

# SONARI COLLEGE

Affiliated to Dibrugarh University



## Supporting Documents for NAAC Self Study Report (SSR) (3rd Cycle) Period: 2018-2023

Criterion 6	<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
Key Indicator 6.2	<b>STRATEGY DEVELOPMENT AND DEPLOYMENT</b>
Metric No. 6.2.1	<b>THE INSTITUTIONAL PERSPECTIVE PLAN IS EFFECTIVELY DEPLOYED AND FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT, SERVICE RULES, AND PROCEDURES, ETC</b>

Submitted to



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

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# SONARI COLLEGE

Affiliated to Dibrugarh University

Metric No.  
6.2.1

The institutional Strategic/ perspective plan is effectively deployed

## Perspective Plan of the College

### PERSPECTIVE PLAN: 2018-19 TO 2022-23

## SONARI COLLEGE



SONARI COLLEGE  
CHARAIDEO, ASSAM

PIN:785690

  
Principal  
SONARI COLLEGE  
SONARI



  
CO-ORDINATOR  
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### Perspective plan of college

- 1) Constructed Ramps for Specially Able Person
- 2) Rain water harvesting
- 3) Preparation of academic calendar
- 4) Vermi compost
- 5) Water audit
- 6) Green audit
- 7) Cash less transaction workshop
- 8) Digitalization of library
- 9) Water sensing
- 10) Energy audit
- 11) Toilet block for teachers and students
- 12) The classrooms are increased
- 13) Golden jubilee celebration
- 14) Renovation of main gate
- 15) Alumni building
- 16) Smart class room
- 17) Incorporation of Solar light and system
- 18) Girls Hostel construction
- 19) Systemization of Financial audit and computerization
- 20) Construction of approach road
- 21) Upgradation of Indoor Stadium and gym by purchasing sports equipment under RUSA Grant
- 22) Installation of CCTV camera in college campus
- 23) Introduction of Add-on course
- 24) Upgradation of M. I. S (Management Information System)
- 25) Introduction of PG courses

  
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- 26) Examination records computerized
- 27) College website upgraded
- 28) Wi-fi enablement of college campus
- 29) Construction of boundary wall is in progress
- 30) Upgradation of college as green campus
- 31) Solar panel Street light installed
- 32) To register the alumni committee
- 33) Installments of water purifier
- 34) Replacement of Bio-Metric machine
- 35) Planted Fruit and Medicinal plant and beautification was made in front of the Physics department

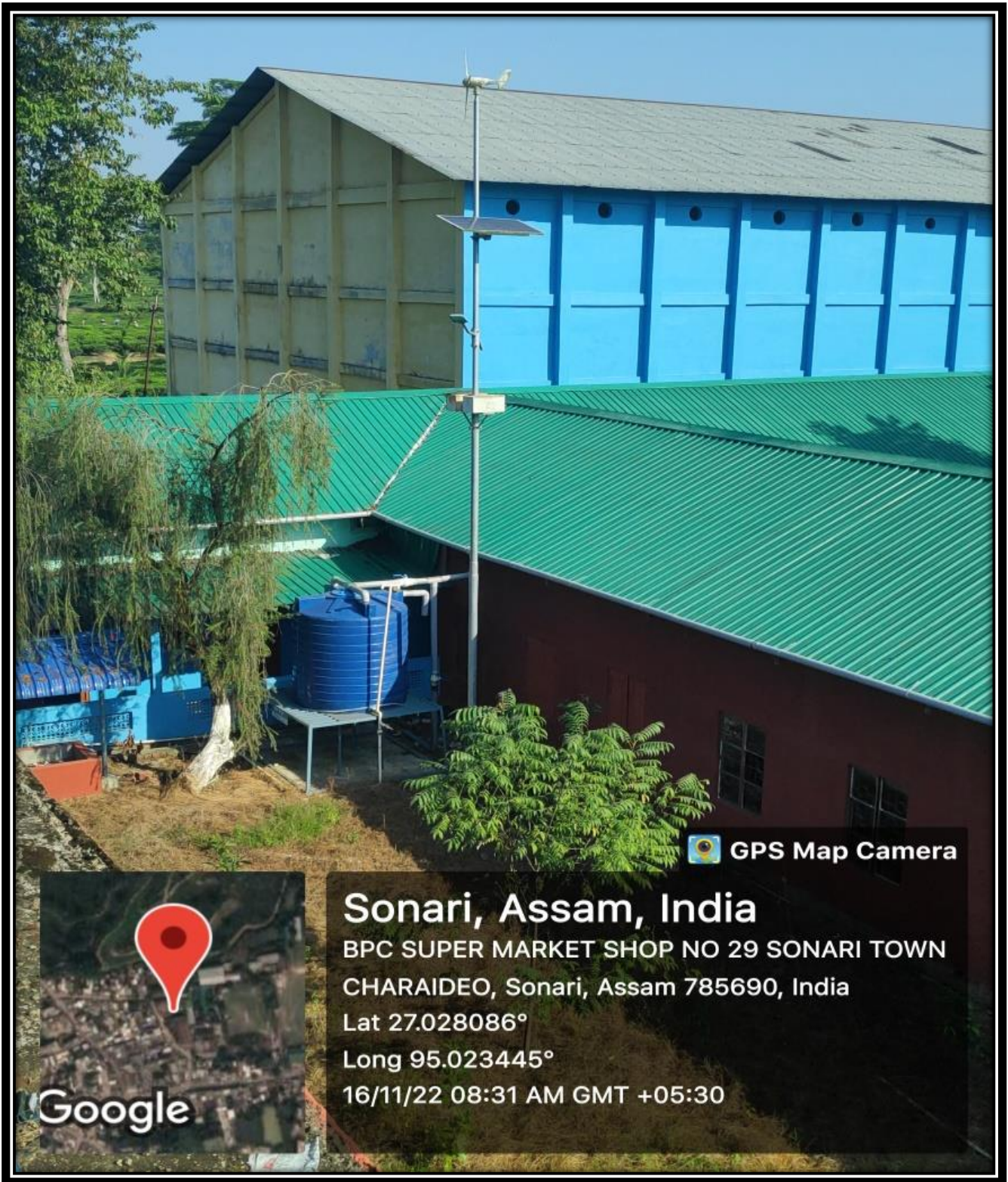
  
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## Rain water harvesting unit



A rain water harvesting unit and solar and wind lights.

