

Annual Quality Assurance Report (AQAR)

2012-13

SONAPUR COLLEGE

P.O.:SONAPUR

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PREPARED BY-

IQAC, Sonapur College

Web: www.sonapurcollege.org

1.



INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

. The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website. When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis. This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC. In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

2.

1. Kindly provide the details of the institution

Name of Institution:	Sonapur College
Year of Establishment of the Institution:	02-08-1991
Address Line 1:	Milanpur
Address Line 2:	Sonapur
City/Town:	Sonapur
State:	Assam
Postal Code:	782402
Email Address:	principalsonapurcollege@gmail.com

2. NAAC Accreditation/ Reaccreditation Details

NAAC Accreditation/ Reaccreditation Details Year of Accreditation/ Reaccreditation:	February, 2004
Current Grade:	C++
CGPA:	Institutional Score-65.50

3. Institutional Status: Affiliated College

4. Contact Person Details

Name of Head of Institution:	Dr. Devabrot Khanikor
Contact Phone:	+91 9435354374
Email:	devabrot37khanikor@gmail.com
Website URL:	www.sonapurcollege.org
Name of IQAC Co-ordinator	Dr. Biman patowary, Dr. Nizara Hazarika
Email:	bimanpatowary@gmail.com / nhazarika04@gmail.com

3.

SECTION:I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	3
Post Graduate (MA/M.Sc./M.Com etc.)	0
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	3
Professional Programmes(B.Tech/M.Tech /B.Ed/M.Ed/ Medicine/ Pharmacy/ Paramedical/ Nursing etc)	0
Other value added programmes	0
Any other programme offered (Specify)	2

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	1
New programmes designed	0
Programmes under revision	4
Interdepartmental collaborative programmes	2
Inter institutional collaborative programmes	16
Number of review committee recommendations implemented (Total)	20
Number of NAAC peer team recommendations implemented	17
Number of UGC/any other expert committee recommendations implemented	7
Number of review committee recommendation under implementation	4
Number of NAAC peer team recommendations under implementation	3
Number of UGC/ any other expert committee recommendations under implementation	2

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	50
Total faculty on rolls	48
Faculty added during the year	6
Faculty positions vacant	0
Faculty left during the year	0
Total number of visiting faculty	0
Total number of guest faculty	0

8. Qualification of Faculty

PhD and Above	10
MPhil	6
Masters	48
Any other (Specify)	B Ed-8/ AMIE-1/PGCTE & PGDTE-1/LLB-1/ B. Muse-1/ NET-3/ SET-1/JRF-1/E. Teacher-1

9. Faculty qualification improvement

PhD awarded to existing faculty	1
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	8
Administrative staff (Actual strength)	8
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	7
Technical Support Staff (Actual strength)	11
Added during the year	2
Left during the year	0
Number of posts vacant	0

4.

SECTION

II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

	DD	MM	YYYY
Year of establishment of IQAC	20	11	2002

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	13
Number of Alumni in IQAC	1
Number of Students in IQAC	0
Number of Faculty in IQAC	7
Number of Administrative Staff in IQAC	2
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External experts in IQAC	2
Number of any other stakeholder and community representatives	2

14. IQAC Meetings

Number of IQAC meetings held during the year	8
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15. Whether Calendar of activities of IQAC formulated for the academic year



Yes



No

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	2
Number of value added programmes proposed	3
Number of skill oriented programmes proposed	2
Number of faculty competency and development programmes proposed	6
Number of other staff development programmes proposed	4
Number of student mentoring programmes proposed	1
Number of co-curricular activities proposed	2
Number of inter departmental cooperative schemes proposed	2
Number of community extension programmes proposed	12
Any other programmes proposed (Specify)	1

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	2
Number of value added programmes implemented	3
Number of skill oriented programmes implemented	2
Number of faculty competency and development programmes implemented	5
Number of other staff development programmes implemented	4
Number of student mentoring programmes implemented	1
Number of co-curricular activities implemented	2
Number of inter departmental cooperative programs implemented	1
Number of community extension programmes implemented	12
Any other programmes suggested that are implemented (Specify)	1

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution	2
Number of participants from the institution	53
Number of participants from outside	112
Number of external experts invited	18
Number of external conferences/seminars/ workshops on institutional quality attended	1
Number of events conducted with IQACs of other institutions as collaborative programmes	1

19. Did IQAC receive any funding from UGC during the year?

Yes No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	1, 50,000
Amount Received from any other source including the college management	48,000

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Organised faculty development programme
- Organised translation workshop
- Organised programmes for students on mentoring and value based education by *Chinmaya Mission*
- Organised interactive session with Rachel Sunden, Dy Director, American Consulate Kolkata
- Organised RELO, US Embassy, New Delhi, sponsored workshop
- Organised programme to enhance competency of the staff

5.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development	1
Number of programmes in which evaluation process reformation taken up and implemented	1
Number of active teaching days during the current academic year	198
Average percentage of attendance of students	75%
Percentage of classes engaged by guest faculty and temporary teachers	15%
Number of self financed programmes offered	2
Number of aided programmes offered	0
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?

