

# SONARI COLLEGE

Affiliated to Dibrugarh University



## Supporting Documents for NAAC Annual Quality Assurance Report (AQAR) Period: 2023-24

Criterion 6	<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
Key Indicator 6.2	<b>STRATEGY DEVELOPMENT AND DEPLOYMENT</b>
Metric No. 6.2.2	<b>THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES, PROCEDURES, ETC.</b>

Submitted to



Submitted by **IQAC, Sonari College, P.O. Sonari,  
Dist : Charaideo, PIN : 785690 (Assam)**



# SONARI COLLEGE

**Affiliated to Dibrugarh University**

**Metric  
No. 6.2**

**Strategy Development and Deployment**

**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.**

**Governing Body of Sonari College, 2023-24**

OFFICE OF THE PRINCIPAL  
**SONARI COLLEGE**  
Re-Accredited by NAAC with B++  
P.O.: Sonari, Dist. Charaideo (Assam), PIN 785690  
e-mail: principalsonaricollege@gmail.com  
Phone No. 03772 256515(O)  
website: <https://sonaricollege.in>

---


Ref No....., Date...04/12/2024

**Sonari College Governing Body**

**President:** Dr. Pallab Mahanta,  
**Secretary:** Dr. Bimal Ch. Gogoi, Principal, Sonari College  
**Special Invitee:** Sri Dharmeswar Konwar, M.L.A., 93 Sonari LAC

**Members:**

1. Member Ex-Officio: Dr. Sunil Dutta, Vice-Principal
2. Guardian Member: Sri Rajmoni Borah
3. Guardian Member: Sri Manik Tatabai
4. Guardian Member: Mrs. Nilima Neog
5. University Nominated Member: Dr. Nabajyoti Sarmah, Retired Associate Professor, Sibsagar College
6. University Nominated Member: Dr. Punyadhar Gogoi, Retd. Principal, Gorgaon College
7. Teacher's Representative Member: Mr. Sushil Kr. Suri, Associate Professor, Department of History Sonari College
8. Elected Teacher's Representative Member: Mr. Manuranjan Konwar, Assistant Professor, Department of Mathematics, Sonari College
9. Non-Teaching Staff Member: Sri Dulu Dutta
10. Member, Ex-Officio: Mrs. Swapnali Saikia, Librarian, Sonari College

  
Principal,  
Sonari College  
Principal  
Sonari College  
Sonari

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE



## Proceeding of Governing Body Meeting

### Proceeding of Governing Body Meeting Held on 07.08.2024

The Meeting opened with Dr. Pallav Mahanta assuming the Chair. Dr. Naba Jyoti Sarmah, in the beginning, read out a Citation to all stakeholders for extending full support to the NAAC Assessment and successful completion of the process and then Dr. Mahanta presented the same to the Principal and the others present.

Dr. Bimal Ch. Gogoi, secretary to the Governing Body, stated the objectives of the meeting, The Chief objectives are Approval of the proceedings of the previous meeting, NAAC visit and Accreditation, outstanding Audit Paras from 2007-08 to 2018, Approval of Expenditures, Payment of remuneration to contractual and non-sanctioned teaching and non-teaching staff, Appointment of C.A. for internal audit for the session 2023-24, Earned leave of Dr. Pranati Gogoi, CCL of Dr. Bhenila Bailung, M.P. Election, ITEP, Land patta, Delinking of H.S. Arts Class, Confirmation of Mr. Prabin Borah's Services and others.

Dr. Sunil Dutta then read out the proceedings of the previous meeting for approval. The Principal informed about the implementation of the decisions taken in the previous meeting. He mentioned that budgets are being prepared, proposals for appointment had been submitted to DHE for appointment, the appointment of Assistant Professor of Economics, PWD candidate is under process, Dr. Nayana Gautam did not join as Assistant Professor in Physics and submitted a letter through e-mail. Then the proceedings of the previous meeting was approved.

The meeting suggested that Budget Committee should be convened and budget should be prepared at the beginning of the financial year. The post of Assistant Professor of Physics should be re-advertised as Dr. Nayana Gautam did not join and submitted a letter through e-mail. In this regard Governing Body took the followings resolutions.

#### Resolution No.1

It is resolved that the Budget Committee be convened and budget be prepared to be implemented from the beginning of the next financial year i.e. 2025-26.

#### Resolution No.2

Resolved to re-advertise the post of Assistant Professor of Physics as Dr. Nayana Gautam did not join and submitted a letter through e-mail expressing her intension and the Principal is directed to take necessary step for the same.

*[Signature]*  
Principal  
Sonari College  
Sonari

*[Signature]*  
Principal  
SONARI COLLEGE  
SONARI



*[Signature]*  
CO-ORDINATOR  
IQAC  
SONARI COLLEGE

## Proceeding of Governing Body Meeting

Next point of discussion was NAAC visit and Accreditation. The Principal showed the certificate of Accreditation sent by NAAC and read it out. The suggestions put forward by the NAAC were also discussed as suggested by Dr. Nabajyoti Sarmah. He also suggested that NAAC recommendations should be made available for information of the IQAC. He also suggested that a staff meeting should be convened to appraise the NAAC suggestions.

Next point is the replies to the outstanding Audit Paras from 2007-08 to 2018. The Principal explained the matter before the House. The replies need to be approved by the Governing Body. After discussion of the matter in para-wise and year-wise details, it is decided to approve the replies to the outstanding Audit Paras and adopted the following resolutions:

### Resolution No.3

It is resolved to approve the replies to the Outstanding Audit Paras of Audit Report No. DAD/15/2009 for the period 2007-08 and the Director of Audit (Local Fund), Assam, be requested to settle the same.

### Resolution No.4

It is resolved to approve the replies to the Outstanding Audit Paras of Audit Report No. DAAUDIT-II/48/2010 for the period 2008-09 and the Director of Audit (Local Fund), Assam, be requested to settle the same.

### Resolution No.5

It is resolved to approve the replies to the Outstanding Audit Paras of Audit Report No. DAAUDIT-III/37/2012 for the period 2009-11 and the Director of Audit (Local Fund), Assam, be requested to settle the same.

### Resolution No.6

It is resolved to approve the replies to the Outstanding Audit Paras of Audit Report No. DAAUDIT-III/153/2016/8 for the period 2011-12 and the Director of Audit (Local Fund), Assam, be requested to settle the same.