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**Principal**  
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**CO-ORDINATOR**  
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## VERMICOMPOSTING UNIT



A vermicomposting unit has been set up in the college and production is under process

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# GREEN AUDIT REPORT

## SONARI COLLEGE Charaideo, Assam



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### Construction of Alumni Building during 2021-2022



### Construction of approach road during 2021-2022



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## Construction of hostel for girls and working female teachers

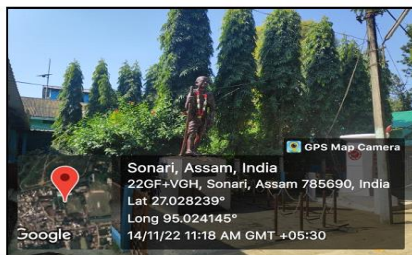


  
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## Upgradation of college as green campus



## Solar panel and street light installed



*Principal*  
Principal  
SONARI COLLEGE  
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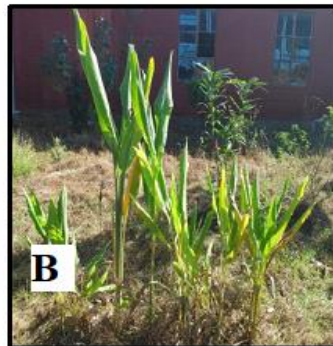
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CO-ORDINATOR  
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## Installment of Water-purifier



## Planted medicinal plants in the college campus







**Metric  
No. 6.2**

**Strategy Development and Deployment**

**6.2.1 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 IN 2018**

#### Sonari College Governing Body members for the year, 2018 – 19 :

1. Sri Gopap Chandra Buragohain, President
2. Sri Tapan Kumar Gogoi, Special Invitee
3. Dr. Bimal Chandra Gogoi, Member (Principal )
4. Sri Dimbeswar Hazarika, Member (University Nominee)
5. Dr. Mitali Konwar, Member (University Nominee)
6. Md. Dil Mahmud, Member( Guardian)
7. Sri Bedajyoti Gogoi, Member (Gurdian)
8. Mrs Geetanjali Handique , Member
9. Sri Dilip Ranjan Baruah , Member (Vice Principal)
10. Sri Sushil Kumar Suri, Member (Teaching)
11. Sri Tankeswar Baruah, Member(Teaching)
12. Sri Dulu Dutta, Member (Non Teaching)



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Principal  
Sonari College  
Date: 22-12-2018  
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Principal  
Sonari College  
Sonari

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Principal  
SONARI COLLEGE  
SONARI



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Governing Body Proceeding

**Date : 08.01.2018**

President Sri Dimbeswar Hazarika took the chair of the President of the meeting. Principal introduced the new members namely Sri Tankeswar Baruah (Teachers' Representative) and Sri Bedajyoti Gogoi (Guardian Member). Sri Dilip Ranjan Baruah and Dulu Dutta welcomed the new members with gamucha.

Stating the objective of the meeting Principal said that approval of the promotion of teachers and the matter of internal audit are the main object of the meeting.

Principal readout the proceeding of last meeting. During the discussion Sri D.R. Baruah mentioned the matter of Debanarayan Hazarika a candidate for the post of Assistant Professor, Political Science and stated that the word 'cancelled' should be replaced. The Principal stated the DHE has given letter regarding the approval of the post of Asst. Professor, Political Science where it mentioned that the proposal of Sri Debanarayan Hazarika is rejected. Principal narrated the meeting with DHE regarding approval of the post of Assistant Professor, Zoology. The meeting replaced the sentence "The G.B. cancelled the candidature of Debanarayan Hazarika and the 3<sup>rd</sup> nominee is preferred and the name of 2<sup>nd</sup> nominee will be approved if the first nominee will not join" as "GB suggested the Principal to inform the matter to DHE and take necessary action accordingly." Sri Sushil Suri suggested that as the proposal of Debanarayan Hazarika is rejected the GB should take a new resolution for seeking approval of the 3<sup>rd</sup> nominee. Accordingly the meeting took the following resolution.

Resolution No.1

"Since the first candidate has refused to join and the proposal of 2<sup>nd</sup> candidate is rejected by DHE for non-submission of NOC, the meeting unanimously resolved to approve the name of the 3<sup>rd</sup> candidate Dr. Swarnajyoti Das for the post of Assistant Professor, Department of Political Science" as the same is to be sent to DHE, for approval. Regarding resolution No. 11 of the proceeding dated 25.09.2017 Principal reported that Deputy Director of Higher Education informed him that pensionary benefits of A.K. Baruah can't be stopped if proper valuation of financial allegation is not made against him. Sri D.R. Baruah informed that according to Supreme Court, pension is hard earned benefit which accrues to an employee and is in the nature of 'Property'. This right to property can't be taken away without the due process of law as per the provisions of Article 300 A of the Constitution of India. He read out the news publish in "The Hindu" newspaper where it published the Apex Court verdict as Government does not have power to withhold gratuity and pension during pendency of departmental or criminal proceeding and or withhold leave encashment at any stage either prior to or after conclusion of the proceeding. He further mentioned the NHRC initiatives on Retiral Benefits as a Human Right which states that "The Commission also issues notice to show cause as to why disciplinary action should not be recommended against the errant public servant u/s 16 of the PHR Act, 1993;

  
**Principal**  
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recommends making payment of interest on the delayed payment which might be recovered from the errant employees". The meeting discussed the matter of NOC of A.K. Baruah in detail and considering his letter to refund the amount if required, the following resolution is taken.

**Resolution No. 2**

"The G.B. meeting of 08.01.2018 discussed the matter of Non -Liability Certificate to A.K. Baruah for getting pensionary benefits and considering all development in this regard and the undertaking given by A.K. Baruah offered NOC to A.K. Baruah except the UGC related fund so as to enable him to make proceeding for approval of pensionary benefit and UGC enquiry related proceeding will continue."

