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OFFICE OF THE PRINCIPAL
SONARI COLLEGE

P.O.: Sonari, Dist.: Charaideo (Assam)
PIN 785690

e-mail: principalsonaricollege@gmail.com
Phone No .03772 256515(O)

Ref. No.

Date.....

DVV Clarification

Criterion VI: Governance, Leadership and Management

Metric No. 6.5.3: Quality assurance initiatives of the institution include

DVV Query 1: PROCEEDINGS OF MEETINGS OF IQAC AND ACTION TAKEN REPORT ON FEEDBACK ANALYSIS




Principal
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MINUTES OF IQAC MEETING 2018-2019

IQAC Meeting

Period: Term I of the Academic Year 2018-19

Date: 04-08-2018

Time: 1.00 p.m.

Venue: Teachers' Common Room

Agenda for the Meeting

1. Taking chair by the Chairperson
2. Objectives of the meeting by the coordinator
3. Acceptance of the previous meetings/proceedings
4. Discussion and review on the Plan of Action taken in previous meetings
5. Discussion on RUSA Activity and its progress.
6. Discussion on progress of the work of AQAR Preparation.
7. New policy for adoption of CBCS course to be implemented by the University and its future action plan.
7. Extension of ICT enabled Classroom for up gradation in teaching-learning process.
9. Discussion on the activity of IQAC and its progress for preparation of AQAR and SSR.
9. Discussion on Automation/ Digitalization of Library.
10. Resolutions
11. Achievements
12. Comments from chair
13. Vote of thanks

Minutes of the meeting:

Sl. No.	Point of Discussion	Action by
1	Review of Previous meeting held on 28 th February 2018	
	Minutes of the previous IQAC meeting held on 08-08-2018 discussed and confirmed	IQAC Coocordinatur
2	Discussion and review on the Plan of Action taken in previous meetings	
	Preparation of upcoming Golden jubilee year celebration. <ol style="list-style-type: none">1. Up gradation of college green campus and green audit done.2. Solar panel Street light installed.3. Alumni committee communicated and inform about various activity regarding college development.4. Indoor stadium upgraded by purchasing sports equipment under RUSA Grant.5. RUSA projects are about to complete.	
3.	Discussion on progress of the work of RUSA projects.	



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MINUTES OF IQAC MEETING 2018- 2019

	<ol style="list-style-type: none">1. RUSA projects are about to complete.2. The RUSA activities are uploaded in RUSA MIS and Project Geo-tagging completed.3. Partial audit of RUSA completed.4. Financial transaction of RUSA funds is through PFMS made clear.5. Installation of additional running water facilities for girls hostels completed.6. Campus development works are completed.	
4	Discussion on progress of the work of AQAR Preparation.	
	<ol style="list-style-type: none">1. The in house committees prepared the reports and to submitted the IQAC.2. IQAC is preparing the AQAR and to submit to the NAAC.3. IQAC decided to complete the process of NAAC accreditation in due time.	
5	Plan and action on adoption of CBCS course to be implemented by the University and its future action plan.	
	<ol style="list-style-type: none">1. As the University is to implement the CBCS Course from 2019-20 session IQAC nominate some faculty members to send to the workshop organised in nearby college.2. IQAC decided to hold a discussion with University authority about CBCS in the college and to invite the faculties of nearby colleges.	
6	Extension of ICT enabled Classroom for up gradation in teaching-learning process.	
	<ol style="list-style-type: none">1. Two new ICT enabled class room added.2. College is wi-fi enabled.3. College is trying to make the college environment as learner centric.	
7	Discussion on the activity of IQAC and its progress for preparation of AQAR and SSR.	
	<ol style="list-style-type: none">1. The in house committees prepared the reports and to submitted the IQAC.2. IQAC is preparing the AQAR and to submit to the NAAC.3. IQAC decided to complete the process of NAAC accreditation in due time.	
8	Discussion on Automation/ Digitalization of Library.	
	Library automation and digitalisation is in progress.	
9	Resolutions	
	<ol style="list-style-type: none">1. Third Cycle of NAAC accreditation is to be done soon as possible.2. Gear up the activity of IQAC.3. A general meeting is to be called soon regarding discussion of Golden Jubilee year celebration of the college.	
10	Achievements	
	<ol style="list-style-type: none">1. RUSA projects completed partially.2. The RUSA activities uploaded in RUSA MIS.3. Project Geo-tagging completed.	





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MINUTES OF IQAC MEETING 2018- 2019

	<ul style="list-style-type: none">4. Audit of RUSA completed partial5. Financial transaction of RUSA funds PFMS made clear through PMS6. Installation of additional running water facilities for girls hostels completed7. Campus development works completed8. Boundary wall is in progress.9. Students excursion and NSS activities performed	
11	The House decided to organize the next IQAC Meeting within the month of April 2019 in a feasible time and date and the Coordinator entrusted to execute the same.	

The IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and verified by	Approved by
 Co-ordinator Sign/Date: 4/3/19	 Principal (Dr. Bimal Ch. Sonari) Sign/Date: 4/3/19




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MINUTES OF IQAC MEETING 2018- 2019

IQAC Meeting

Period: Term II of the Academic Year 2018-19

Date: 24-04- 2019

Time: 1.00 p.m.

Venue: Teachers' Common Room

Agenda for the Meeting

1. Taking chair by the Chairperson
2. Objectives of the meeting
3. Discussion on the minutes of the previous meeting, and its acceptance.
4. Discussion on End Semester Examination as per guidelines of University and formation of Examination Committee for HS final Examination under AHSEC
5. Discussion on preparation of new prospectus, Code of conduct of students, admission of the Students and follow-up of academic calendar.
6. Discussion on Golden Jubilee Inaugural ceremony to be solemnised on 05/08/2019.
7. Discussion on Professional Ethics of Teachers, Code of Conduct of Employees of the College and to maintain the Leave register.
8. Preparation and submission of annual reports in due time.
9. Resolutions and achievements
10. Others
11. Comments from chair
12. Vote of thanks

Minutes of the meeting:

Sl. No.	Point of Discussion	Action by
1	Review of Previous meeting held on 04-08- 2018 Minutes of the previous IQAC meeting held on 24-04-2019 discussed and confirmed	IQAC Coordinator
2	Discussion on End Semester Examination as per guidelines of University and formation of Examination Committee for HS final Examination under AHSEC 1. Examination Committees are formed for all examinations. 2. Results of previous year discussed and measures to be taken for drop out students.	
3.	Discussion on preparation of new prospectus, Code of conduct of students, admission of the Students and follow-up of academic calendar. 1. New prospectus is to be prepared by including the CBCS course and academic calendar also to be prepared under Dilip Ranjan Boraah. 2. Discussed the increasing demand of Honours in various subjects and to increase the seats. 3. Class rooms to be increased.	