### Resolution No.7

It is resolved to approve the replies to the Outstanding Audit Paras of Audit Report No. DAAUDIT-III/161/2016/2 for the period 2012-14 and the Director of Audit (Local Fund), Assam, be requested to settle the same.

*[Signature]*  
Principal  
Sonari College  
Sonari

*[Signature]*  
Principal  
SONARI COLLEGE  
SONARI



*[Signature]*  
CO-ORDINATOR  
IQAC  
SONARI COLLEGE



## Proceeding of Governing Body Meeting

### Resolution No.8

It is resolved to approve the replies to the Outstanding Audit Paras of Audit Report No. DAAUDIT-III//207/2019-20/313 for the period 2014-18 and the Director of Audit (Local Fund), Assam, be requested to settle the same.

Moreover, the Principal is empowered to deal with and take steps to settle the matter in consultation with the Director of Audit (Local Fund), Assam, Guwahati-6 and submit the documents accordingly.

Next item in the meeting is approval of Expenditures for the period from May,2023 to October,2023 (03.05.2023 to 11.10.2023) and November,2023 to 7<sup>th</sup> August,2024. While discussing Dr. Sunil Dutta suggests that a report of the Construction and Purchase Committee should accompany the statement of expenditures to ensure greater credibility and transparency. Further the statement should be in chronological order with specific mention of the period. After threadbare discussion, it is decided to approve the statement of expenditures as submitted to Governing Body and took the following resolutions:

### Resolution No.9

Resolved to approve the expenditures for the period from May,2023 to October,2023 amounting Rs.25,38,712/- as per Expenditure Statement submitted.

### Resolution No.10

Resolved to approve the expenditures for the period from October,2023 to 3<sup>rd</sup> August, 2024 amounting Rs. 45,18,981.60 as per expenditure statement submitted.

Further it is suggested by Mr. Jayanta Phukon that the name "Poor Fund Committee" should be renamed as "Student Welfare Fund". Mr. Phukon also suggests to use period-specific statements of expenditure. It is also decided to reconstitute the Construction and Purchase Committee of the College with the following dignitaries.

- |              |                           |
|--------------|---------------------------|
| 1. President | Dr. Bimal Ch. Gogoi       |
| 2. Convener  | Mr. Sushil Kr. Suri       |
| 3. Member    | Suchitra Narayan Rajkhowa |
| 4. Member    | Rana Konwar               |
| 5. Member    | Mr. Jayanta Phukon        |
| 6. Member    | Manuranjan Konwar         |
| 7. Member    | Dr. Lucky Chetia          |
| 8. Member    | Mr. Dulu Dutta            |

During the discussion on the matter, Mr. Jayanta Phukon suggested that the proposal for construction and purchase should come from the Staff meeting or Teachers Unit meeting. The

*[Signature]*  
Principal  
Sonari College  
Sonari

*[Signature]*  
Principal  
SONARI COLLEGE  
SONARI



*[Signature]*  
CO-ORDINATOR  
IQAC  
SONARI COLLEGE

## Proceeding of Governing Body Meeting

proposal should be approved by the Governing Body and the Governing Body should entrust the Construction and Purchase Committee to continue the work as per guidelines.

Next item in the meeting is Remuneration of the Contractual teachers and Non-Sanctioned employees. The Principal informed the matter that due to lack of sufficient teaching and non-teaching members of the college it becomes necessary to engage contractual tutors and non-sanctioned employees for smooth running of the institution. On the other hand, some of the employees have been employed by maintaining existing appointment procedure prior to 1998. He also informs that the College Library has more than 22 thousand books and the Library is a two-storied building with various sections of books where only 1 employee, out of 2 sanctioned posts (Librarian -1 , Grade IV-1) is working against sanctioned post. It is not possible to maintain the library in a proper way with only 2 employees and so additional contractual employees had to be engaged. The ratio of students and non-teaching staff is not as per necessity. So, for proper maintenance and to facilitate the students some contractual employees are being engaged. The Principal submitted the workload of the teachers (Department wise) for appointment of contractual teachers. He also submitted the amount of salary paid to the employees last year. The entire amount was Rs.22,95,463.00 in the last year for the period from April,2023 to March, 2024. Admission fees and Establishment fees were used to pay the salary. Total No. of students admitted so far is 1459. Requirement of Department wise tutors is as follows:

1) Assamese	-	2	7) Botany	-	1
2) Economics	-	2	8) Chemistry	-	1
3) Education	-	2	9) Mathematics	-	0
4) English	-	2	10) Physics	-	2
5) History	-	2	11) Zoology	-	1
6) Political Science	-	2			

**Total 17**

After a comprehensive discussion of the issues surrounding the fee structure of the Admission of students and payment of salaries to the employees (Contractual teaching and non-teaching), Governing Body took the following resolutions:

### Resolution No.11

Resolved to continue the engagement of contractual and non-sanctioned teaching and non-teaching employees so that teaching, evaluation and other official work could be done by maintaining proper educational environment for the huge number of students admitted in the College.

*[Signature]*  
Principal  
Sonari College  
Sonari

*[Signature]*  
Principal  
SONARI COLLEGE  
SONARI



*[Signature]*  
CO-ORDINATOR  
IQAC  
SONARI COLLEGE



## Proceeding of Governing Body Meeting

### Resolution No.12

It is resolved that Teaching employees (contractual) will be engaged for a particular period, 4 months in a semester as per convenience.

### Resolution No.13

Resolved to approve the expenditure on remuneration paid to the employees (Non-Sanctioned and contractual) during the last year i.e. April, 2023 to March, 2024 amounting Rs. 22,95,463 as per statement submitted.

The application submitted by the Non-sanctioned employees for enhancement of their salaries was discussed earnestly and it was decided that their salary could not be enhanced due only to the paucity of funds in the light of the current fee structure for Undergraduate Courses issued by the Govt. of Assam. So, non-teaching employees will be paid in the existing structure / amount.

It is further decided that requests should be made repeatedly to the Director of Higher Education, the Chief Minister, Education Minister, MLA, M.P, and Guardian Minister for information and necessary action regarding the remuneration of contractual teaching and non-teaching staff.

Again the Utilization of the surplus amount in the Registration fund and the fund in the Current Account was taken into account and took the following resolution:

### Resolution No.14

It is resolved that the surplus amount in the Registration fund and balance in the Current Account be used for payment of remuneration to the Non-sanctioned employees and contractual teachers in view of the crying need of the situation.