The meeting approved the Proceeding of the last meeting.

Regarding resolution for applying to career promotion G.B. took the following resolution.

**Resolution No. 3**

The G.B. meeting of Sonari College dated 08.01.2018 resolved to approve the promotion of Sri Dibyajyoti Konwar, Department of History; Ms. Lindy Lou Goodwin, Department of History; Ms. Lucky Chetia, Department of Political Science and Ms. Padma Kumari Gogoi, Department of Assamese from stage 1 to 2 (Senior scale) as per DPC Report and same is to be send to DHE for approval.

**Resolution No. 4**

The G.B. meeting of Sonari College dated 8.1.2018 resolved to approve the promotion of Dr. Anita Konwar (Selection Grade Scale) from stage 2 to 3 as per DPC Report and the same is to be send to DHE for approval.

**Resolution No. 5**

The G.B. meeting of Sonari College dated 08.01.2018 resolved to approve the promotion of Dr. Deepanjali Gogoi and Sri Raghunath Kagyung from stage 3 to 4 (Associate Professor) as per DPC Report and the same is to be send to DHE for approval.

The G.B. meeting of Sonari College dated 08.01.2018 resolved to form DPC for career promotion of Ms. Pronita Kalita.

Regarding Internal Audit the meeting took the following resolution.

**Resolution No. 7**

"The G.B. resolved to appoint Sri Dhaneswar Kakoti to appoint as Internal Auditor of the College for the 2016-17 session."

On the discussion on other matters, Sri Tankeswar Boruah mentioned about the vacant post of Economics and Education and requested Principal to make the provision for advertisement. Principal informed the members that the proposal is in the finance department.

Principal narrated the development activities under RUSA. He informed the members that due to renovation a large amount of old Tinpat are kept in the College which may be utilized. He read out one application received from a school seeking tinpat from the College. Sri Sushil Suri supported the move to offer tinpat to the nearby schools. He added that the NSS group of the College can be involved in the building of Schools. Accordingly the meeting took the following resolution.

**Resolution No. 8**

"The meeting resolved to offer the unused old tinpat of the College for the development of the nearby schools."

Sri Susil Suri pointed out that the action should be taken for completion of swimming pool. He again mentioned that formation of Steering Committee for celebration Golden Jubilee through public meeting is required at this moment.

**Resolution No. 9**

"The meeting approved to form a Steering Committee for Celebration of Golden Jubilee of Sonari College through a public meeting."

Principal let the members know that Rs.10 lakh has been approved from untied fund of the Govt. and the plan & estimate is going on.

The meeting took the following resolution.

**Resolution No. 10**

The meeting resolved to appeal Govt. of Assam to make grant to complete the Swimming Pool of the College which will be an asset in the entire Charaideo District.

Principal readout the Govt. letter regarding purchasing books from Guwahati Book. He informed that accordingly books has been purchased.

**Resolution No. 11**

The meeting approved the amount spent for purchase of books as a loan from C Fund.

Principal mentioned that celebration of Saraswati Puja and College week needs. Since the Govt. of Assam is not refunding the admission fees till now, hence G.B. has to the amount for completion of above events.

**Resolution No. 12**

The G.B. approved to spend Rs.1,38,000/- for College week and Rs. 30,000/- for Saraswati Puja by taking loan from General fund.

Principal requested the approval of the following expenditure.

**Resolution No. 13**

The meeting resolved to approve the following expenditure.

- 1) Rs. 30,000 /- for photo framing in the Teacher's Common Room from welfare fund.
- 2) Rs. 6000/- for Swahid Stambha as loan from Welfare fund.
- 3) Rs. 14,820 for Union Room renovation as loan from Welfare Fund.
- 4) Rs. 22,020/- for water pump from Welfare Fund.
- 5) Rs. 42,409/- for colouring and AC board of Old Boys' Hostel from Hostel fund.
- 6) Rs. 26,430/- for Computer and equipments in the book issue counter in the Welfare Fund.
- 7) Rs. 11,200 for Laser Printer & RAM of the Office from General Fund.

President thanked all the members for their constructive suggestion and declared end of the meeting.

  
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Governing Body Proceeding

Date : 18.06.2019

Principal Stated the Object of the meeting. He stated that discussion on introducing morning shift, Celebration of Golden Jubilee, approval of Internal Audit, Approval of Sports affiliation fee etc. are the main object of holding the meeting.

Principal readout the proceeding of last meeting. Principal informed the developments in regard to the resolutions taken. In the discussion of the assignment of Vice Principal in the College, Sri D.R. Baruah said that he will take the charge only after fulfilling his academic workload. The meeting directed the Principal to assign some works to other faculty member to reduce the burden of Vice Principal. In replying a query of Sri Binud Rajkhanikar Principal readout the Office memorandum of DHE regarding Contractual/ Temporary / Non-sanctioned post. Principal read out the DHE letter regarding introduction of Integrated B.Ed. course. The meeting decided to make pending the decision of introducing the above course. The meeting approved the proceeding.

Regarding morning shift Principal stated that the DHE and University requested to start morning shift. This year Sonari College has started morning shift for Degree Students. The House approved the introduction of Morning Shift. The meeting approved to pay remuneration for extra classes as per DHE Office memorandum AHE 353/2013/5 dtd. 11<sup>th</sup> July, 2013.

Regarding Sports Affiliation Fee Principal stated that the fee @ Rs. 35 per student to be deposited to the Dibrugarh University A/C, the meeting approved the same.

Regarding Golden Jubilee Fee Principal stated that the Guardian Meeting and the Student Union Society has made their consent to take Rs.500/- per student for Celebration of Golden Jubilee. The meeting approved the same and took the following resolution to open an account for the same.

**Resolution No. 4:** "The meeting resolve to prepare all papers for family pension in the event of death of Bimal Lahori and resolved to apply for permission of new appointment as Laboratory Manager."

The meeting approved the application for extension of earned leave of Sri Utpal Konwar and Sri Mohibul Haque as admissible.

