additional information	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2023/02/Prospectus_2022-23.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2023/02/Prospectus_2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Sonapur College believes in decentralisation and participative management which is reflected in the actions of the College authority. At the apex, the Governing Body consisting of the President, Principal, Affiliating University representative, teacher representatives, non-teaching staff and parent representative set an example of participatory management. The GB helps in the formulation of guidelines and policies for the enhancing the ambience of education. At the College level, decentralisation of duties and responsibilities is ensured by the management amongst the Heads of the Departments, Students Union, and administrative staff. Various cells and committees are constituted by the Principal for the fulfilment of the goals and objectives of the College.

The effectiveness of the decentralised and participative management system of the College is evident in the College activities, particularly the 3rd Cycle of NAAC Assessment and

Accreditation during 2022-2023. The cells and activities ensured the fulfilment of the responsibilities entrusted to them on time. Co-operation and participation of all cells, committees and stakeholders finally led to the successful completion of the Assessment Process resulting in the College being awarded with A+ grade with a CGPA of 3.31.

File Description	Documents
Paste link for additional information	<a href="https://www.sonapurcollege.ac.in/sonapur-college-governing-body/">https://www.sonapurcollege.ac.in/sonapur-college-governing-body/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sonapur College ensures that its strategic/perspective plan gets implemented in phased manner. The annual plan is prepared accordingly so as to make provision for realizing the goals and objectives at par the mission and vision of the college. Apart from introduction of P.G classes in three departments, the college also adheres to the guidelines of all the Government agencies that assess and accredit the Higher Education Institutes in the country. Assessment and accreditation by NAAC has been conducted as per guidelines, resulting in its 3rd cycle of accreditation with A+ grade in 2023. The college is also participating in NIRF annually. The college has been participating in All India Survey of Higher Education (AISHE) every year. It has also been ranked satisfactorily by India Today among the Arts Colleges of India.

Strengthening of the infrastructural facilities has always received a priority in its plan since more and more facilities are being added to support the students in realizing their goals. The year has witnessed strategic plans and programmes for the implementation of NEP 2020 successfully. All the key components of the college management system remain vigilant so that the institutional strategic/perspective plan gets effectively deployed.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has different policies for functioning of different institutional bodies. The policies define the roles and responsibilities to be performed. The concept of decentralized management system is well reflected in the administrative structure of the college. Headed by the president of Governing Body, the college follows a hierarchal administrative order with the principal as the administrative and academic head followed by the Vice-Principal, HoDs, Academic Committee, Teaching and Non-Teaching Staff. The Governing Body is formed as per the Provincialized Act (2005), Government of Assam. The GB through its periodical sittings monitor the developmental works and ensures proper execution of the plans with proper budgeting and policy making.

The recruitment process is carried out according to the norms of the affiliating university and state government guidelines. The selection committee approved by the concerned authority is empowered to select candidates for various posts to be appointed in the college. Promotion of teachers is subject to fulfilling the UGC guidelines and Provincialized Act of Assam Government. Promotion of non-teaching staff is done according to the State Government guidelines.

File Description	Documents
Paste link for additional information	<a href="https://prsindia.org/files/bills_acts/acts_states/assam/2005/2005Assam46.pdf">https://prsindia.org/files/bills_acts/acts_states/assam/2005/2005Assam46.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.sonapurcollege.ac.in/wp-content/uploads/2022/08/Organogram.pdf">https://www.sonapurcollege.ac.in/wp-content/uploads/2022/08/Organogram.pdf</a>
Upload any additional information	No File Uploaded



<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<b>No File Uploaded</b>
Screen shots of user inter faces	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
<b>6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff</b>	
<p>The College believes that the welfare of the staff is of primary importance to ensure a healthy academic environment.</p> <p>The College ensures that the guidelines regarding the staff welfare laid down by the government regarding promotion, pension, etc., are timely and effectively implemented.</p> <p>The authority sanctions medical leaves to the staff as and when required.</p> <p>The authority ensures that the teachers get maximum opportunity to attend academic events like seminars, conferences, workshops, symposiums for professional growth and also sanctions leaves for the same.</p> <p>The College authority sanctions duty leaves to the teachers when they are invited by other government offices for related duties or other professional bodies.</p> <p>Whenever possible, the College authority organises talks related to health issues and health camps where the staff also participate.</p> <p>The College authority ensures that opportunities are given to non-teaching staff to enhance their skills through participation in</p>	

workshops, etc.