Next, regarding the appointment of C.A. for Internal audit for the session 2023-24 the G.B. meeting took the following resolution.

### Resolution No.15

Resolved to re-appoint Sri Abhijit Dutta, C.A. of Tinsukia, Assam for audit for the period from 1<sup>st</sup> April, 2023 to 31<sup>st</sup> March, 2024.

Then, the Principal placed before the House the application of Dr. Bhenila Bailung for Child care leave and the applications of Dr. Pranati Gogoi and Ms. Swapnali Saikia for earned leave. In this regard, the G.B. took the following resolution.

*[Signature]*  
Principal  
Sonari College  
Sonari

*[Signature]*  
Principal  
SONARI COLLEGE  
SONARI



*[Signature]*  
CO-ORDINATOR  
IQAC  
SONARI COLLEGE

## Proceeding of Governing Body Meeting

### Resolution No.16

Resolved to grant the application of Dr. Bhenila Bailing for Child Care Leave. (CCL) from 05.08.2024 to 04.09.2024.

### Resolution No.17

Resolved to grant the application of Dr. Pranati Gogoi for earned leave for the period from 05.05.2024 to 22.05.2024 (15 days).

### Resolution No.18

Resolved to approve the application of Ms. Swapnali Saikia for earned leave for the period from 13.07.2024 to 19.07.2024 (7 days).

Then arose the issue of using the College building for election purpose. An application to the District Commissioner for not using the College building in future for strong Room and Counting purposes to be submitted.

After this, the issue of ITEP was taken for discussion. The Governing Body is happy to know that the Govt. of Assam recommended Sonari College to open the Integrated Teacher Education Programme, as a result of getting B++ grade in NAAC accreditation and took the following resolution -

### Resolution No.19

Resolved that the Integrated Teacher Education Programme (ITEP) be introduced at Sonari College and the Principal is directed to send necessary documents to the National Council of Teacher Education for approval.

Regarding proposal for the land patta of the land allotted to Sonari College is discussed in the meeting. The Principal informed the House that the area of land measuring 20 Bigha -00 Kotha -00 Lessa bearing Dag No.296 (Part) of Rajabari Grant of Sonari Town under Abhaypur Mouza is in possession of Sonari College since 1970. The Sub-Divisional Land Advisory Committee, Charaideo, in its meeting held on 20.01.2020 vide resolution No. 937 allotted the land in the name of Sonari College. Since 2016-17, the college has been paying the land revenue up to 2023-24. As per verbal advice from the District Commissioner, Nibedan Das Patuuary the college has to apply for Miyadi Patta. After discussion, the Governing Body took the following resolution:

  
Principal  
Sonari College  
Sonari

  
Principal  
SONARI COLLEGE  
SONARI



  
CO-ORDINATOR  
IQ&C  
SONARI COLLEGE



## Proceeding of Governing Body Meeting

### Resolution No.20

Resolved that the land measuring 20 Bigha -00 Kotha -00 Lessa bearing Dag No.296 (Part) of Rajabari Grant of Sonari Town under Abhaypur Mouza which has been in possession of Sonari College since 1970 and which was allotted in the name of Sonari College by the Sub-Divisional Land Advisory Committee, Charaideo in its meeting held on 20.01.2020 vide resolution No. 937, be applied for Miyadi patta and the District Commissioner, Charaideo, be requested to accord the same.

Thereafter, delinking of Higher Secondary classes from the college is discussed with consent from the teacher members and decided to remove from the session 2025-26 and took the following resolution:

### Resolution No.21

Resolved to withdraw the Higher Secondary Classes (Arts Stream) from Sonari College from the session 2025-26 onwards as the NEP 2020 includes the Higher Secondary Classes at secondary level of education and the NAAC Peer team also suggests to delink the H.S. classes from the Higher Educational institutions and, therefore, the Director of Higher Education, Assam be requested to approve the same.

Then Retired Assistant Professor Probin Chandra Borah's application for confirmation of Services was approved and the House adopted the following resolution:

### Resolution No.22

Resolved to request the DHE, Assam to do the needful regarding confirmation of services as per norms in respect of Probin Ch. Borah, Retired Assistant Professor, Department of Botany, Sonari College for the pensionary and other benefits of his services.

Finally, the meeting discussed the damages caused to the play ground during Lok Sabha Election process at Sonari College and decided to repair the college play ground by using sand/earth, etc.

The slight renovation of the damaged roof of the auditorium was also approved by the House.

The meeting ended with thanks from the Chair and the Principal.

  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



  
**Principal**  
**Sonari College**  
**Sonari**

  
**CO-ORDINATOR**  
**IQA.C**  
**SONARI COLLEGE**

## Different Academic and Non-Academic Committees of Sonari College for 2023-24

### Formation of Different Committees for Academic and Non-Academic Development of Sonari College for 2023-2024

The **SC/ST Committee** has been reconstituted with the following members:

Dr. Bimal Chandra Gogoi  
Dr. Raghunath Kagyung  
Dr. Deepanjali Gogoi  
Dr. Chakrapani Patir  
Ms. Geetashree Shyam  
General Secretary,  
Sonari College Students' Union

Chairman  
Coordinator  
IQAC Coordinator  
Faculty Member  
Non-Teaching Member  
Student Representative

*Ram*  
*Sone*  
*ed*  
*g*

The **Committee for OBC** has been reconstituted with the following members:

Dr. Bimal Chandra Gogoi  
Mr. Manuranjan Konwar  
Dr. Deepanjali Gogoi  
Mr. Dibyajyoti Konwar  
Dr. Lucky Chetia  
Mr. Ranjit Baruah  
Assistant General Secretary,  
Sonari College Students' Union

Chairman  
Coordinator  
IQAC Coordinator  
Faculty Member  
Faculty Member  
Non-Teaching Member  
Student Representative

*Manoj*  
*Manoj*  
*Manoj*  
*Manoj*  
*Manoj*  
*Manoj*

The **Minority Cell** has been reconstituted with the following members:

Dr. Bimal Chandra Gogoi  
Mr. Mrigendra Narayan Kumar  
Dr. Deepanjali Gogoi  
Ms. Geetashri Shyam  
Mr. Manash Dutta  
Social Service Secretary,  
Sonari College Students' Union