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MINUTES OF IQAC MEETING 2018- 2019

4	Discussion on Golden Jubilee Inaugural ceremony to be solemnised on 05/08/2019	
	<ol style="list-style-type: none">1. Discussed the inaugural ceremony of Golden Jubilee Year of the College on 05/08/2019.2. To call the alumni committee and share the views and plans in this regard.3. Various committees are to be formed for conducting the event.4. Golden Jubilee reception committee is to be formed for which local educationists, renowned persons, and other well-wishers are to be invited.	
5	Discussion on Professional Ethics of Teachers, Code of Conduct of Employees of the College and to maintain the Leave register.	
	<ol style="list-style-type: none">1. Professional ethics and code of conduct of employees have to be maintained and other leave register is to be recorded as per Govt. rules and regulations.	
6	Preparation and submission of annual reports in due time.	
	<ol style="list-style-type: none">1. All annual reports are submitted in due time.2. AQAR to be submitted soon.	
7	Resolutions and achievements	
	<ol style="list-style-type: none">1. Submission of AQAR and to prepare the NAAC SSR report for third cycle of Accreditation2. To hold various Webinars and NAAC related activities and extension works.3. The NSS works accelerated4. To collect the feedbacks from students, teachers, Parents and alumni.5. To register the alumni committee6. To complete the RUSA projects and complete RUSA audit.7. Purchasing of incinerator for destroying the sanitary napkins8. Instalments of water purifier9. Colouring of buildings10. Additional CCTV cameras installed11. Replacement of Bio-Metric machine	

The IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and verified by	Approved by
 Co-ordinator Sign/Date: 24/4	 Principal (Dr. Bimal Ch. Gogoi) Sign/Date:




Principal
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MINUTES OF IQAC MEETING 2019-2020

IQAC Meeting

Period: Term I of the Academic Year 2019-20

Date: 26-09- 2019

Time: 1.00 p.m.

Venue: IQAC Conference Room

Agenda for the Meeting:

1. The Chairperson took the chair.
2. Object of the meeting.
3. Discussion on the object.
4. Achievements on the Plan for the session 2019-20
5. Decision taking.
6. Speech from the chair.
7. Wind-up the meeting.

Minutes of the meeting:

Sl. No.	Points of Discussion
1	Review of Previous meeting held on 24-04- 2019 Minutes of the previous IQAC meeting held on 26-09-2019 discussed and confirmed.
2	A brief meeting of the IQAC, Sonari College in COVID-19 situation was held on Thursday, the 26 th September, 2019 by 1.00 pm. with the presence of the above signatory at IQAC Conference Room, Sonari College to discuss some urgent matters as fixed in the agenda. Mr. Mintoo Gogoi, the Coordinator IQAC, requested to the principal Dr. Bimal Ch. Gogoi, to take the chair of the meeting. The president greeted to all the members present in the meeting with begging cooperation and active participation and presided over the meeting as fixed in the agenda.
3	The Coordinator, Mr. Mintoo gogoi explained the object of the meeting. In his speech, stated that a plan for the session,2019-20 was accepted for the development of academic atmosphere and physical structure of the college. The Coordinator urged the House to discuss regarding development of Academic and Physical environment of the college, reconciled the grievances received from the Student Community and Academic Council of the college and achievement already acquired on the said plan for consideration was the main object of the meeting.
4	The Coordinator, IQAC read out the proceedings of previous IQAC meeting held on 24 th April/19 and after threadbare discussion accepted the same. The House thoroughly discussed the grievances received from the student community and recommendations from the Academic Council of the college for academic upliftment as well as physical development.
5	The Coordinator was highlighted the glimpses of the Action Plan, 2019-20 as approved in the previous meeting and achievements on the Action Plan,2019-20 before the house for consideration and benefit of the stakeholders.
6	Action plans: <ol style="list-style-type: none">1. Beautification of Arts and Science Building.2. Enrichment of the college library with sufficient books.3. Ensured availability of sports equipment to student community.4. Availability of Laboratory Equipment to Science Faculty in need base.





Mintoo Gogoi
Principal
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MINUTES OF IQAC MEETING 2019-2020

	<ol style="list-style-type: none">5. Observation of National and International Importance Day.6. Field study and educational tour to student community,7. Mobilization of NSS Unit of the College.8. College Campus Development.
7	<p>Achievements:</p> <ol style="list-style-type: none">1. Completion of renovation works2. Boundary wall completed3. Completion of Girls Hostel balanced works4. Programmes on environments carried out5. Extension of Girls Hostel works completed6. Publication SCARJ7. Library furniture and sports goods purchased8. Supply of laptops to required departments9. Renovated Boys' and Girls' Common Room as well as sanitized college campus10. Organized an awareness programme on COVID-19 By NSS Unit of the College.11. Enriched College Library with 02 No.(s) Text Books and 00 No.s Reference Books (total 02 No.s of books).12. Ensured the availability of equipment of Science Laboratory as per requirement.13. Supplied of sports goods to student community.14. Coloured and sanitized the college buildings
8	<p>Resolutions & Recommendation</p> <ol style="list-style-type: none">1. The House expressed satisfaction on successful execution of the Action Plan, 2019-20 for upliftment of academic atmosphere and physical development of the college and the principal of the college be requested to execute the same for the greater interest of the college and student community as well as society amidst of COVID pandemic situation.2. The House decided to organize the next IQAC Meeting within the month of April, 2020 in a feasible time and date and the Coordinator entrusted to execute the same.
9	<p>The Chairperson Dr. Bimal Ch. Gogoi, bid thanks and gratitude to all the members presented in the meeting for rendering their valuable time, advises, cooperation and for helping hands to success of the venture and declared end of the meeting.</p>

The IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and verified by	Approved by
 20/9/19 CO-ORDINATOR IQAC SONARI COLLEGE	 Principal SONARI COLLEGE SONARI
Co-ordinator	Principal
Sign/Date:	Sign/Date:




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MINUTES OF IQAC MEETING 2019-2020

IQAC Meeting

Period: Term II of the Academic Year 2019-20

Meeting was suspended due to COVID pandemic.