Meeting approved the following expenditure as stated by Principal as follows:

Lawyer's Fee	25,000.00 (General Fund)
Advance for College Magazine	55,000.00 (Magazine Fund)
Two Machine of Netting/Disposal	56,000.00 (General Fund)

\* (Pollution aspect to be judged before implementation).

Sri Sushil Suri requested to install a water purifier inside the Teachers' Common Room. The same expenditure is approved by the meeting.

Water Purifier —	10,899.00
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Others :-

- 1) Chaudh. Sukesh University – Office at Sonri College as appealed by Boduli Academy Foundation. The meeting considered the matter and approved to offer the room from Student Information Centre for the above purpose.
  - 2) Sri Dillip Ranjan Baruah raised the issue of resignation of Vice-Principal and said that he will resign from the assignment by 2<sup>nd</sup> January, 2019 and requested the house to appoint another senior teacher as Vice-Principal. The Staff member requested him to continue for another term, Sri Baruah showed his inability to continue the charge as the required work load as teacher will not allow him. He assured to help the college in other activities without taking the assignment of Vice-Principal after doing his regular activities. Sri S. S. Sani suggested that the specific duties should be distributed among different members. President, Sri G. Borahain suggested to continue the existing status upto the next seating and within the time the means to be developed to distribute the different assignment to different teachers. Sri D.R. Baruah requested to appoint new Vice Principal from January, 2019.
  - 3) Regarding honorarium to Non Teaching Staff Principal read out the letter submitted by Nijmomi Chhangnest, Mondopzei Rajkumari, and Sajal Deb and another from teachers. The meeting resolved to offer 10% increase of honorarium to all Non-Sanctioned Teaching and Non-Teaching staff.
  - 4) Principal stated the Guest Fee for student needs to be increased from existing Rs.120/- to Rs.150/-. The meeting approved the same.
- President Sri Gopal Borahain in his concluding comment thanked all the members for their kind co-operation and hope their fruitful co-operation will help the college in its progress.

12.	College Magazine	(2018-19)	Rs. 57,000.00
	College Magazine	(2016-17)	Rs. 59,143.00

the House approved the above expenditures from 1 to 11 done on the need base items

The house condoned the death of Upal Kumar, Associate Professor, Department of Hindi, Haryana Sahitya Akademi with a minutes silence to their souls to rest in peace.

Resolved to prepare all papers for family ~~permission~~<sup>pension</sup> in the event of death of prof. Utgal  
Gawar and Mohibul Haque and to apply for permission of new appointments for the two  
posts.

Principal informed the house that college has the amount for refund of 70% Tuition Fee to be made to the Govt. but no circular is given by Govt. in this regard till date. Hence the House took the following resolution.

It is resolved to make a fixed deposit of the amount Rs.20,35,807/- to be refunded to the Govt. as 70% of Tuition Fee if required.

Resolved to make ~~well~~ painting and fixing Dynalure Tin in the damaged part of the College building by managing fund from ~~the~~ <sup>the</sup> ~~Daupur~~ Examination Fund, ~~Welfare~~ <sup>Welfare</sup> Fund, ~~the~~ <sup>the</sup> ~~Science~~ Science Fund.

The meeting resolved to complete the half done building of girls Hostel from General

The meeting discussed the incident of Basanta Chaulkora on 28.05.2019 and advised the Principal to give Show-cause notice to Basanta Chaulkora and to take disciplinary action in the event occurrence of such incident in future.

President thanked all for successful completion of the meeting and declared the end of the meeting.

Sd/- Golap Borgohain  
President  
Sonari College Governing Body

Sd/- Dr. Bimal Ch. Gogoi  
Secretary  
Sonari College Governing Body

**Principal**  
**SONARI COLLEGE**  
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# GOVERNING BODY PROCEEDING, 2020

## Proceeding of Governing Body Meeting (Held on 27.02.2020)

The meeting is presided over by Sri Golap Borghain, the Chairman of G.B.  
Principal Dr. Bimal Ch. Gogoi stated that the approval of the Selection Committee Report for the post of Librarian, approval of Child care leave, appointment of Internal Auditor are the main object of holding this meeting.

Sri D.R. Baruah read out the last proceeding. Dr. Parayathar Degoi pointed out some word corrections regarding work done. Principal stated that the fixed deposit of current Account is delayed due to some technical reasons. He informed the house that Rs. 25000/- (Twenty Five thousand) is charged by Income Tax Department. After discussion the house decided to pay the amount from the current account and took the following resolutions.

### Resolution No. 1:

The meeting resolved to empower the Principal & Secretary to pay the income tax interest of Rs. 25000/- from the Current Account.

Principal informed that due to shortage of Fund only 30 pairs of Iron desk and benches are ordered and the remaining pairs will be made after receiving the fund.

The other activities, construction of boundary wall in the west side corner and wall near Girls Common Room are completed. The resolution for promotion and award of Dr. Paramanjan Konwar, Dr. Deepanjali Gogoi respectively was sent to the Director of Higher Education. Regarding approval of Selection Committee Report, Principal readout the Selection Committee Report. The house approved the report and took the following resolution.

### Resolution No. 2:

The G.B. Meeting of Sonari College held on 27.02.2020 approved the Selection Committee Report for appointment of Librarian, Sonari College where Miss Swapnali Saikia is Selected out of 22 candidate applied and 14 candidate appeared in the Interview and the DHE, Assam be requested to approve the same.

Principal  
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SONARI

## Resolution No. 3:

The house unanimously resolved to appoint Sri Dhaneswar Kakoti as Internal Auditor for the session 2019-20 to audit college funds.

Principal, presented before the house the application of Dr. Reta Dutta seeking Child Care leave. The house discussed the matter and stated that the application should be given in the proper format. The house directed the Principal to inform Dr. Reta Dutta to submit the application in proper format. After submission of the same the Principal is allowed to grant the leave.