Chairman  
Coordinator  
IQAC Coordinator  
Non-Teaching Member  
Non-Teaching Member  
Student Representative

*A*  
*A*  
*A*  
*Manash Dutta*

The **Student Grievance Redressal Committee** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi  
Dr. Reeta Dutta  
Mr. Sushil Suri  
Dr. Lucky Chetia  
Mrs. Gitika Talukdar

Chairman  
Convenor  
Member  
Member  
Member

*Das*  
*Das*  
*Das*  
*Das*

4 Dec 2024, 11:25 am

*Principal*  
**Principal**  
SONARI COLLEGE  
SONARI

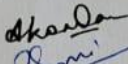
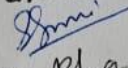
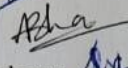
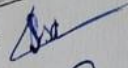



*CO-ORDINATOR*  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE


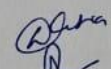
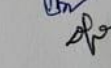
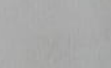
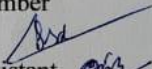



## Different Academic and Non-Academic Committees of Sonari College for 2023-24


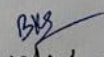

**The Internal Complaints Committee** has been reconstituted with the following members:

Dr. Anita Konwar, Presiding Officer   
Ms. Suman Gogoi, Faculty Member   
Ms. Ankita Bhagawati, Faculty Member   
Mrs. Swapnali Saikia, Non-Teaching Employee   
Ms. Geetashree Shyam, Non-Teaching Employee   
Mrs. Madhushree Khanikor Changmai, Advocate, Sonari Bar Association, Member

**The Anti-Ragging Committee** has been reconstituted with the following members:

Dr. Bimal Ch. Gogoi	Chairman
Dr. Sunil Dutta	Vice Chairman 
Mr. Sushil Kr Suri	Member Secretary 
Dr. Lucky Chetia,	Warden Girls' Hostel 
Sri Amrit Kumar Borpuzari,	Warden Boys' Hostel 
Dr. Deepanjali Gogoi	Associate Professor
Mr. Rana Konwar	Associate Professor
Mr. Jyoti Pd. Phukon	Assistant Professor
Mr. Jayanta Phukan	Parent Member
Mrs. Swapnali Saikia,	Librarian 
Mr. Dulu Dutta	Office Assistant 
Biraj Baruah (G.S),	Students Member (Senior)
One Student Member to be nominated from Degree 1 <sup>st</sup> Semester Students.	

**The Career Counseling Cell** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi	Chairman
Dr. Amrita Mech	Convenor 
Dr. Bikash Kumar Sarmah	Member 
Dr. Ankita Bhagawati	Member 

**The Electoral Literacy Club (ELC)** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi	Chairman
Dr. Chakrapani Patir	Convenor 
Dr. Lucky Chetia	Member 
Mr. Dibyajyoti Konwar	Member 

4 Dec 2024, 11:25 am

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQ&C  
SONARI COLLEGE

## Different Academic and Non-Academic Committees of Sonari College for 2023-24

The **College Canteen Committee** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi  
Mr. Rana Konwar  
Mr. Manuranjan Konwar  
Mr. Dibyajyoti Konwar

Chairman  
Coordinator  
Member  
Member

*[Signature]*  
*[Signature]*

The **Construction Committee** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi  
Mr. Manuranjan Konwar  
Mr. Suchitra Narayan Rajkonwar  
Mr. Dibyajyoti Konwar  
Dr. Lucky Chetia  
Mr. Dulu Dutta

Chairman  
Convenor  
Member  
Member  
Member  
Member

*[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

The **National Service Scheme (NSS)** Committee has been reconstituted with the following members:

Dr. Lucky Chetia  
Dr. Pranati Gogoi  
Mr. Mrigendra Narayan Kumar  
Dr. Ankita Bhagawati  
Mr. Khirod Das

Programme Officer  
Member  
Member  
Member  
Student Member

*[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*

The **Equal Opportunity Cell** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi  
Dr. Barbie Chutia  
Mr. Dibyajyoti Konwar  
Mr. Dulu Dutta  
Nayanmoni Chetia

Chairman  
Convenor  
Member  
Member  
Student Member

*[Signature]*  
*[Signature]*  
*[Signature]*

The **Website Management Committee** has been reconstituted with the following members:

Dr. Paranan Konwar  
Ms. Padma Kumari Gogoi  
Ms. Gitika Talukdar  
Dr. Bikash Sharma  
Ms. Swapnali Saikia

Convenor  
Member  
Member  
Member  
Member

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

4 Dec 2024, 11:25 am

*[Signature]*  
**Principal**  
SONARI COLLEGE  
SONARI



*[Signature]*  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE



## Different Academic and Non-Academic Committees of Sonari College for 2023-24

The **FYUGP Committee** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi  
Dr. Sunil Dutta  
Mr. Raghunath Kagyung

Chairman  
Vice Chairperson & HOD, Dept. of English  
Member Secretary

### Members

Mr. Mintoo Gogoi  
Mr. Suchitra Narayan Rajkhowa  
Mr. Rana Konwar  
Mr. Sushil Kr Suri  
Mr. Binud Rajkhanikar  
Mr. Manuranjan Konwar  
Dr. Reeta Dutta  
Dr. Pronita Kalita  
Ms. Suman Gogoi  
Dr. Ankita Bhagawati  
Mr. Biraj Boruah

HOD, Department of Economics  
HOD, Department of Chemistry  
HOD, Department of Zoology  
HOD, Department of History  
HOD, Department of Political Science  
HOD, Department of Mathematics  
HOD, Department of Assamese  
HOD, Department of Education  
HOD, Department of Botany  
HOD, Department of Physics  
Student Member

The **Admission Committee** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi  
Dr. Sunil Dutta

Chairman  
Member Secretary

### Members:

HOD, Department of Economics  
HOD, Department of Chemistry  
HOD, Department of Zoology  
HOD, Department of History  
HOD, Department of Political Science  
HOD, Department of Mathematics  
HOD, Department of Assamese  
HOD, Department of Education  
HOD, Department of Botany  
HOD, Department of Physics  
Miss Isha Gogoi

Student Member

4 Dec 2024, 11:25 am

**Principal**  
SONARI COLLEGE  
SONARI



**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE

## Different Academic and Non-Academic Committees of Sonari College for 2023-24

The **Examination Committee** has been reconstituted with the following members:

Dr. Bimal Ch Gogoi  
Dr. Sunil Dutta  
Mr. Manuranjan Konwar  
Mr. Jyoti Prasad Phukan  
Mr. Rana Konwar  
Dr. Anita Konwar  
Dr. Kaushik Dehingia  
Dr. Bikash Kumar Sharma

Chairman  
Vice Chairperson  
Secretary  
Member  
Member  
Member  
Member  
Member

### Yoga Committee

Dr. Bimal Ch Gogoi  
Dr. Sunil Dutta  
Dr. Chakrapani Patir  
Mr. Pradip Baidya  
Mr. Sushil Kr Suri  
Mr. Binud Raj Khaknikar  
Dr. Pranati Gogoi  
Mr. Mrigendra Narayan Kumar  
Mr. Hirokkyoti Deka

President  
Vice President  
Coordinator  
Coordinator  
Member  
Member  
Member  
Member  
Student Member

### Aid Fund Committee

Dr. Bimal Ch Gogoi  
Dr. Sunil Dutta  
Mr. Dibyajyoti Konwar  
Dr. Reeta Dutta  
Dr. Lucky Chetia

Chairman  
Vice Chairman  
Secretary  
Member  
Member

### Committee for National Green Corps

Dr. Bimal Ch Gogoi  
Dr. Sunil Dutta  
Mr. Jyoti Prasad Phukan  
Dr. Raghunath Kagyung  
Dr. Amrita Mech  
Ms. Suman Gogoi  
Dr. Barbie Chutia

Chairman  
Vice Chairman  
Secretary  
Member  
Member  
Member  
Member

4 Dec 2024, 11:25 am

Principal  
SONARI COLLEGE  
SONARI



CO-ORDINATOR  
IQAC  
SONARI COLLEGE



## Different Academic and Non-Academic Committees of Sonari College for 2023-24

### Swachchata Action Plan

Dr. Bimal Ch Gogoi	Chairman
Dr. Sunil Dutta	Vice Chairman
Mr. Jyoti Prasad Phukan	Secretary
Mr. Suchitra Narayan Rajkhowa	Member
Dr. Pranati Gogoi	Member
Dr. Ankita Bhagawati	Member
Ms. Kabyashree Hazarika	Member
Mr. Pranjit Boruah	Student Member
Mr. Abhigyan Newar	Student Member

### Environment & Climate Cell

#### Eco Club

Dr. Bimal Ch Gogoi	Chairman
Dr. Sunil Dutta	Vice Chairman
Mr. Jyoti Prasad Phukan	Secretary
Dr. Pranati Gogoi	Member
Dr. Bikash Sharma	Member
Mr. Kamakhya Konwar	Student Member

4 Dec 2024, 11:25 am

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE

**Research Counseling Cell**  
**Research and Development Cell (RDC)**

Dr. Bimal Ch Gogoi  
Dr. Deepanjali Gogoi

Chairman of Research Advisory Council  
Convenor/ Director of RDC

**Committee 1: Finance & Infrastructure**

Dr. Paranan Konwar  
Mr. Manuranjan Konwar  
Mr. Sushil Kumar Suri  
Mr. Suchitra Narayan Rajkhowa

Coordinator

Member

Member

Member

**Committee 2: Research Program, Policy Development**

Dr. Anita Konwar  
Dr. Ankita Bhagawati  
Dr. Lucky Chetia  
Dr. Bhenila Bailung

Coordinator

Member

Member

Member

**Committee 3: Collaboration & Community**

Dr. Raghunath Kagyung  
Mr. Binud Rakjhanikar  
Mr. Sushil Kumar Suri  
Mr. Dibyajyoti Konwar

Coordinator

Member

Member

Member

**Committee 4: Product Development, Monitoring and Commercialization**

Dr. Pronita Kalita  
Ms. Mridusmita Patowary  
Dr. Bikash Kumar Sharma  
Dr. Barbie Chutia

Coordinator

Member

Member

Member

**Committee 5: IPR, Legal & Ethical Matters**

Mr. Binud Rajkhanikar  
Mr. Jyoti Prasad Phukon  
Dr. Chakrapani Patir  
Ms. Swapnali Saikia

Coordinator

Member

Member

Member

4 Dec 2024, 11:25 am

  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



  
**CO-ORDINATOR**  
**IQAC**  
**SONARI COLLEGE**



## Different Academic and Non-Academic Committees of Sonari College for 2023-24

### INCUBATION CELL OF SONARI COLLEGE:

Mr. Dibyajyoti Konwar  
Dr. Pronita Kalita  
Dr. Bikash Kumar Sharma  
Dr. Lindy Lou Goodwin  
Padma Kumari Gogoi

Nodal Officer

Adviser

Member

Member

Member

### Institution's Innovation Council (IIC)

Dr. Bimal Ch Gogoi  
Dr. Sunil Dutta  
Mr. Dibyajyoti Konwar  
Dr. Paranan Konwar  
Dr. Bikash Kumar Sharma  
Ms. Suman Gogoi  
Dr. Barbie Chutia  
Mr. Hiranmoy Dulakakhoria  
Mr. Manash Dutta

Chairman

Vice Chairman

Convenor

Member

Member

Member

Member

Member

Member

4 Dec 2024, 11:25 am

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE

## College Advertisement for recruitment of teachers (2023)

Letter dated 12.06.2023  
DHE/CE/Misc/49/2021/184 dated 12.06.2023

Eligible candidates are invited in prescribed format including contact No. and e-mail address with complete Bio-data and all testimonials from HSLC onwards from the eligible candidates for filling up the following Sanctioned Posts of Assistant Professor in Sonari College.

- Economics** : 1 (one) post for PWD, Roster point -1
- Physics** : 1 (one) post, unreserved, Roster point -20
- Botany** : 1 (one) post for OBC, Roster point -28

**Terms and Conditions for the Posts :**

- The candidates must have latest UGC Norms with NET/SLET/SET or Ph.D. Degree in accordance with the UGC Regulation, 2009 (excluding the candidates who obtained Ph.D. Degree from off campus) for the posts.
- A Demand Draft of Rs. 1500/- (Rupees one thousand and five hundred) only for the post of Assistant Professor drawn in favour of Principal, Sonari College, payable at **UCO Bank, Sonari Branch** must be attached with the application.
- The age of the candidates should not be more than 38 years as on 1st January, 2023. Age relaxation for reserved category will be given as per present Govt. rule.
- The candidates must have Permanent Residential Certificate (PRC) of Assam and must have proficiency in local language.
- Incomplete applications will be summarily rejected.
- In-services candidates must apply through proper channel.
- Applications must reach the undersigned within 15 days from the date of publication of this advertisement.
- Dates of Interview will be intimated through e-mail/whatsapp to the eligible candidates in due time.
- No TA / DA will be admissible.