CO-ORDINATOR
IQAC
SONARI COLLEGE




Principal
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MINUTES OF IQAC MEETING 2020-2021

IQAC Meeting

Period: Term I of the Academic Year 2020-21

Meeting suspended for COVID pandemic

IQAC Meeting

Period: Term II of the Academic Year 2020-21

Date: 29-12-2020

Time: 1.00 p.m.

Venue: IQAC Conference Room

AGENDA

1. The Chairperson took the chair.
2. Object of the meeting.
3. Discussion on the object.
4. Achievements on the Plan for the session 2020-2021
5. Action Plan for the session 2021-22
5. Decision taking.
6. Speech from the chair.
7. Wind-up the meeting.

Minutes of the Meeting:

Sl. No.	Point of Discussion
1	Review of Previous meeting held on 26-09- 2019
	Minutes of the previous IQAC meeting held on 29-12-2020 discussed and confirmed
2	A brief meeting of the IQAC, Sonari College was held on Tuesday, the 29th December, 2020 by 1.00 pm. with the presence of the above signatory at IQAC Conference Room, Sonari College to discuss some urgent matters as fixed in the agenda. Mr. Mintoog Gogoi, the Coordinator IQAC, requested to the principal Dr. Bimal Ch. Gogoi, to take the chair of the meeting. The president greeted to all the members present in the meeting with begging cooperation and active participation and presided over the meeting as fixed in the agenda.
3	The Coordinator, Mr. Mintoogogoi explained the object of the meeting. In his speech, stated that a plan for the session,2020-21 was accepted in the previous meeting for the development of academic atmosphere and physical structure of the college. The Coordinator urged the House to discuss regarding development of



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MINUTES OF IQAC MEETING 2020-21

	Academic and Physical environment of the college, reconciled the grievances received from the Student Community and Academic Council of the college and achievement already acquired on the said plan was the main object of the meeting.
4	The Coordinator, IQAC read out the proceedings of previous IQAC meeting held on 26-09-19 and after threadbare discussion accepted the same. The House thoroughly discussed the grievances received from the student community and recommendations from the Academic Council of the college for academic upliftment as well as physical development.
5	The Coordinator was highlighted the Action Plan, 2020-21 and achievements on the same.
	Action plan for 2020-21 <ol style="list-style-type: none">1. Renovation of Indoor Sports Stadium.2. Beautification of Boys' and Girls' Common Room.3. Organized Webinar.4. Digitalization of class rooms.5. Enrichment of the college library with sufficient books.6. Ensured availability of sports equipment to student community.7. Availability of Laboratory Equipment to Science Faculty in need base.8. Arrangement of garbage management system.9. Infrastructural development of College Girls' Hostel.10. Observation of National and International Importance Day.11. Sanitization and earth filling at college campus.12. Electrical repairing of class rooms13. Mobilization of NSS Unit of the College. Campus beautification and project on Verme compost.
6	Achievements on the Plan,2020-21 <ol style="list-style-type: none">1. Repairing of kitchen, dining hall, latrine and toilet of College Girls' Hostel.2. Renovated and repaired Indoor Sports Stadium.3. Observed International Women Day.4. Enrichment of the college library with 02 no.(s) text books of different departments.5. Webinar organized by the departments Assamese, Education, Chemistry and Zoology6. Ensured the availability of equipment of Science Laboratory as per requirement.7. Supplied of sports goods to student community.8. Completed the field study on environment by Botany and Zoology department.9. Organized Awareness Camp, campus cleaning and sanitized by NSS Unit of the college.
7	Recommendation and resolutions: <ol style="list-style-type: none">1. The House expressed satisfaction on successful execution and completion of the Action Plan,2020-21 for upliftment of academic atmosphere and physical development of the college and the principal of the college be requested to execute the same for the greater interest of the college and student community as well as society.2. The House decided to organize the next IQAC Meeting within the month of June, 2021 in a feasible time and date and the Coordinator entrusted to execute the same.
8	The Chairperson Dr. Bimal Ch. Gogoi, bid thanks and gratitude to all the members presented in the meeting for rendering their valuable time, advises, cooperation and for helping hands to success of the venture and declared end of the meeting.

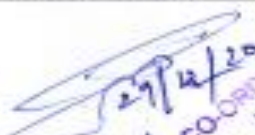



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MINUTES OF IQAC MEETING 2020-2021

The IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and verified by	Approved by
 Co-ordinator Sign/Date: 27/11/20	 Principal (Dr. Bimal Ch. Gogoi) Sign/Date:




Principal
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MINUTES OF IQAC MEETING 2021-2022

IQAC Meeting

Period: Term I of the Academic Year 2021-22
Date: 29-06-2021
Time: 1.00 p.m.
Venue: IQAC Conference Room

AGENDA

1. The Chairperson took the chair.
2. Object of the meeting.
3. Discussion on the object.
4. Achievements on the Plan for the session 2021-2022
5. Decision taking.
6. Speech from the chair.
7. Wind-up the meeting.