### Others:

Sri Binod Rajkhanikar mentioned that the persons to be retired should be informed six months before regarding his retirement and should be asked to prepare the documents for pension proposal. The meeting directed the Principal to issue letters to the persons who are going to be retired within 6 months stating their retirement and preparation of documents for pension. The meeting appreciated Dr. Rana Konwar, Associate Professor, Department of Chemistry for his valuable service to the college.

Dr. Punyadhar Gogoi wanted to know the present status of the case of Dr. Rajen Tamuli. Principal informed that the court case is running and we have to wait for final hearing.

Sri Jibhu Paul, representative of Local MLA forwarded the message of MLA for inviting her to the meeting and showed her eager to help the College in future. Sri Paul also informed about the grant of Rs. 30,00,000/- (Thirty lakhs) for Girls' Hostel from State Govt. Tea Tribe Fund for Tea Tribe Girls. The meeting feel the need to make necessary agreement for the same.

At last president thanked all the members for active participation and declared the end of the meeting.

Principal  
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## Proceeding of Governing Body Meeting (Held on 09.12.2020)

Due to the illness of the President Sri Golap Borghain and as per consent of the President the Librarian Dr. Durbeswar Hazarika presided over the meeting.

Principal outlined the objective of the meeting. He stated that due to Corona pandemic the G.B. meeting could not be held in due time. The main agenda of this meeting is approval of Audit Report, Approval for renovation of Girls' Hostel, Appointment of Staff and approval of maternity leave.

Principal read out the proceeding of the last meeting dated 27.02.2020. Sri Rana Konwar informed that another 18 pairs of Iron Desk benches are required for the newly constructed Building. The meeting took the following resolutions.

### Resolution No. 1:

The meeting resolved to make 18 pairs of Iron Desk-benches and the Principal is empowered to make necessary work in this regard if fund permits.

Regarding appointment of Staff, Principal readout the relevant notifications and guidelines regarding process of advertisement and appointment (including latest Modification of office memorandum dtd. 25<sup>th</sup> Nov. 2020). The meeting wished that the process of appointment can be started immediately. The meeting took the following resolution.

### Resolution No. 2:

The meeting resolves to authorize the Principal to start the process of advertisement and appointment against 10 Nos. of vacant post of Assistant Professor (excluding the subject post).

The Member Secretary, the Principal places the Internal Audit Report before the House and the same was read out. He also read out the Internal Report of 2019-20 and the income and expenditure as stated in the Report. The closing balance is Rs. 2,46,52,158.00 only. The House pleased on the Internal Audit Report and approved the same.

On behalf of the Principal the Vice-Principal and Member of the G.B. Sri Bipranjan Boruah read out the Roster Register Summary as approved by the DHE, Assam. The meeting directed the Principal to verify the retirement dates of retired persons and to advertise according to Roster Register.

Regarding renovation grant of Girls' Common Room amounting Rs. 1,00,000/- Principal informed that Higher Education Department has made the grant to utilize the same with some specific works (painting, sanitation, water supply). The Principal also informed that Construction Purchase and Committee is constituted.

### Resolution No. 3:

The meeting resolved to execute the work for providing facilities of Girls Common Room and utilize the amount Rs. 1.00 lakh for the items mentioned in the sanction letter No. PC/HE/SOPG/47/2019/14 A dtd. 14.02.2020.

The meeting authorized the Principal to go ahead with renovation activities as per the suggestion of Construction & Purchase Committee. The meeting approved the Construction and Purchase Committee.

Sri Binod Rajkhanikar stated that due to the retirement of Boys' Hostel Super Sri Probin Borah, the establishment in front of Boys' Hostel be vacated. Sri D.R. Baruah also commented in this regard and appeal the G.B. to take necessary step for the same. The meeting took following resolution in this regard.

### Resolution No. 4:

"The meeting resolved to discontinue the establishment of the residence of Boys' Hostel super after leaving the same by Sri Probin Borah. Moreover, Sri Basanta Choudhary be informed to vacate the rooms utilized by him and to make necessary arrangement for residence at an early date.

The application of maternity leave of Mrs. Anvita Mech is placed. The meeting directed the Principal to ask Mrs. Anvita Mech to apply in the proper format.

The G.B. Approved to construct the kitchen of Girls' Hostel with Assam Type Construction with all scientifically equipped facilities.

The meeting approved the following expenditures.

1. Rs. 33,750.00 colouring of Principal Room.
2. Rs. 2,13,000.00 Making of Iron Desk-benches
3. Rs. 9,66,000.00 balance work of Girls Hostel.


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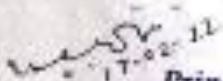


## SONARI COLLEGE GOVERNING BODY, 2021



**SONARI COLLEGE GOVERNING BODY - 2021-2022**

1. SRI GOLAP BORGOHAIN	- PRESIDENT, G.B., SONARI COLLEGE
2. SRI DHARMEWAR KONWAR	- SPECIAL INVITEE (LOCAL M.L.A.)
3. DR. BIMAL CHANDRA GOGOI	- SECRETARY AND PRINCIPAL, SONARI COLLEGE
4. DR. DIMBESWAR PAZARIKA	- MEMBER (UNIVERSITY NOMINEE)
5. DR. PUNYADHAR GOGOI	- MEMBER (UNIVERSITY NOMINEE)
6. SRI JAYANTA PHUKAN	- MEMBER (GUARDIAN)
7. MRS. JULI RAJKHOWA	- MEMBER (GUARDIAN)
8. SRI MANTU GOGOI	- MEMBER (GUARDIAN)
9. SRI DILIP RANJAN BARUAH	- MEMBER (VICE-PRINCIPAL)
10. MRS. SWAPNA SAikia	- MEMBER (LIBRARIAN)
11. DR. SUNIL DUTTA	- MEMBER (TEACHING)
12. SRI JYOTI PRASAD PHUKON	- MEMBER (TEACHING)
13. SRI DULU DUTTA	- MEMBER (NON-TEACHING)

  
Principal  
Principal SONARI COLLEGE  
Sonari College SONARI  
Date: 28.01.2022

  
Principal  
SONARI COLLEGE  
SONARI



  
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# GOVERNING BODY PROCEEDING, 2021

## Proceeding of G.B. Meeting dated 10-02-2021

As per direction of the President Sri Gopal Borgehan, the senior most VC Nominated Dr. Dimpleswar Hazarika presided over the meeting. After introducing new member Mrs. Swarnali Saha, Librarian, Principal narrated the object of the meeting as follows:

1. Approval of Selection Committee Report.
2. Development activities.
3. Proposal for DPC.
4. Approval of Expenditure etc.