Yes No

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	65%
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25. Is feedback for improvement provided to the faculty?

Yes No

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	2
Number of major ongoing projects	0
Number of minor ongoing projects	0
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	1
Number of minor project proposals submitted for external funding	1
Number of research publications in peer reviewed journals	12
Number of research publications in international peer reviewed journals	2
Number of research publications in national peer reviewed journals	10
Number of research papers accepted for publication in international peer reviewed journals	1
Number of research papers accepted for publication in national peer reviewed journals	2
Average of impact factor of publications reported	0
Number of books published	2
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	69
Number of international conferences attended	7
Number of national conferences attended	62
Number of papers presented in conferences	63
Number of papers presented in international conferences	7
Number of papers presented in national conferences	56
Number of conferences organized by the institution	1
Number of faculty acted as experts resource persons	8

Number of faculty acted as experts resource persons - international	1
Number of faculty acted as experts resource persons- national	7
Number of collaborations with international institutions	1
Number of collaborations with national institutions	1
Number of linkages created during the year	4
Total budget for research for current year as a percentage of total institution budget	2%
Amount of external research funding received in the year	~ 1,57,000
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	2
Number of PhDs awarded during the year	1
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	20%

6.

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1429
Actual enrollment during the year	1429
Student dropout percentage during the year	4%
Success percentage in the final examination across the courses	62%
Number of academic distinctions in the final examination and percentage	11
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	0
Number of students qualified GATE/ CAT/ other examination (Specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

Yes No

29. Student participation, if response is yes to Qn. 27

Number of students participated 12

30. Does student counseling and guidance service exist ?

Yes No

31. Student participation, if answer to Qn. 29 is yes

Number of students participated 156

32. Career Guidance

Number of career guidance programmes organized	3
Percentage of students participated in career guidance programmes	21%

33. Is there provision for campus placement?

Yes No

34. If yes to Qn. 32

Number of students participated in campus selection programmes	12
Number of students selected for placement during the year	1

35. Does gender sensitization program exist ?

Yes No

36. If Answer is Yes to Qn 34

Number of programmes organized	1
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37. Student activities

Number of students participated in external cultural events	52
Number of prizes won by students in external cultural events	1
Number of cultural events conducted by the institute for the students	20
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	1
Number of students participated in state level sports and games events	2
Number of students participated in university level sports and games events	15
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	1
Number of prizes won by students in state level sports and games events	2
Number of prizes won by students in university level sports and games events	0
Number of sports and games events conducted by the institute for the students	46

38. Composition of students

Percentage of Scheduled Caste	10%
Percentage of Scheduled Tribe	43%
Percentage of other backward communities	23%
Percentage of women students	51.36%
Percentage of physically challenged	0
Percentage of rural students	98%
Percentage of urban students	2%

39. Scholarships and Financial Support

Support	Number of students availing financial support from the institution	24
	Amount disbursed as financial support from the institution	₹ 36025
	Number of students awarded scholarship from the institution	218
	Number of students received notable national/international achievements/recognition	1

40. Student initiatives

	Number of community upliftment programmes initiated by students	3
	Number of literary programmes initiated by students	12
	Number of social action initiatives based on science / environment initiated by students	3
	Number of student research initiatives	4

7.

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

Yes **No**

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored?

Yes **No**

43. Whether benchmarking is created for institutional quality management efforts?

Yes **No**

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- *Academics*
- *Student Development*
- *Infrastructure*
- *Faculty Research*
- *Community Development*
- *Office Administration*

45. Is a Management Information System (MIS) in place?

Yes **No**

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. 5. Research administration

6. Others

(enter the respective details corresponding to the serial numbers)

1. Administrative procedures including finance

- *The college office is automated with office automation software with LAN through which the functioning of all the branches are monitored by the Principal.*
- *The financial component of the office is duly audited annually by competent agencies. The findings are taken into consideration while taking decisions for the next years financial matters.*
- *There is a feedback mechanism from the various stakeholders (Student, Teaching faculties, Office Staff, Community and Government) from time to time.*
- *Sub-committees are constituted for administrative purpose. The feedback is analysed in the concerned committees and strategies are made.*
- *The same is placed in the College Governing Body for approval and decision making.*
- *After getting approval, the GB instructs for the execution of the decision where each stakeholder is given its share in the execution of the decision.*
- *The salient features of the decision are reflected in the college prospectus and college website.*
- *The college authority disseminates the required decision as and when required.*

2. Student admission

- *The Academic Committee chaired by the Principal make strategy for the admission process where important issues like student intake, cut off marks and fees structure are proposed which has to be approved by the College GB.*
- *The decisions are executed by the Admission Screening Committee.*
- *The detail of the admission procedure is made public through hoarding, website, news paper advertisement and College Prospectus for the information of all.*