Minutes of the Meeting:

Sl. No.	Point of Discussion
1	A brief meeting of the IQAC, Sonari College was held on Tuesday, the 29 th June, 2021 by 1.00 pm. with the presence of the above signatory at IQAC Conference Room, Sonari College to discuss some urgent matters as fixed in the agenda. Mr. Mintoogogoi, the Coordinator IQAC, requested to the principal Dr. Bimal Ch. Gogoi, to take the chair of the meeting. The president greeted to all the members present in the meeting with begging cooperation and active participation and presided over the meeting as fixed in the agenda.
2	The Coordinator, Mr. Mintoogogoi explained the object of the meeting. In his speech, stated that a plan for the session,2019-20 was successfully executed for the development of academic atmosphere and physical structure of the college. The Coordinator urged the House to discuss regarding development of Academic and Physical environment of the college, reconciled the grievances received from the Student Community and Academic Council of the college and achievement already acquired on the said plan for consideration and approval of Action Plan,2021-22 was the main object of the meeting.
3	The Coordinator, IQAC read out the proceedings of previous IQAC meeting held on 29 th December/20 and after threadbare discussion accepted the same. The House thoroughly discussed the grievances received from the student community and recommendations from the Academic Council of the college for academic upliftment as well as physical development. The Coordinator drafted out the Plan and Action for the ensuing Academic Session 2021-22 to resolved the issues as raised by the stakeholders of the college.
4	The Coordinator was placed the Action Plan, 2020-21 for its approval before the house and achievements on the Action Plan, 2020-21 for consideration and benefit of the stakeholders.
	Action Plan for the session 2021-22
	<ol style="list-style-type: none">1. Class rooms renovation and complete sanitization.2. Beautification of Boys' and Girls' Common Room.3. Organized Webinar.4. Electrical repairing as per requirement.

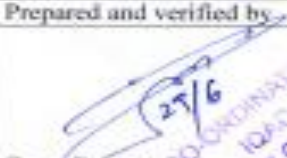
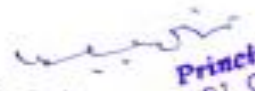


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MINUTES OF IQAC MEETING 2021-2022

	<ol style="list-style-type: none">5. Enrichment of the college library with sufficient books.6. Ensured availability of sports equipment to student community.7. Availability of Laboratory Equipment to Science Faculty in need base.8. Arrangement of garbage management system.9. Development of Girls' Hostel Connecting Path.10. Observation of National and International Importance Day.11. Mobilization of NSS Unit of the College.12. Campus beautification and medicinal plantation.13. Project on Ideal Village. <p>Arrangement of facilities for specially abled person.</p>
5	Achievements on the Plan, 2021-22 <ol style="list-style-type: none">1. Electrical repairing of class rooms, departments and office.2. Sanitized class rooms, departments, office rooms and college campus.3. Enrichment of the college library with 72 no.(s) text books of different departments.4. Ensured the availability of equipment of Science Laboratory as per requirement.5. Observed World Environment Day.
6	Recommendations <ol style="list-style-type: none">1. The House approved the Action Plan, 2021-22 for execution as placed by the Coordinator IQAC for upliftment of academic atmosphere and physical development of the college and the principal of the college be requested to execute the same for the greater interest of the college and student community as well as society.2. The House decided to organize the next IQAC Meeting within the month of September, 2020 in a feasible time and date and the Coordinator entrusted to execute the same.
7	The Chairperson Dr. Bimal Ch. Gogoi, bid thanks and gratitude to all the members presented in the meeting for rendering their valuable time, advises, cooperation and for helping hands to success of the venture and declared end of the meeting.

Prepared and verified by:	Approved by:
 Co-ordinator 27/6 CO-ORDINATOR IQAC SONARI COLLEGE	 Principal (Dr. Bimal Ch. Gogoi) Principal SONARI COLLEGE SONARI
Sign/Date:	Sign/Date:




Principal
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MINUTES OF IQAC MEETING 2021-2022

IQAC Meeting

Period: Term II of the Academic Year 2021-22

Date: 30-09-2021

Time: 1.00 p.m.

Venue: IQAC Conference Room

AGENDA

1. The Chairperson took the chair.
2. Object of the meeting.
3. Discussion on the object.
4. Achievements on the Plan for the session 2021-2022
5. Decision taking.
6. Speech from the chair.
7. Wind-up the meeting.

Minutes of the Meeting:

Item No.	Points of Discussion
1	A brief meeting of the IQAC, Sonari College was held on Tuesday, the 30 th September, 2021 by 1.00 pm. with the presence of the above signatory at IQAC Conference Room, Sonari College to discuss some urgent matters as fixed in the agenda. Mr. Mintoo Gogoi, the Coordinator IQAC, requested to the principal Dr. Bimal Ch. Gogoi, to take the chair of the meeting. The president greeted to all the members present in the meeting with begging cooperation and active participation and presided over the meeting as fixed in the agenda.
2	The Coordinator, Mr. Mintoo gogoi explained the object of the meeting. In his speech, urged the House to discuss regarding development of Academic and Physical environment of the college, reconciled the grievances received from the Student Community and Academic Council of the college and to discuss regarding NACC, Self-Study Report as well as Web-page of the college was the main object of the meeting.
3	The Coordinator, IQAC read out the proceedings of previous IQAC meeting held on 29 th June/21 and after threadbare discussion accepted the same. The House thoroughly discussed the grievances received from the student community and recommendations from the Academic Council of the college for academic upliftment as well as physical development. Regarding web-page of the college, the House discussed throughout and decided to resolved the grievance as raised by Grievance Cell of the college. The House decided to appoint a computer



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MINUTES OF IQAC MEETING 2021-2022