Sri Rana Konwar read out the proceeding of the meeting held on 09-12-2020 regarding the developments of the resolution. During discussion Principal replied that 18 pairs of iron desk-benches were made. Seeing the need of more desk-benches another 33 pairs of iron desk & benches were ordered. Advertisement and interview was completed including ST. IH category post of Math and Physics. He stated that Sri B. Choudhury is not informed till now and which will be carried over within a short time. The required MT leave format for Armita Moh was not received as the format was not found in the website. The meeting approved the previous proceeding with some corrections.

Principal informed that appointment of new Internal Auditor is required and the house took the following resolution.

### Resolution No. 1:-

The meeting resolved to appoint Sri Dhanaswar Kakoti as Internal Auditor for the session 2020-21.

Regarding approval of Selection Committee Report Principal read out the Reports of the Selection Committee. The house took following resolutions in this regard.

### Resolution No. 2:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Economics, Sonari College where 15 candidates out of the 16 applicants appeared in the interview and Ms. Mrudusmita Patowary is selected. The meeting resolved to send the proposal of Ms. Mrudusmita Patowary to DHE for approval of appointment as Assistant Professor in the Department of Economics, Sonari College.

### Resolution No. 3:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Chemistry, Sonari

College where 12 candidates out of the 25 applicants appeared in the interview and Mr. Kumar Samah is selected. The meeting resolved to send the proposal of Mr. Kumar Samah to DHE for approval of appointment as Assistant Professor in the Department of Chemistry, Sonari College.

### Resolution No. 4:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Mathematics, Sonari College where 06 candidates out of the 19 applicants appeared in the interview and Mr. Kaushik Dehingia is selected. The meeting resolved to send the proposal of Mr. Kaushik Dehingia to DHE for approval of appointment as Assistant Professor in the Department of Mathematics, Sonari College.

### Resolution No. 5:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Zoology, Sonari College where 09 candidates out of the 14 applicants appeared in the interview and Mr. Anandita Buragohain is selected. The meeting resolved to send the proposal of Mr. Anandita Buragohain to DHE for approval of appointment as Assistant Professor in the Department of Zoology, Sonari College.

### Resolution No. 6:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Education (UE), Sonari College where 11 candidates out of the 19 applicants appeared in the interview and Mr. Gitika Talukdar is selected. The meeting resolved to send the proposal of Mr. Gitika Talukdar to DHE for approval of appointment as Assistant Professor in the Department of Education (UE), Sonari College.

### Resolution No. 7:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Education (SC), Sonari College where 06 candidates out of the 08 applicants appeared in the interview and Mr. Kabyasri Hazarika is selected. The meeting resolved to send the proposal of Mr. Kabyasri Hazarika to DHE for approval of appointment as Assistant Professor in the Department of Education (SC), Sonari College.

The member Secretary placed the selection proceeding of Botany Department for discussion.

Regarding the Selection Committee Report for the post of Assistant Professor in the Department of Botany, Principal informed the G.B. that the Selection committee has selected Ms. Suman Gogoi and Ms. Pranati Gogoi for the two posts. In this regard he informed that the Selection Committee selected Ms. Suman Gogoi, even though the Certificate of SLET was not submitted to the Committee, the Result sheet and Mark sheet, Admit Card of the same was submitted. Moreover, soft copy of the result sheet was also verified. But, Sri Phandira K. Boruah, HoD, Botany who was a member of Selection Committee has signed in the proceeding and Consolidated Statement. But After completion of the selection process he showed his dissatisfaction on the selection and took the help of Media. Moreover, The Union Secretary of the College and Charanish Anchoik Chitra Santha gave memorandum to him to make re-verification and re-interview and enquiry. Dr. Dimpleswar Hazarika informed that the Selection Committee selected the Candidate after judging all the required documents.

Principal, read out the copy of the letter of Dr. Bapu Neog sent to VC, Dibrugarh University. Principal clarified that he has not pressured the Selection Committee to select Candidate having Bio-Technology in the Department of Botany.

The meeting after detailed discussion directed the Principal to inform the relevant parties that G.B. meeting (The Apex Body of the College) after thorough verification of all relevant documents and considering all other aspects found that total Selection Procedure for the posts of Assistant Professor in the Department of Botany is found transparent and free and fair. Hence the re-verification, re-interview for the post of Selection of Assistant Professor in the Department of Botany will not require. Accordingly, G.B. took the following resolution:-

### Resolution No. 8:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Botany (OBC/MOBC), Sonari College where 13 candidates out of the 16 applicants appeared in the interview and Ms. Suman Gogoi is selected for 1<sup>st</sup> Post. The meeting resolved to send the proposal of Ms. Suman Gogoi to DHE for approval of appointment as Assistant Professor in the Department of Botany (OBC/MOBC), Sonari College.

### Resolution No. 9:-

The G.B. Meeting of Sonari College held on 10-02-2021 approved the Selection Committee Report for selection of Assistant Professor in the Department of Botany (OBC/MOBC), Sonari College where 13 candidates out of the 16 applicants appeared in the interview and Ms. Pranati Gogoi is selected for 2<sup>nd</sup> Post. The meeting resolved to send the proposal of Ms. Pranati Gogoi to DHE for approval of appointment as Assistant Professor in the Department of Botany (OBC/MOBC), Sonari College.

Regarding formation of DPC in the Department of Pul Science and English the meeting took the following resolutions:-

### Resolution No. 10:-

Resolved to make necessary arrangements to form the Departmental Promotion Committee for promotion of Dr. C.P. Patir in the Department of Pul Science from Assistant Professor to Associate Professor.