Uninterrupted internet and wi-fi facility is made available in the campus for ease of smooth functioning of academic and administrative work.

The College has registered mutual aid fund societies for the teaching and non-teaching staff from where they can avail various benefits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

##### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

08

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The College ensures that the performance appraisal system for the teaching and non-teaching staff is maintained through various ways. Administrative and Academic audit of the College is organised to understand the strengths and weaknesses of the

academic system. This helps in upgrading teaching system and the academic profile of the teachers. The participation of the teachers in seminars, workshops, symposiums, conferences, FDPs, etc. is monitored and given importance. The active engagement of the teachers and non-teaching staff in various aspects of the college such as admission procedures, conducting examinations, invigilation duties, events, etc. is also monitored by the authority. The authority discusses the performances of the departments in relation to the performance of the students in the examinations and the assessments.

The parent-teacher meets also serve as one of the mechanisms of performance appraisal. The exit meetings of the students of certain departments also include feedback on the curriculum delivery and the teachers.

Regular meetings are also organised by the College authority with the non-teaching staff to discuss various issues related to the functioning of the office and related works. The authority discusses the performance of the non-teaching staff and attendance. Feedback is provided through annual appraisal report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College regularly conducts internal and external audits. For the annual internal financial audit, the Sonapur College Governing Body appoints a Chartered Accountant and the external audit is carried out by the Office of the Accountant General, Govt. of Assam.

During the internal audit, verification of all the documents of payments, receipts, cash transactions, ledger books, cash book, bank passbook, etc. is done in the presence of the Principal and the office assistant. The details of all the transactions of the

entire financial year is consolidated and maintained at the account office. The audit result is placed before the Governing Body meeting.

The external audit is conducted separately and is not related in the internal audit. The heads such as - fees collection from students, grants and fund received from different Government sources and others for specific purposes, scholarship grants, etc. are verified and audited by the Auditor. Objections and suggestions are reviewed in the finance committee meeting for a desirable solution for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial decisions of the College and various aspects related to it are taken by the College Authority in consultation with the Governing Body and the Finance Committee. The GB and the Finance Committee constantly monitor the utilisation of funds and also encourage the College authority to seek for funding sources to meet these requirements. An annual budget is planned by the

College authority taking into consideration the organisation of various events, infrastructure development, recurring expenses, etc. As per the budgetary requirements, different strategies are made and sources are enlisted that could be approached during the year. Sources like RUSA, ICSSR, UGC, State Government, Corporate funds, etc., are mostly approached. Scholarships are offered by the government to students through the College which are disbursed timely and effectively.

The internal fund of the College generated from tuition fees, hostel fees, etc. form the major corpus of fund for the college. The College management provides funds for organising seminars, workshops, etc. Also, for the holistic development of the students, the College organises various student-centric activities such Annual College Week, Freshmen Social, extension activities, etc. The College also provides fund to the students for participation in the activities representing the College in various events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell constantly works towards improving the overall academic ambience of the College along with providing suggestions to heighten the quality benchmark of the College. This includes monitoring the regularity of the publications of the College like Sona Sophia, Budding Scholars, Research Bulletin, etc. It also constantly motivates the teachers to engage in national seminars, conferences and research publications.

Academic Audit has been conducted by Dr. Johnson K.M. to evaluate the performance of the College in academic matters. Such audit mandates the respective departments to better their performances continuously.

The IQAC also takes important initiatives for ensuring the functioning of the Incubation Centre which has recently been

renamed as Entrepreneurship Development Council (EDC). For the same, various collaborative initiatives are undertaken with Government bodies like Assam StartUp. The EDC members also take students to attend various workshops and sessions organised for entrepreneurship.