	<p>knowledgeable person with minimum MCA Degree to update the web-page and if necessary, a new web-page may be restarted.</p> <p>The House discussed regarding Web-page Cell of NACC and found that there were some weakness therefore, decided to reconstitute the same. It was also found that there was a lapse of Computer Assistant in preparation of NACC-SSR of the college and recommended to appoint the same.</p> <p>The House also discuss regarding the Code of Conducts and Professional Ethics of teaching and non-teaching staff as well as students in three separate Hand Books.</p>														
4	<p>The Coordinator was highlighted the Action Plan, 2020-21 as approved in the previous meeting and informed achievements during subsequent period.</p> <p>Action Plan for the session 2021-22</p> <ul style="list-style-type: none"> ❖ Class rooms renovation and complete sanitization. ❖ Beautification of Boys' and Girls' Common Room. ❖ Organized Webinar. ❖ Electrical repairing as per requirement. ❖ Enrichment of the college library with sufficient books. ❖ Ensured availability of sports equipment to student community. ❖ Availability of Laboratory Equipment to Science Faculty in need base. ❖ Arrangement of garbage management system. ❖ Development of Girls' Hostel Connecting Path. ❖ Observation of National and International Importance Day. ❖ Mobilization of NSS Unit of the College. ❖ Campus beautification and plantation of medicinal, fruit plant. ❖ Project on Ideal Village. <p>Arrangement of facilities for specially abled person.</p>														
5	<p>Achievements on the Plan,2021-22</p> <ul style="list-style-type: none"> ➤ Observed International Women Day. ➤ Constructed Ramps for Specially Able Person. ➤ NSS awareness camp organized regarding COVID-19. <p>Planted Fruit and Medicinal plant and beatification was made in front of the Physic department.</p>														
6	<p>Recommendations:</p> <p>1.The House to recommend to appoint a Computer Expert with minimum qualification of MCA Degree to update and design the Web-page of the college and a Computer Assistant with minimum qualification COPA having excellent DTP knowledge.</p> <p>2.It was recommended to reconstitute the NACC Web-page Cell of the college with following panel and the authority be requested to appoint the same. The convener of the cell be empowered to update the Web-page with due approval of the principal.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Prof. Lindy Lou Goodwin</td> <td>--- Convener.</td> </tr> <tr> <td>1. Dr. Anita Konwar</td> <td>--- Member</td> </tr> <tr> <td>2. Dr. Lucky Chetia</td> <td>- do -</td> </tr> <tr> <td>3. Prof. Sushil Kr. Sui</td> <td>- do -</td> </tr> <tr> <td>4. Dr. Paranan Konwar</td> <td>- do -</td> </tr> <tr> <td>5. Mrs. Swapnali Saikia</td> <td>- do -</td> </tr> <tr> <td>6. Mr. Mridupawan Gogoi</td> <td>- do -</td> </tr> </table> <p>3.The House liked to recommend to draft out the Code of Conducts and Professional Ethics of teaching and non-teaching staff as well as students in three separate Hand Books.</p> <p>4.The House decided to organize the next IQAC Meeting within the month of December, 2021 in a feasible time and date and the Coordinator entrusted to</p>	Prof. Lindy Lou Goodwin	--- Convener.	1. Dr. Anita Konwar	--- Member	2. Dr. Lucky Chetia	- do -	3. Prof. Sushil Kr. Sui	- do -	4. Dr. Paranan Konwar	- do -	5. Mrs. Swapnali Saikia	- do -	6. Mr. Mridupawan Gogoi	- do -
Prof. Lindy Lou Goodwin	--- Convener.														
1. Dr. Anita Konwar	--- Member														
2. Dr. Lucky Chetia	- do -														
3. Prof. Sushil Kr. Sui	- do -														
4. Dr. Paranan Konwar	- do -														
5. Mrs. Swapnali Saikia	- do -														
6. Mr. Mridupawan Gogoi	- do -														



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MINUTES OF IQAC MEETING 2021-2022

	execute the same.
7	The Chairperson Dr. Bimal Ch. Gogoi, bid thanks and gratitude to all the members presented in the meeting for rendering their valuable time, advises, cooperation and for helping hands to success of the venture and declared end of the meeting.

Prepared and verified by	Approved by
 30/9/21 SONARI COLLEGE Co-ordinator Sign/Date:	 Principal SONARI COLLEGE SONARI Principal (Dr. Bimal Ch. Gogoi) Sign/Date:




Principal
SONARI COLLEGE
SONARI



MINUTES OF IQAC MEETING 2022-2023

PROCEEDINGS

DATE: 03-08-2022

ITEM - 1. An IQAC Meeting of Sonari College was held on Wednesday, the 3rd ^{August} September, 2022 by 2.00 pm. with the presence of the above signatory at IQAC Conference Room, Sonari College to discuss some usual matters as fixed in the agenda. Mr. Mintoogogoi, the Coordinator IQAC, requested to the principal Dr. Bimal Ch. Gogoi, to assume the chair of the meeting. The president greeted to all the members present in the meeting with begging cooperation and active participation and presided over the meeting as fixed in the agenda.

ITEM - 2. The Coordinator, Mr. Mintoogogoi explained the objects of the meeting. In his speech, pleaded the House to discuss regarding development of Academic and Physical environment of the college, reconciled the grievances received from the Student Community and CBCS Board of the college and to discuss regarding NACC, Self-Study Report as well as Web-page of the college was the main object of the meeting.

ITEM - 3. The Coordinator, IQAC reading out the proceedings of previous IQAC meeting held on 10th January-2022 and after threadbare discussion accepted the same. The House thoroughly discussed the grievances received from the student community and recommendations from the Academic Council of the college for academic upliftment as well as physical development. Regarding web-page of the college, the House discussed throughout and decided to resolved the grievance as raised by Grievance Cell of the college.

ITEM - 4. The Coordinator was highlighted the Action Plan, 2021-22 as approved in the previous meeting and informed achievements during subsequent period and added few additional Action Plan for the same session.

Additional Action Plan for the session 2022-23

- ❖ Constitute an Addon Academic Committee to look after the viability of the course
- ❖ To be organized at least two or three Seminar collaboration with UGC or ICSSR.
- ❖ Deployment of Water and Light Censuring Technology.
- ❖ Development of Botanical Garden.
- ❖ Introduce of Certificate Course on Sericulture as Addon Course by the Dept. of Botany.
- ❖ A project on Flower or Tea Nursery in order to resource generation.
- ❖ Green and Energy Audit.

Achievements on the Plan, 2021-22

- Observed International Women Day.
- Constructed Ramps for Persons differently able.
- Project completed at Teok Adopted Village by NSS Unit of the college
- E-Journal System developed at college library
- Installation of Bio-Metrics Machine for Teaching and Non-teaching Staff.
- Implementation of Online Admission procedure for students.



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MINUTES OF IQAC MEETING 2022-2023

ITEM - 5.

Recommendation – 1. The House to recommend to Constitute an Addon Academic Committee to look after the viability of the course

Recommendation – 2. The House decided to organize the next IQAC Meeting within the month of January, 2023 in a feasible time and date and the Coordinator entrusted to execute the same.

ITEM – 6 & 7. The Chairperson Dr. Bimal Ch. Gogoi, bid thanks and gratitude to all the members presented in the meeting for rendering their valuable time, advises, cooperation and for helping hands to success of the venture and declared end of the meeting.


CO-ORDINATOR
IQAC
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MINUTES OF IQAC MEETING 2022-2023

PROCEEDINGS

Date: 20/01/2023

Item -1: An IQAC meeting of Sonari College was held on 20/01/2023 in presence of the above signatories at IQAC conference room to discuss the issues as fixed in the agenda.