### Resolution No. 11:-

Resolved to make necessary arrangements to form the Departmental Promotion Committee for promotion of Dr. C.P. Patir in the Department of English from Assistant Professor to Associate Professor.

Regarding approval of expenditure Sri Gulu Dutta informed that the following expenditure is to be approved:-

Interview Expenditure-	2,42,800/-
18 Pairs of Iron Desk-Benches-	1,27,800/-
33 Pairs of Iron Desk-Benches-	2,34,300/-
Lab Equipment's	55,436/-
Identity Cards	66,139/-
2018-19 Magazine Expenditure	1,05,840/-

### Resolution No. 12:-

G.B. approved the above expenditures.

### Resolution No. 13:-

The meeting resolved that Registration Fee of Rs.5 Lacs is to be fixed in the AGU's Bank for 1 year.

For Ceiling & Wiring of new building near Zoology Department the meeting directed the Principal to collect Quotations and to start the process of Ceiling fitting and electrification.

### Others:-

Letters from Teachers Unit is read out which includes the following proposals:

1. Collecting Rs 500 from each student for Golden Jubilee.
2. The Construction of urinal for the Teacher's Common Room.
3. Construction of College Road.

*Principal*  
Principal  
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*CO-ORDINATOR*  
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# GOVERNING BODY, 2022

## Proceedings of Governing Body Meeting held on 28.01.2022

After felicitation of new members and special invitee the meeting started with the Chairmanship of Dr. Dimbeswar Hazarika, the nominated member of President, Governing Body.

Principal explained the objectives of the meeting and said that the approval of Internal Audit Report, discussion of development of activities, approval of DPC meeting report etc. are the main agenda of this meeting.

Sri Dilp Ranjan Baruah, Vice Principal read out the proceeding of the last meeting held on 10.02.2021.

Principal informed the house regarding on the developments of the resolutions taken in the meeting. In this regard he stated that a Construction and Monitoring Committee is already made for renovation of urinal in the Teachers Common Room. The electrification of new building is pending because of repairing of floor and the electrification will be done within a short time.

### Approval of Internal Audit Report

Principal submitted the Internal Audit Report for the session 2020-21. Accordingly, the house took the following resolution.

### Resolution No.1

The meeting unanimously <sup>approved</sup> ~~resolved to accept~~ the Internal Audit Report covering period 01.04.2020 to 31.03.2021 where Rs.1,77,360.11/- closing balance is found. ~~unanimously approved~~

### DPC resolution approval:

Principal informed the house that the DPC meeting was held for promotion of Sri J.P. Phukan and the committee submitted its report. In this regard the house took the following resolution.

### Resolution No. 2:

The G.B. Meeting resolved to approve the report of Departmental Promotion Committee with regard to Jyoti Prasad Phukan, Department of Zoology for promotion from stage II to stage III and the same would be forwarded to the DHE, Assam for approval.

### Approval of fixed deposit

The Principal informed the house that preliminary estimate for construction of College road is already made which reveals that nearly 14 lakhs will be required for the same.

Renovation of toilets in the teachers common room and Tiles fitting work in the new room near Zoology department becomes necessary to materialize. For materializing the same, the withdrawal of fixed deposit is required. The meeting took the following resolution for this purpose.

### Resolution No.3

The meeting resolved to approve the withdrawal of fixed deposit for construction of College Road Toilet renovation and tiles fitting in the new room near Zoology Department.

Regarding approval of expenditures, Sri Dulu Dutta read out the expenditures incurred as under -

### Expenditure Incurred w.e.f. 10.02.2021 to 27.01.2022

1. Books	Rs. 85,280.00
2. Iron Desk & Bench	Rs. 5,46,154.00
3. Water supply goods	Rs. 42,682.00
4. Science Laboratory goods	Rs. 2,17,175.00
5. Laptop 3 Nos.	Rs. 1,31,780.00
6. Jali Fitting (Indoor stadium)	Rs. 1,20,000.00
7. Electrical goods	Rs. 46,265.00
8. New Admission Portal	Rs. 1,50,000.00
9. Construction	Rs. 1,81,714.00
10. Library Net fitting	Rs. 29,590.00
11. Sports Goods	Rs. 38,580.00
12. Identity Card	Rs. 99,840.00
13. Making Iron goal post	Rs. 45,500.00
14. Ceiling Fitting	Rs. 1,62,000.00
15. Badge	Rs. 1,01,840.00

The meeting approved all the expenditure as stated above.

Sri Purnyadhar Gogoi suggested that the separate head of work done should be included in the agenda.

### Enhancement of Remuneration

Principal read out the applications of non-teaching and teaching contractual employees for seeking enhancement of their remunerations. Sri Dulu Dutta informed the house the Total Nos. of teaching and non-teaching contractual employees. Sunil Dutta viewed the necessity of Contractual teachers and raising their remuneration. Sri Dulu Dutta informed that Rs.2,19,000.00 is required per month to pay remuneration to the contractual employees.

### Resolution No.4

After detailed discussion the meeting resolved that a Committee should be constituted to review the matter relating to raising the remuneration of Contractual teachers and non-teaching employees subject to the availability of funds.

Sri Purnyadhar Gogoi requested the house to inform about the development of NAAC report. Principal narrated the developments in this regard. The meeting resolved to approve all the AQAR which are already submitted to NAAC. The meeting requested the special invitee, Sri Dhananwar Korwar (MLA) to offer a special project for the development of infrastructure of Sonari College and he agreed to do so.

Regarding NDC to Mr. Mridulanta Patowary the meeting took the following resolution.

### Resolution No. 5

The meeting resolved to give NDC to Mr. Mridulanta Patowary for doing his Ph.D. work without any remuneration and without hampering the normal duties of College.

Regarding application of Sri Sushil San for switching over to provincialized system from Deficit System the meeting took the following resolution.

### Resolution No. 6

The G.B. Meeting resolved to approve the application of Sri Sushil Kumar San for switching over to provincialized system from Deficit System (GTA) and the Principal is directed to send the proposal to the DHE, Assam for its effect.