Sd/-  
Dr. Bimal Chandra Gogoi  
Principal & Secretary,  
Sonari College  
Sonari, Dist. Charaideo,  
Assam

### SITUATION VACANT

In pursuance of the DHE, Assam letter No. DHE/CE/Misc/49/2021/Pt/5 dated 09.02.2022 and letter No. DHE/CE/Misc/49/2021/184 dated 12.06.2023 applications are invited in DHE's, prescribed format including contact No. and e-mail address with complete Bio-data and all testimonials from HSLC onwards from the eligible candidates for filling up the following Sanctioned Posts of Assistant Professor in Sonari College.

- Economics** : 1 (one) post for PWD, Roster Point - 1
- Physics** : 1 (one) post, Unreserved, Roster Point - 20
- Mathematics** : 1 (one) post for OBC, Roster Point -21

**Terms and conditions for the posts:**

- The candidates must have latest UGC Norms with NET/SLET/SET or Ph.D. Degree in accordance with the UGC Regulation, 2009 (excluding the candidates who obtained Ph.D. Degree from off campus) for the posts.
- A Demand Draft of Rs. 1500/- (Rupees One thousand and five hundred) only for the post of Assistant Professor drawn in favour of Principal, Sonari College, payable at **UCO Bank, Sonari Branch** must be attached with the application.
- The age of the candidates should not be more than 38 years as on 1st January, 2023. Age relaxation for reserved category will be given as per present Govt. rule.
- The candidates must have Permanent Residential Certificate (PRC) of Assam and must know local language.
- Incomplete applications will be summarily rejected.
- In-Service candidates must apply through proper channel.
- Applications must reach the undersigned within 15 days from the date of publication of this advertisement.
- Dates of Interview will be intimated through e-mail/WhatsApp to the eligible candidates in due time.
- No TA/DA will be admissible.

Sd/- Dr. Bimal Chandra Gogoi  
Principal & Secretary,  
Sonari College  
P.O. Sonari, Dist. Charaideo, Assam

Eligible candidates for filling up the following Sanctioned Posts of Assistant Professor in Sonari College.

- Economics** : 1 (one) post for PWD, Roster Point -1
- Physics** : 1 (one) post, Unreserved, Roster Point -20
- Mathematics** : 1 (one) post for OBC, Roster Point - 21

**Terms and Conditions for the Posts :**

- The candidates must have latest UGC Norms with NET/SLET/SET or Ph.D. Degree in accordance with the UGC Regulation, 2009 (excluding the candidates who obtained Ph.D. Degree from off campus) for the posts.
- A Demand Draft of Rs. 1500/- (Rupees One thousand and five hundred) only for the post of Assistant Professor drawn in favour of Principal, Sonari College, payable at **UCO Bank, Sonari Branch** must be attached with the application.
- The age of the candidates should not be more than 38 years as on 1st January, 2023. Age relaxation for reserved category will be given as per present Govt. rule.
- The candidates must have Permanent Residential Certificate (PRC) of Assam and must know local language.
- Incomplete applications will be summarily rejected.
- In-Service candidates must apply through proper channel.
- Applications must reach the undersigned within 15 days from the date of publication of this advertisement.
- Dates of Interview will be intimated through e-mail/WhatsApp to the eligible candidates in due time.
- No TA / DA will be admissible.

Sd/- Dr. Bimal Chandra Gogoi  
Principal & Secretary,  
Sonari College  
P.O.-Sonari, Dist. Charaideo,  
Assam

  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



  
**CO-ORDINATOR**  
**IQAC**  
**SONARI COLLEGE**



# Appointment Procedures as formulated by DHE, Assam Government

College Establishment  
5/2/22  
25.1.2022

## GOVERNMENT OF ASSAM HIGHER EDUCATION DEPARTMENT DISPUR, GUWAHATI-6

(112)

No. AHE.239/2021/68

Dated Dispur, the 24<sup>th</sup> January 2022.

### OFFICE MEMORANDUM

**Subject:** Guidelines for selection of Assistant Professor/Librarians in provincialised, Govt. and Govt. Model Colleges of Assam.

In partial modification of Govt. O.M vide No. AHE.407/2017/54, dated 25/11/2020 issued by Higher Education Department, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians in provincialised colleges and Govt. Model Colleges of Assam.

### ELIGIBILITY QUALIFICATION :

Qualification for Direct Recruitment of Assistant Professor (Reference Clause 3.0.0/4.0.0/4.40/4.4.1 of the UGC Regulations 30<sup>th</sup> June 2010).

- (i) Good Academic record as defined by the concerned University with at least 55% marks or an equivalent grade in a point scale at the Master Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.
- (ii) Besides, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Notwithstanding, anything contained in sub clause (i) and (ii) to the clause 4.40.1, of the UGC Regulations 30<sup>th</sup> June, 2010 candidates who have a Ph.D Degree in accordance with the University Grant Commission (Minimum standards and procedure for award of Ph.D Degree Regulation, 2009) shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- (iv) NET/SLET/SET shall also not be required for such Master programmes in disciplines for which NET/SLET/SET is not conducted.
- (v) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled caste/Scheduled Tribe/ Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility. The 5% relaxation will not include any grace (clause-3.4.1).
- (vi) The period of time taken by Candidates to acquire M.Phil and /or Ph.D Degree shall not be considered as Teaching/research experience for appointment to the positions (clause-3.9.0).

### SELECTION COMMITTEE (clause -5.1.0 and 5.1.4)

(a) The selection committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition :

1. The Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the selection committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject of the college.

Principal  
SONARI COLLEGE  
SONARI



CO-ORDINATOR  
IQAC  
SONARI COLLEGE

4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of College notified/declared as Minority Educational Institution, the Chairperson of the College will nominate two persons from a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of subject experts suggested by the relevant statutory body of the College of whom one should be a subject expert.
5. Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified/declared as minority educational institution, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
6. If any of the candidates belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and there is no member representing these communities in the Selection Committee, the Vice- Chancellor shall nominate an academicians representing SC/ST/OBC/Minority/Women/Differently-abled categories.