Mr. Minto Gogoi Coordinator IQAC requested Principal Dr. Bimal Ch. Gogoi to preside over the meeting. The President requested all the members present for active participation in the discussion and let all the members to know about the agenda for the convenient of discussion.

Item-2: The Coordinator Minto Gogoi explained the objectives of the meeting. In his speech, pleaded the house to discuss on the development of Academic aspects as well as physical environment of the college in the interest of the institution. He also mentioned about the Grievances received from the students', preparation and submission of arrear IQAR of NAAC need to be submitted within stipulated time. He also let the members know about the status of AQAR 2022/2023 and defined the time line of its submission by August 2023. He requested the house to prepare action plan for the session 2023/2024 for the development of the institution.

ITEM-3: The Coordinator IQAC read out the proceeding of the last 15th no. IQAC meeting held on 3rd August, 2022. After threadbare discussion accepted the proceeding.

ITEM-4: The Coordinator highlighted about the achievement of 2022/2023 action plane like development of Botanical Garden, Sectoral implementation of water and light censoring technology and emphasized for execution of remaining works of additional action plan.

ITEM-5: The Coordinator of IQAC requested the house to prepare the action plan for the session 2023/2024 considering various aspects of the college for academic and physical development. After detail discussion the house framed the action plan for 2023/2024.

1. Construction of Ramps for PWD (Person with disability).
2. Renovate water harvesting system in the college.
3. Continue the annual audits of Water, Green and Energy.
4. Enhancing the ICT facilities for new class rooms.
5. Increase new class rooms.
6. Conduct census of herbal and medicinal plants of the college campus.



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MINUTES OF IQAC MEETING 2022-2023

7. Conduct of interface programmes of students in employment viable Industrial Units of the district.
8. To organize at least 4 nos. of seminars and workshops by any interested depts. Having socio-economic importance.

ITEM-6: Recommendation -1: The house recommended that timeline of NAAC third cycle assessment of the college within Nov-Dec, 2023.

Recommendation -2: The house decided to organized the next IQAC meeting in the 1st week of Nov,2023 in a convenient time and date.

ITEM – 7 & 8: The Chairperson Dr. Bimal Ch. Gogoi extended thanks to all the members for rendering their valuable times, advice and cooperation's for arriving decisions and declared end of the meeting.


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SONARI



ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2018-2019



Estid. 1970

OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O.: Sonari, Dist: Charaideo (Assam)

PIN 785690

e-mail: principalsonaricollege@gmail.com

Phone No .03772 256515(O)

Ref. No.

Date... 06.06.2019.....

Action Taken Report on Students' Feedback: 2018-2019

In the academic session 2018-2019, the IQAC, Sonari College, Sonari collected feedback from the students of BA, B.Sc. 4th Semester and 6th Semester on some specific areas such as teaching learning evaluation system, course and campus infrastructure facilities, library facilities, Institutional administrative mechanism etc. Feedbacks were collected in four responses i.e. Strongly Agree, Agree, Partially Agree and Disagree. On the basis of the comments and suggestions of the feedback, necessary actions were taken as follows:

- Depending on the feedback report, the college authority took immediate steps to improve smart classrooms of the college.
- On the basis of the comments regarding infrastructure of the college, the college authority decided to renovate the college auditorium and other classrooms to accommodate maximum no. of students in a class. The college authority also improved the existing digital conference hall so that teachers might use it for audio-visual presentation to students.
- On the basis of the feedback given by students, the college authority took steps to provide ICT facilities like smart boards in some of the classrooms.
- New tables were provided in classrooms.
- The college authority took steps to improve students' toilets (both for boys and girls). A sweeper was engaged to clean the toilets.


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ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2019-2020



OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O.: Sonari, Dist: Charaideo (Assam)
PIN 785690
e-mail: principalsonaricollege@gmail.com
Phone No. 03772 256515(O)

Ref. No.

Date. 29-05-20

Action Taken Report on Students' Feedback: 2019-2020

In the academic session 2019-2020, the IQAC, Sonari College, Sonari collected feedback from the students of BA, B.Sc. 4th Semester and 6th Semester on some specific areas such as teaching learning evaluation system, course and campus infrastructure facilities, library facilities, Institutional administrative mechanism etc. Feedbacks were collected in four responses i.e. Strongly Agree, Agree, Partially Agree and Disagree. On the basis of the comments and suggestions of the feedback necessary action were taken as follows:

- Depending on the feedback report, the college authority took immediate steps to improve smart classrooms of the college.
- On the basis of the comments regarding infrastructure of the college, the college authority renovated the college auditorium.
- On the basis of the feedback given by the students, the college authority took steps to improve drinking water facilities in college campus.


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Sonari College
Sonari




Principal
SONARI COLLEGE
SONARI



ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2020-21



OFFICE OF THE PRINCIPAL
SONARI COLLEGE

P.O : Sonari, Dist : Charaideo (Assam)
PIN 785690
e-mail principalsonaricollege@gmail.com
Phone No :03772 256515(O)

Ref. No.

Date 28.05.2023

Action Taken Report on Students' Feedback: 2020-2021

In the academic session 2020-2021, the IQAC, Sonari College, Sonari collected feedbacks from the students of B.A & B.Sc. 4th & 6th Semester regarding the teaching learning environment of the college. Each question of the questionnaire was set to collect factual opinion of students on completion of syllabus on time, communication skill and use of modern teaching aids by teachers, commitment and helping attitude of the teacher, transparency of the evaluation system, about regular and timely feedback, timely display of results and attendance records, availability of books and reading materials, about college administration, library facilities, internet facilities, about infrastructure in the college, clean drinking water facilities etc. Feedbacks were collected in four responses i.e. Strongly Agree, Agree, Partially Agree and Disagree. On the basis of the comments and suggestions, necessary actions were taken as follows:

- Depending on the feedback report, the college authority took immediate steps to improve smart classrooms of the college.
- On the basis of the comments regarding infrastructure of the college, the college authority renovated the college auditorium and mini conference hall.
- Toilet Blocks for students were applied and approved by ONGC, Sivasagar.
- Depending on the feedback, given by students, the college authority took immediate steps for cleanliness of the classrooms. A sweeper was engaged to clean the classrooms.
- Gymnasium equipments were brought to improve the existing gym inside indoor stadium.