- *The whole admission process is computerised*

3. Student records

- *For the maintenance of student's record the college has specific college software.*
- *There are three components for the maintenance of students' records: the office keeps track of the personal records, admission details and input-output records of the students; the department manages the academic component of the students' record; and the IQAC keeps records of the extracurricular activities of the students.*
- *The Principal convenes meetings with the office staff, the departmental heads and the IQAC and receives the feedback. The strategies are undertaken for the various student related activities for the whole year on the basis of the inputs received. The Principal holds similar meetings to review the progress from time to time.*

4. Evaluation and examination procedures

- *The college has to follow the directives of its affiliating University i.e. Gauhati University for holding final examinations as well as the evaluation.*
- *The College has an Internal Examination Board to conduct the Sessionals and internal examinations.*
- *The Academic Committee decides various evaluation measures like Seminar Paper presentation, projects, home assignments, class tests and so on. Further, the Academic Committee analyses the result of the year and the findings are shared with the teaching faculties. On the basis of the discussion, strategies are made for the improvement of the students.*
- *The whole process is put into the College automation software. The salient features are reflected in the college website as well the college prospectus.*

5. Research administration

- *The College has a Research Monitoring Cell (RMC) that reviews and monitors the faculty research. It provides information about the various research activities taking place in the college to the GB and also to the other stakeholders. RMC gathers information and disseminates the same to the researchers of the college.*

6. Others

47. Existence of learning resource management

	Yes	No
e-database in library	<input checked="" type="radio"/>	<input type="radio"/>
ICT and smartclass room	<input checked="" type="radio"/>	<input type="radio"/>
e-learning sources (e-Books, e-Journals)	<input checked="" type="radio"/>	<input type="radio"/>
Production of teaching modules	<input type="radio"/>	<input checked="" type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>	<input type="radio"/>

48. Internal resource mobilization: Kindly provide the amount contributed

Research	2,15,900
Consultancy and training	0
Student contribution	39,15,965
Alumni contribution	0
Wellwishers	50,000

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	
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	63,63,883
Amount spent for student welfare	8,60,854
Amount spent for staff welfare	20,000

50. Is delegation of authority practiced?

Yes **No**

51. Does grievance redressal cell exist?

	Yes	No
Faculty	<input checked="" type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	5
Number of grievances resolved	4

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	4
Number of grievances resolved	3

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	4
Number of grievances resolved	3

55. Has the institution conducted any SWOT analysis during the year



Yes



No

56. The SWOT analysis was done by internal or by external agency



Internal



External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- *Within a span of 21 years, since its establishment, the college has achieved a growth in terms of academics, student enrollment, infrastructure, research and extension, despite its location in close proximity to another college having PG courses and also to the capital city of the state.*
- *Research is a core activity among the faculty.*
- *The College has given importance on the Ethnic and Tribal Studies of the locality and has tried to explore the tribal culture which has helped to strengthen its bond with the neighbouring communities.*

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- *It took 21 years for the college to come under 12(B) of UGC Act. The College would have developed at a faster pace if it had come under 12 (B) at an earlier stage.*
- *Shortage of regular and sanctioned faculty.*
- *Lack of consultancy services*

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- *To produce skilled, employable human resource for the industries and business houses which are increasing in numbers in recent times.*
- *36% of the faculty have already been awarded PhD and another 50% are pursuing their PhD research apart from other research oriented activities which opens up the potentiality of the college to turn into a PG institute.*

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- *To increase academic programmes within the same infrastructure and time frame.*
- *Limited Industry-Academic interaction.*

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- *The first issue of the Sonapur College New Bulletin has been published.*
- *Two Minor Research Projects have been awarded.*
- *One Faculty member has been awarded PhD.*
- *The College has received an amount of 1, 50, 00,000/- (One Crore Fifty Lacs) from UGC for the construction of Indoor stadium and a new Girls' Hostel.*
- *RELO (U S Embassy, New Delhi) sponsored workshop was Organised.*
- *INTACH sponsored National seminar on "Heritage at Risk: A Clarion Call for its Stakeholders" was organised by IQAC.*
- *One Faculty member was awarded scholarship by US Govt. to participate in an International Faculty Development Programme in the USA.*
- *One Faculty member presented a research paper abroad.*
- *NCC and NSS units are officially inaugurated.*

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- *NAAC has provided a way for introspection and continuous evaluation of the over all performance of the college.*
- *Our Contribution to the society through curricular, research and extension activities could be designed and evaluated with a proper mechanism only due to NAAC.*

- *NAAC has inspired the institution to be accountable to the stakeholders and society.*

8.

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement. NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.

Filename: AQAR_12-13.doc
Directory: C:\Users\samsung\Documents
Template: C:\Users\samsung\AppData\Roaming\Microsoft\Templates\Normal.
dotm
Title:
Subject:
Author: HP
Keywords:
Comments:
Creation Date: 16-01-2014 10:18:00
Change Number: 2
Last Saved On: 16-01-2014 10:18:00
Last Saved By: HP
Total Editing Time: 1 Minute
Last Printed On: 16-01-2014 10:58:00
As of Last Complete Printing
Number of Pages: 23
Number of Words: 4,103 (approx.)
Number of Characters: 23,390 (approx.)