(b) To constitute the quorum for the meeting five members shall have to be present of which at least two experts from out of the three subject experts shall be present.

3/5

#### CONVERSION OF GRADE POINT INTO PERCENTAGE :

Conversion UGC's guidelines for standardized marking procedure of all Counts in terms of concrete marks against each item are as below:

It is hereby clarified that where the University/College/Institution declares result in grade points which are on a scale of seven, the following mechanism shall be applied by the Selection Committee for conversion of grade points to equivalent percentages.

Grade	Grade point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A'- Very good	4.50-5.49	65-74
'B'-Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
'E'-Poor	0.50-1.49	25-34
'F'-Fail	0.049	0-24

#### DISTRIBUTION OF MARKS: Total 100

##### I) Academic Record (72 marks)

i) HSLC or equivalent examination	Maximum 9 marks
ii) HSSLC or equivalent examination	Maximum 9 marks
iii) Degree	Maximum 24 marks

*Principal*  
Principal  
SONARI COLLEGE  
SONARI



*CO-ORDINATOR*  
CO-ORDINATOR  
IQAC  
SONARI COLLEGE



iv) Master Degree in the concerned subject	Maximum 30 marks
--	------------------

Marking for Academic records will be calculated as mentioned below:

Sl. No.		Candidates Score in qualifying examination				
		Column-1	Column-2	Column-3	Column-4	Column-5
1.	10 <sup>th</sup>	85% and above=9	75% to less than 85% = 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
2.	12 <sup>th</sup>	85% and above=9	75% to less than 85%= 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
3.	Graduation	90% and above=24	80% to less than 90%=22	65% to less than 80%=17	50% to less than 65%=12	Less than 50%=7
4.	Post Graduation	90% and above=30	80% to less than 90%=27	65% to less than 80%=22	55% (50% in case of SC/ ST/ OBC (non-creamy layer)/(PWD) to less than 65%=17	

In case of Graduation and Post-graduation, CGPA grade will be converted to marks by the formula adopted by respective University.

#### II. Research Contribution and Teaching Experience (22 marks)

5.	Ph.D. in the concerned subject from UGC recognized University (marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET). Off-campus Ph.D. is not recognized as per Govt. of Assam OM No. AHE.293/2008/147 dated 09/07/2012	13 marks
6.	M.Phil./M.Tech. Degree in the concerned subject from UGC recognized university. Off campus M.Phil is not recognized.	2 marks
7.	(i) Research paper/ article in the concerned subject/domain published in Journal/Research Book/Proceeding volume with ISSN/ISBN/ (0.5 marks for each publication in ISSN/ISBN documents published in UGC recognized journals subject to maximum of 2 marks.	2 marks (per paper 0.5)
	(ii) Research paper/article in concerned subject/domain published in Impact factor journal existing in the database of scopus, Web of science/Web of knowledge (1 mark for each publication subject to maximum of 2 marks)	2 marks (Per paper-1)
	(iii) 0.5 marks for each chapter/article in the concerned subject published in research/textbook with ISBN subject to maximum of 1 mark (in case of textbook, the	1 mark (per article 0.5)

*Principal*  
SONARI COLLEGE  
SONARI



*CO-ORDINATOR*  
IQAC  
SONARI COLLEGE

	relevant textbook must be approved by a competent academic authority such as University	
8.	Teaching /Library management experience in the concerned subject/domain (1 mark for each completed year of services after acquiring UGC norms in provincialised /Govt /Affiliated Degree College/Libraries of Govt. Institute/Higher Secondary Classes of provincialised Schools. Subject to maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case, a minimum of 3 (three) months teaching experience will be counted.	2 marks
<b>EXTRA CURRICULAR ACTIVITY : 3 MARKS</b>		
9.	NCC having 'C' certificates	1 mark
10.	Gold medal in any event of University/Youth festivals conducted by Universities having affiliated colleges (certificate must be submitted along with the application).	1 mark
11.	Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with the application).	1 mark

**IV) Interaction with Selection Committee (Interview)- 3 marks.**

**All candidates must have proficiency in local Language.**

**Instruction contained in this O.M. will come into force from the date issue of the O.M.**

Sd/-

(B. Nath, ACS )  
Secretary to the Govt. of Assam  
Higher Education Department.


**Memo No. AH.E.239/2021/68-A,**

**Dated Dispur, the 24<sup>th</sup> January,2022.**

**Copy to:**

1. All Vice-Chancellors of Universities of Assam.
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
- ✓ 3. P.S. Hon'ble Minister, Education, Assam
4. P.S. to the Principal Secretary to the Govt. of Assam, Education Department, Dispur.
5. P.S. to Secretary to the Govt. of Assam, Higher Education Department.
6. All Registrars of Universities of Assam.

By Order etc.,

  
Additional Secretary to the Govt. of Assam  
Higher Education Department.



# HAND BOOK ON DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS

**Sonari College**  
**P.O. Sonari**  
**Dist. Charaideo**



  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



  
**CO-ORDINATOR**  
**IQAC**  
**SONARI COLLEGE**

**Part-A**

**DUTIES, CODE OF CONDUCT AND  
PROFESSIONAL ETHICS**

**FOR PRINCIPAL**



**SONARI COLLEGE**

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE



**[UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethicalbehaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE

## PART- B

# DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHERS



---

**SONARI COLLEGE**

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE



[UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, community service.

II. Teachers and Students:

Teachers should: co-curricular and extra-curricular activities, including the

- (i) Respect the rights and dignity of the student in expressing his/her opinion;

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE

- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### III. Teachers and Colleagues:

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### IV. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

  
Principal  
SONARI COLLEGE  
SONARI



  
CO-ORDINATOR  
IQ&C  
SONARI COLLEGE



(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) Adhere to the terms of contract;

(vii) Give and expect due notice before a change of position takes place; and

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility academic schedule.

#### V. Teachers and Non-Teaching Staff:

Teachers should: or completion of

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of teaching staff.