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[Signature]
Principal
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ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2021-2022



OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O. Sonari, Dist. Charaideo (Assam)
PIN 785090

e-mail: principalsonaricollege@gmail.com
Phone No. 03772 256515(O)

Ref. No. _____

Date: 04-06-23

Action Taken Report on Students' Feedback: 2021-2022

In the academic session 2021-2022, the IQAC, Sonari College, Sonari collected feedbacks from the students of BA, B.Sc. 4th Semester and 6th Semester on some specific areas such as teaching learning evaluation system, course and campus infrastructure facilities, library facilities, Institutional administrative mechanism etc. Feedbacks were collected in four responses i.e. Strongly Agree, Agree, Partially Agree and Disagree. On the basis of the comments and suggestions of the feedback necessary actions were taken as follows:

- Depending on the feedback report the college authority took immediate steps to buy smart boards (both fixed and movable) for classrooms to provide ICT based learning environment to the students.
- On the basis of the comments and suggestions of the students, the college authority decided to arrange extra-curricular activities like sports competition, music competition on some special days. Likewise, BhupendraSangeetcompetition was held among the students in the college auditorium on 5th November, 2022 on the occasion of the death anniversary of 'Hudhakantha Dr. BhupenHazarika'.
- Campus beautification work is in progress.


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Principal
SONARI COLLEGE
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ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2022-2023



OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O.: Sonari, Dist: Charaideo (Assam)
PIN 785690

e-mail principalsonaricollege@gmail.com
Phone No. 03772 256513(O)

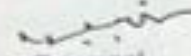
Ref. No.

Date. 04-07-2023

Action Taken Report on Students' Feedback: 2022-2023

In the academic session 2022-2023, the IQAC, Sonari College, Sonari collected feedbacks from the students of B.A & B.Sc. 4th & 6th Semester regarding the teaching learning environment of the college. Each question of the questionnaire was set to collect factual opinion of students on completion of syllabus on time, communication skill and use of modern teaching aids by teachers, commitment and helping attitude of the teacher, transparency of the evaluation system, about regular and timely feedback, timely display of results and attendance records, availability of books and reading materials, about college administration, library facilities, internet facilities, about infrastructure in the college, clean drinking water facilities etc. Feedbacks were collected in four responses i.e. Strongly Agree, Agree, Partially Agree and Disagree. On the basis of the comments and suggestions, necessary actions were taken as follows:

- Depending on the feedback report, the college authority took immediate steps to improve smart classrooms of the college and the teachers of the college were encouraged to use modern teaching techniques like PPT Presentation, Visual Aids to make teaching-learning more interesting and effective. The college authority instructed the teachers to complete their syllabus on time and also demonstrate practicals as per requirement of the syllabus.
- The college authority improved the existing digital conference hall so that teachers might use it for audio-visual presentation to students.
- Department wise CBCS textbooks and reference books were bought for central library, Sonari college. Important Journals for both Arts Stream and Science Stream were also subscribed as per the recommendations of the departments.
- On the basis of the comments and suggestions of the students, the college authority decided to arrange extra-curricular activities like sports competition, music competition on some special days. Likewise, various competitions were organized by Nehru Yuva Kendra, Sivasagar in collaboration with Sonari College on 14th June, 2023. Students from Sonari College participated in competitions like Painting Competition, Poem Writing Competition, Photography Competition, Declamation Competition and Cultural Fest (Group Event) Competition.


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ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2018-2023



OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O. : Sonari, Dist. Charaideo (Assam)

PIN 785690

e-mail: principalsonaricollege@gmail.com

Phone No. 03772 256515(O)

Ref. No.

Date 04-07-2023

Action Taken Report on Teachers' Feedback: 2018- 2023

The IQAC, Sonari College regularly collected feedback once in an academic year from the teaching staff of the college. The feedbacks include different aspects such as academic, administrative, infrastructure related issues and other matters relating to the teaching-learning environment of the college.


Every year the feedbacks were analysed and steps were taken to resolve the problems faced by the faculty members. The college authority continuously made its effort to renovate the classroom infrastructure, ICT facilities, library facilities, staff toilets, departmental rooms, conference room etc. at per need of the teaching staff of the college. Some of the major initiatives taken by the college authority during 2018-2023 are highlighted as follows:

2018-2019

- On the basis of the suggestions given by the teachers, smart boards were installed in some of the classrooms.
- Laptops were provided by college authority as per need of the departments.
- On the basis of the feedback of teachers, the college authority took immediate steps to improve the infrastructure in the college library and released fund to buy department wise textbooks and reference books as per the requirement of the students and teachers.

2019-2020

- On the basis of the feedback, the canteen of Sonari college was re-constructed and extended. RCC Canteen (Ground Floor) was constructed under RUSA, Govt. of India. It was inaugurated by Sri Dipak Kr. Hantsique, Deputy Commissioner, Charaideo on 5th August, 2019.
- On the basis of the comments regarding infrastructure of the college, the college authority decided to renovate the college auditorium and other classrooms to accommodate maximum no. of students in a class. The college authority took necessary steps to improve the existing digital conference hall so that teachers might use it for audio-visual presentation to students.
- A sweeper was engaged to clean the toilets and classrooms regularly.


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Sonari College
Sonari




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SONARI COLLEGE
SONARI



ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2018-2023

OFFICE OF THE PRINCIPAL
SONARI COLLEGE
P.O. : Sonari, Dist. Charaideo (Assam)
PIN 785690
e-mail: principalsonaricollege@gmail.com
Phone No. 03772 256515(O)

Ref. No. Date 04-07-2023

2020-2021

- During covid-19 lockdown period the college authority extended financial assistance to the departments for organizing webinars for the academic development and psychological support to both the students and the faculty members.
- The teaching staff and the Principal of Sonari College joined hands together to construct the 'Entrance Gate' of college on the occasion of the Golden Jubilee of the college. The gate was completed in time and it was inaugurated on 22nd October, 2021 by Sri Golap Chandra Borgohain, founder principal of Sonari college.
- Department wise CBCS textbooks and reference books were bought for central library, Sonari college. Important Journals for both Arts Stream and Science Stream were also subscribed as per the recommendations of the departments.