The IOAC provides necessary help and support in the functioning of Sona Harvest as it a novel initiative of the College to help the students to earn while they learn. It helps them in grooming the students towards an entrepreneurial mind-set.

File Description	Documents
Paste link for additional information	<a href="https://sonapurcollege.ac.in/aqar/wp_admin">https://sonapurcollege.ac.in/aqar/wp_admin</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has a mechanism of regularly reviewing the academic performance of the departments of the College. The IQAC records various information related to teaching learning process and the achievement of the learning outcomes of the students through different parameters. The departments have to submit an annual report to the IQAC which includes the mentioned components. After a review of the same, the IQAC offers various suggestions to the concerned faculties for enhancing the performance. The internal academic audit is an integral part of the quality enhancement process of the IQAC.

The IQAC Co-ordinator is member of the Academic Committee and plays a significant role in forwarding suggestions for improvement and enhancement of quality based on the meetings and discussions.

The orientation programme of the students at the beginning of each academic session plays a crucial role in developing an understanding amongst the students regarding their enrolled programme.

The student feedback mechanism is annually deployed by the IQAC with the help of the departments. The feedback thus received is analysed and suggestions are forwarded for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Annual-Report_2022-23_Sonapur-College20231107_17064120.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Annual-Report_2022-23_Sonapur-College20231107_17064120.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- 1. The Women's Cell organised the International Women's Day on 8th March 2023 where the ladies of Dikchak, the adopted**



village of Sonapur College were felicitated for their contribution and cooperation with Sonapur College.

2. Gender Audit is conducted in the college annually to ascertain the status of girl students in terms of participation in various activities, facilities for the girl students, scholarship awarded to the girl students, etc.
3. Girls' common room renovated with modern washroom and hygiene facilities.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/Annual-Gender-sensitization-action-plan.pdf">https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/Annual-Gender-sensitization-action-plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/Specific-Facilities-for-women.pdf">https://sonapurcollege.ac.in/aqar/wp-content/uploads/2023/12/Specific-Facilities-for-women.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

1. Sanitary napkin incinerator installed in the bathrooms of the college - ladies teacher, library and girls' common room plays a significant role in the minimising solid waste.
2. A vermi-compost pit constructed in the college is operational where the biodegradable wastes are collected.

The drainage system for managing liquid waste is effectively operating.

3. There are separate bins for degradable and non- degradable solid waste in the college campus. The solid waste is segregated in different coloured dustbins - green for wet and biodegradable waste and blue dustbins for plastic wrappers and non-biodegradable waste.
4. As Sonapur College is located on the top of a hill, the waste water generated runs down along traditional drains and gets absorbed.
5. The E-Waste generated in the college is segregated and used in e-waste art installation recently in the college campus.
6. The papers with single side printing are reused.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

1. Dekachang, a traditional Karbi boys' dormitory serves the purpose of boy's common room.
2. Guests are felicitated with traditional handloom showcasing the rich diversity of the area.
3. The Department of TTM (B.Voc) organised the World Tourism Day 2022 and invited the guests to the adopted village Dikchak where the villagers welcomed the guests in traditional style, offered traditional snacks which was appreciated by the guests.
4. The College gives importance to the smooth disbursement of Scholarships of the Scheduled Castes and Scheduled Tribes to ensure their economic inclusion.
5. The Maniram Karkun Teaching and Research Centre for Tribal Language and Culture was established to teach different tribal languages to the students.
6. The College has a Museum that displays the artefacts of the local tribes. These artefacts have been donated by the members of the local communities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.**

1. Extension education and peer teaching programmes are organised so that a sense of responsibility and duty can be inculcated amongst the students.
2. The Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.
3. The Independence Day on the college premises was organised by hoisting the Tri-colour flag.
4. The students of the Dept. of Geography attended a seminar on Climate Change at the Governor's House on 12th September 2022.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sonapur College has a strong tradition of organizing events to celebrate the national and international commemorative days, events and festivals. The list of events is given below:

1. The Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.
2. Celebration of Independence Day on the college premises by hoisting the Tri-colour flag.
3. The World Aids Day was celebrated on 1st December 2022 by organizing an awareness programme on 50th Assam Air Wing NCC and 1st Assam BN NCC units.
4. The Assam Government designated Students Day on 31st March 2023 was celebrated to pay tribute to Sri Upendranath Brahma, the great social reformer and student leader.
5. Diwali was celebrated in the college premises by lighting earthen lamp by Sonapur College Students' Union.
6. Saraswati Puja was celebrated in the college premises.
7. The International Womens Day was celebrated on 8th March 2023 by felicitating the women of Dikchak Village in the College.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice -1

**Title of the Practice: Fostering Gram Swaraj - Commitment Beyond Campus**

Sonapur College, located in a tribal dominated rural setting, realises the need for the upliftment of the local communities for creating a conducive atmosphere for outreach of education. Therefore, village adoption and other extension activities in the neighbouring areas form a major forte of Sonapur College.

This is a multi-pronged approach that encompasses various needs of the communities - livelihood security, education, health and sensitization, environmental awareness and moral and intellectual development.

### Best Practice - 2

**Title of the Practice: Skilling the New Generation (Skilling for Resilience)**

The disproportionate ratio of educated youths and jobs has necessitated for skilling the youths on various technical skills for particular jobs as well as soft skills for instilling confidence into them to compete in the job market. Therefore the College has capitalised on every possible opportunity that it has found for introducing long term as well as short term skill based courses in the college to benefit the students enrolled in the college as well as the locality. The initiation of the

'Incubation Centre' is also an effort towards encouraging students for entrepreneurial ventures.

File Description	Documents
Best practices in the Institutional website	<a href="https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Best-Practices.pdf">https://sonapurcollege.ac.in/agar/wp-content/uploads/2023/12/Best-Practices.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Sonapur College has incorporated "Heritage Conservation" in its mission since inception. Conservation of natural heritage has been incorporated recently in 'Heritage Conservation' apart from cultural heritage.

The College has institutionalized natural and heritage conservation in the following ways:

The students are encouraged to take up various places in and around Sonapur and greater Dimoria area that have ecological and cultural significance as their project topics.

The College organizes talks on important aspects of heritage and their conservation for creating awareness amongst the students. Environmental awareness programmes and plantation drives are organised,

The College has a college museum which has many artefacts belonging to different tribes of the area.

The Dekachang, a traditional boy's dormitory of the Karbi tribe has been constructed in the college premises that also functions as the boys' common room.

The College felicitates its guests with traditional elements like 'Gamocha', 'Arnai', 'Fali', 'Sarai'.



The students of the Department of Theatre and Stage Craft participate in workshops that train them on traditional crafts like mask-making, puppetry, bamboo and cane crafts.

The Cultural Rally organised during Annual College Week gives the students an opportunity to showcase and understand their culture.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Session 2023-2024

Sonapur College has sorted out prospective plans for the next academic session:

1. Introduction of more skilled based course is a priority for the next academic year.
2. Continuation of the existing certificate/add on courses and introduction of more such courses in the next academic year.
3. Workshop/seminar to be conducted on Intellectual Property Right.
4. Research Methodology workshop to be organised.
5. Entrepreneurship related activities like awareness programmes, workshops, competitions, etc. to be organised through Entrepreneurship Development Cell (EDC).
6. Workshops on various aspects like office automation, soft-skill, IT, etc. to be organised for the administrative staff.
7. FDPs to be organised by different departments on relevant topics.
8. Livelihood initiatives to be implemented for the inhabitants of the adopted village, Dikchak.
9. To organise programmes on gender sensitisation and awareness for the students and faculty members.
10. To undertake more activities in collaboration with the colleges, institutions and organisations with which MoU have been signed.
11. To organise sponsored national seminars in the college on relevant topics.
12. To introduce IT related short- term courses in the College

for the students to impart basic IT skills to prepare the students for the job market.

13. To mobilise resources from funding sources for optimising the functionality of the College.