#### VI. Teachers and Guardians:

Teachers should: joint-staff councils covering both the teachers and the non-

VII. Try to see through teachers' bodies and 14 organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### VII. Teachers and Society:

Teachers should:

(i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



  
**CO-ORDINATOR**  
**IQ&C**  
**SONARI COLLEGE**

## Part-C

# DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR LIBRARIAN



---

**SONARI COLLEGE**

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE



[UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

A librarian should:

- Refrain from any conduct or practices that may have impact on their professional dignity or image of the college.
- Adhere to a responsible pattern of conduct and contribute through their work to the developments of individuals and the community.
- Enhance their professional skills through continuous workshops and trainings.
- Aware the college community about the ethical and legal aspects of library and its services.
- The Librarian shall always work to the benefit of the user and should show willingness to serve with the best possible service to the users.
- The Librarian should assist the user by providing the materials they are searching for.
- The Librarian shall arrange or adjust library and its resources as per the needs of the users in a convenient and attractive form.
- The Librarian shall follow the principle of the highest priority while cataloguing library resources taking care for continuous updates.

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE

## Part-D

# DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING STAFF



---

**SONARI COLLEGE**

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE



The Non-teaching staff of the college shall follow the following rules and regulations:

1. Execute official decisions and policies with fidelity and impartiality, striving for the best feasible standards of performance
2. Act in a way that does not bring the institution's reputation into disrepute.
3. Encourage employees to work as efficiently as possible.
4. Be punctual on your day-to-day responsibilities.
5. Create an environment that encourages collaboration.
6. Carry out and accomplish the assigned responsibilities to the satisfaction of all parties involved.
7. Make every attempt to accomplish the allotted work within the specified time frame.
8. Work to win the trust, honour, and respect of all.
9. Resolve genuine grievances as soon as possible.
10. Keep the records and any sensitive information secret.
11. Collaborate and communicate with colleagues as needed to ensure that students receive a consistent and thorough educational experience.
12. Take care of the institute's assets.
13. Creating a pleasant environment.
14. Avoid all forms of discrimination.
15. Do not take bribes or engage in any other corrupt actions.
16. Demonstrate qualities such as accountability, loyalty, dedication, commitment, honesty, and morality in various official concerns and obligations both inside and beyond the college.
17. Treat all students fairly and equally, regardless of their religion, caste, gender, political, economic, social, or physical qualities.
18. Maintain courteous and amicable relationships with all colleagues.
19. Follow the various processes and rules that may be required by the institution's administrative mechanism or higher authorities from time to time.

  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



  
**CO-ORDINATOR**  
**IQAC**  
**SONARI COLLEGE**

## Part-E

# DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR STUDENTS



---

**SONARI COLLEGE**

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE

## General Rules:

1. All bona-fide students are required to be familiar with the code and guidelines outlined below, and any amendments that might be incorporated from time to time as per requirement and necessity.
2. Students must attend lectures and tutorials according to the timetable. Students should not be absent from lectures, tutorials and examinations without prior permission of the Principal.
3. In case of illness, a student must apply for leave producing the doctor's certificate. He/She must personally report the matter to the Prof. In charge / Vice Principal.
4. Every student must be familiar with the college's Academic Calendar (uploaded in the college website)
5. Students must wear college badge & keep Identity card within the college premises always. They shall have to purchase badge & card from the office at the time of admission.
6. No Society or Association can be formed in the College and without the authorization and consent of the Principal, no one is allowed to address a meeting.
7. All College activities must be organised and planned under the guidance and supervision of the Principal and Professor In-Charge with prior permission only. Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College, or breach of the discipline, the concerned guilty will be duly punished accordingly.
8. Use of cell phones is banned inside the college premises. Defaulters are liable to be punished.
9. Wearing proper uniform as prescribed in the prospectus is compulsory.
10. The college campus is declared as tobacco free. So, the chewing Gutkha within the college campus are strictly forbidden.
11. Indecent behavior or conversation of any kind is strictly forbidden. If someone is found behaving or talking indecently he or she would be punished as the authority feels deem fit.
12. Students must not interrupt the cozy environment inside or outside the classes.
13. Use of earring and bangle in respect of boys are strictly prohibited inside campus.
14. Demonstration and *Dharna* against college authority are strictly prohibited.
15. All students should be aware that the majority of the main campus area, as well as classrooms and laboratories, are under CCTV observation.
16. Matters not covered under the existing rules and regulations will rest at the absolute discretion of the Principal.

## College Uniform:

- (i) Boys: White shirt & Black pant ( Boys can't wear jeans & sporting ) & use Black colour Sweater for winter season ( Cann't wear Jacket).
- (ii) Girls: Muga or Muga colour mekhela & White chador having Green border with Green blouse or White churidarkurta with Green dupatta & use Black colour Sweater for winter season.
- (iii) Students must wear I.D. Card.

  
**Principal**  
SONARI COLLEGE  
SONARI



  
**CO-ORDINATOR**  
IQAC  
SONARI COLLEGE



## Rules for Hostel Boarders:

- i. Boarders must abide by the rules & regulations of the hostel prescribed by the college authority, violation of which will be liable to disciplinary action to the extent of expulsion from the hostel & the college as well.
- ii. Boarders must enter the hostel within the time fixed by the authority concerned.
- iii. Entertainment of the guest & visitors will not be allowed except prior permission of the authority.
- iv. Ill treatment/ragging to co-boarders/cook/other employees of the hostel are strictly prohibited.
- v. Disturbance of any kind during study hours will be treated as a serious offence.

## Ragging Inside College Campus:

RAGGING inside the college campus is Strictly Prohibited. If any incident of ragging comes to the notice of the college authority, the concerned students will be given liberty to put forward his/ her explanation, which if not found satisfactory, the authority would expel him/ her from the college.

## UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009.(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

1. Every public declaration of intent by any institution, in any electronic audio visual, print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force.
2. The application form for admission, enrolment or registration shall contain an undertaking mandatorily in English or in one of the regional languages known to the applicant in Annexure -I to these Regulations to be filled up and signed by the applicant and the parents/guardian in Annexure-II.
3. The institution shall constitute an Anti-ragging committee to take appropriate decision in regards to punishment or otherwise, depending on the facts of its incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti- Ragging squad.
4. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - a) Suspension from attending classes and academic privileges.
  - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - c) Debarring from appearing in any test/ examination or other evaluation process.
  - d) Withholding results.
  - e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - f) Suspension/ expulsion from the hostel.
  - g) Cancellation of admission.
  - h) Rustication from the institution for period ranging from one to four semesters.
  - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



  
**CO-ORDINATOR**  
**IQ&C**  
**SONARI COLLEGE**