2021-2022

- On the basis of the feedback given by teachers, the college authority took necessary steps to provide ICT facilities like smart boards in some of the classrooms.
- An Aquaguard was installed in Teachers' Common Room for clean drinking water.
- New tables and lecture stands were provided in the classrooms.
- Inter-Departmental Student Seminars were organized. An Inter-Departmental Students' Seminar was jointly organized by Department of Assamese and Department of English on 4th January, 2022.

2022-2023

- Depending on the feedback report the college authority took immediate steps to buy smart boards (both fixed and movable) for classrooms to provide ICT based learning environment to the students.
- Department of History and Department of Political Science were renovated and floor tiles were installed. A printer was provided to Department of History. The college authority took necessary steps as per the need of English Department and the departmental infrastructure was improved.
- Department of Physics was shifted to the newly allotted departmental room along with laboratory facilities in the Science & Arts Building.
- An Inter-Departmental Students' Seminar was jointly organized by Dept. of English, Dept. of History and Dept. of Political Science, Sonari College on 22nd June, 2022.

[Signature]
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Principal
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ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2018-2023



OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O.: Sonari, Dist: Charaideo (Assam)
PIN 785690

e-mail: principalsonaricollege@gmail.com
Phone No: 03772 256515(O)

Ref. No. _____

Date: 04-07-2023

- Toilet Blocks for faculty members of the college have been applied and approved by ONGC, Sivasagar.
- Two Air Conditioners were installed in Teachers' Common Room.
- The infrastructure in the library has been improved. Sonari college library has been fully digitalized in the year 2023. Library WebOPAC is accessible via the internet. All the library users can search the required book from their mobiles or laptops. Besides this, college library has adopted a new technology with a barcode scanner. All library user gate entry login and logout details have been computerized.
- One Day National Level Workshop on National Education Policy-2020 was organized by Sonari College Teachers' Unit in collaboration with IQAC, Sonari College on 18th June, 2022.
- During September, 2022 the Golden Jubilee Closing Ceremony was organized.


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Sonari




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SONARI COLLEGE
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ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2018-2023

OFFICE OF THE PRINCIPAL
SONARI COLLEGE
PO : Sonari, Dist : Charaideo (Assam)
PIN 785690
e-mail principalsonaricollege@gmail.com
Phone No. 03772 256535(O)

Ref No. Date... 20-07-2023

Action Taken Report on Alumni Feedback: 2018-2023

IQAC, Sonari College annually collects feedback from the alumni of different departments. On the basis of the feedback received from the alumni, the college authority has been taking sincere efforts to fulfill the expectations of the alumni. A survey was conducted among the alumni of the college and they responded to various questions regarding content and design of the curriculum, infrastructural facilities, classroom and laboratory facilities, library facilities, about faculty, office staff, hostel facilities, canteen facilities etc.

From the feedback and recommendations received from the alumni, the following actions were taken by the college authority

- Some of the classrooms have been converted into smart classrooms by installing smart boards as per the requirements of students and teachers. Smart board has been installed in mini conference hall of Sonari College.
- On 5th August, 2019, the day of inaugural ceremony of Sonari College Golden Jubilee, foundation stone of Alumni RCC building of Sonari College was laid down by Sri Golap Chandra Borgohain, founder principal of Sonari College.
- In 2018, Assam Type classroom was constructed on the 3rd floor Science & Arts Building under UNTIDE Fund 2017-2018.
- In 2018-2019, Car/Cycle/Motor Cycle Garage was constructed in front of Boys' Hostel under RUSA.
- As per feedback and comments, reading space in college library was extended. Reading room in college library was constructed on ground floor under Rashtriya Uchchattar Shiksha Abhiyan (RUSA), Govt. of India. It was inaugurated by Mr. Tapan Kumar Gogoi, Honourable MP, Jorhat Lok-Sabha Constituency on 5th August, 2019.
- The damaged college road of Sonari College was re-constructed with WBM and 80 MM Paver block under Sonari Municipal Board for 2022-2023. It was constructed under 15th Finance Commission. The road was inaugurated by Mr. Tapan Kumar Gogoi, Honourable MP, Jorhat Lok-Sabha Constituency on 16th August, 2022 in the presence of Mr. Dharmeswar Konwar, Honourable MLA of Sonari LAC and Mr. Tilak Chandra Neog, Honourable Chairman of Sonari Municipal Board.
- Depending on the feedback, the college authority took immediate steps to renovate the kitchen of Sonari college girls' hostel, Satsari. Kitchen slabs were renovated with tiles.

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ACTION TAKEN REPORT ON STUDENTS' FEEDBACK: 2018-2023



OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O. : Sonari, Dist. Charaideo (Assam)
PIN 785690
e-mail: principalsonaricollege@gmail.com
Phone No. 03772 256515(O)

Ref. No.

Date: 30-08-2023

Action Taken Report on Parents' Feedback: 2018-2023

An annual survey is conducted in each academic session by sending feedback forms to parents of students. The feedbacks were collected in the areas of admission procedure, examination system, evaluation of students, content and design of the curriculum, career counseling and guidance, library facilities, infrastructure and academic environment. Besides these, some suggestions were also invited from the parents to make the academic environment of the college more students friendly.

The feedback data were analysed and suggestions were considered carefully for the future activities in the college. Based on the feedback the following steps were taken for the overall development of the college.

- i) The college website has been developed in such a way that the students and their parents can easily access any information relating to academic and examination related matters.
- ii) Admission system has become fully online and transparent.
- iii) Some of the classrooms have been converted into smart classrooms by installing smart boards as per the requirements of students and teachers. Smart board has been installed in mini conference hall of Sonari College.
- iv) Toilet blocks for students have been applied and approved by ONGC, Sivasagar.
- v) Saplings of valuable trees were planted in the college campus during the Golden Jubilee Year, 2020. Every year, on 5th June saplings of medicinal plants and other valuable trees are planted in the college campus.
- vi) The infrastructure in the library has been improved. Sonari college library has been fully digitalized in the year 2023. Library WebOPAC is accessible via the internet. All the library users can search the required book from their mobiles or laptops. Besides this, college library has adopted a new technology with a barcode scanner. All library user gate entry login and logout details have been computerized.


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