Principal informed the house that Mr. Anandita Baruahani did not join as Assistant Professor of Zoology and already joined in Pandu College. No applications received for Mathematics and Physics (both of which were reserved for STs).

The House took the following resolution -

### Resolution No. 7

It is resolved that fresh advertisement be published again for filling the posts of Assistant professors in Zoology (DNC), Mathematics (ST Hrs) and Physics (ST Hrs).

Principal stated the requirement of setting solar energy plant and the meeting advised him to go ahead if fund permits for the same.

The meeting resolved to approve the pension proposals of the employees already retired / going to be retired.

Sri Montu Gogoi, Guardian Member viewed his feelings of the good academic atmosphere of Sonari College. He showed his support for the development of this college.

Mrs. Jali Rajkhowa, Guardian Member also expressed her satisfaction. Sri Jaganta Phukan, Guardian Member shows his faith on the teaching of this college.

The meeting resolved to approve the appointments of all contractual employees that are functioning till today and to continue their engagement in purely temporary basis.

Sri Dhananwar Korwar, MLA showed his responsibility to this institution and assured all possible help for the development of Sonari College. He stated that he will do accordingly if specific written proposals and grievances are submitted by the College. He hopes that Govt. will help in this regard.

Dr. Purnyadhar Gogoi congratulates the Local MLA and Guardian members for their active participation.

President thanked all the members for their constructive views and declared end of the meeting.

**Principal**  
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The meeting viewed that collection of Rs.500/- from each student for Golden Jubilee can be undertaken only after discussion of Teachers Unit with the Union Body. The Govt. guidelines regarding collecting fee from students should also be considered.

Sri Rana Konwar, Teachers representative narrated the requirement of Urinal and College Road. The meeting preferred Toilet Renovation to college Road and the Principal is directed to go ahead for the same.

Principal read out the letter of Sri Sushil Kumar Suri for approving compulsory leave from 15<sup>th</sup> Feb, 2021 to end of the Election Process in view of the Election to the SLA, 2021.

The meeting took the following resolution:-

**Resolution No. 14:-**

The meeting resolved to grant compulsory leave without pay to Sri Sushil Kr. Suri, Associate Professor, Department of History of the College as he is going to contest in the General Election, 2021 to Assam Legislative Assembly and the Director of Higher Education, Assam be requested to approve the same.

Regarding lump sum remuneration of the newly appointment of Librarian, the meeting directed the Principal to pay a lump sum monthly remuneration to the Librarian which would be refunded to the College in future after receiving her salary from the higher authority.

President thanked all the members for their fruitful discussion and thanked all the members and declared end of the meeting.

**Approval of Expenditure**  
Sri Dulal Datta read out the works done for which necessary approval of expenditure is required.

- Resolution No.4**  
The meeting approved the expenditure incurred as under:-
1. Laboratory equipment Rs. 93,603.00 (Department of Zoology).
  2. Hardware Materials Rs. 49,456.00
  3. Interview Expenditure Rs. 58813.00 (35000 + 23813)

Principal requested approval for repairing veranda in the Drupad Borgohain Building and passage to Examination Zone Room. Moreover, construction of Vermicomposting Rainwater Harvesting Project is undergoing. Filling of earth in front of Boys' Hostel is required. The meeting requested the Principal to take estimates for all activities and to go ahead accordingly. Sri Jayanta Phukan also requested the Principal to make estimates and go ahead accordingly. Regarding enhancement of remuneration, Sri J.P. Phukan and Sri D.R. Baruah read out the report of the Suggestion Committee for the same. The meeting after discussion approved the report and directed the Principal to act accordingly. Sri J.P. Phukan opined that the mandatory participation of contractual teachers in all round development of the College should not be made. Accordingly, the meeting suggested to modify clause 6 of the report and include "expecting their participation in all round development of the College" in lieu of "and take part in all round development of the College".

**Others**  
President requested to take proposal for giving fresh paper advertisement for the post of Assistant Professor in the Departments of Mathematics and Physics.

**Resolution No.5:**

The meeting resolved to give fresh paper advertisement for the post of Assistant Professor in the Departments of Physics and Mathematics as no candidate has applied for the posts in earlier two advertisements.

**Resolution No.6:**

The meeting resolved that the Principal would communicate the upcoming vacancy in the department of Physics and Economics as Mrs. Rina Borahakur, Associate Professor in Department of Physics will retire on 31.05.2022 and Sri Dilip Ranjan Baruah, Associate Professor in the Department of Economics will retire on 31.07.2022. Accordingly the DHE, Assam would be requested to give permission for Advertisement in the said departments.

Principal mentioned about the requirement of energy audit from proper authority.

The meeting decided to communicate the same with the local officials. As per their suggestion the next step to be undertaken for Auditing through Recognized Agency.

When the Principal informed the house about the steps taken for undertaking Academic Audit, the meeting advised him to go ahead. He also mentioned that the Pension Committee already undertook their works and three files submitted to A.G. Office as per advice of previous meeting.

Principal informed the house that the Gauhati High Court vacated the case regarding the post of Assistant Professor of Political Science where Debanarayan Hazarika was selected and (DHE), Assam refused to approve his name as he failed to produce NOC. The meeting directed the Principal to seek suggestion from DHE for undertaking next step for the appointment of Assistant Professor in the Department of Political Science.

Next, Principal read out the application of Mrs. Padma Kumari Gogoi for doing Ph.D work. The meeting took the following resolution -

**Resolution No.7:**

The meeting resolved to offer No Objection Certificate to Mrs. Padma Kumari Gogoi for doing Ph.D work without leave and without hampering the normal duties of the College.

Mrs. Swapnali Saikia, the Librarian stated that she has been doing Ph.D Course work and the meeting resolved that -

**Resolution No.8:**

The meeting resolved to offer No Objection Certificate to Mrs. Swapnali Saikia for doing Ph.D work without leave and without hampering the normal duties of the College.

Finally, Principal thanked all the members for their participation and help to take right decisions for the college.

President Dr. Dimbeswar Hazarika thanked all the members for their active participation and declared end of the meeting.

**Proceeding of Sonari College Governing Body held on 31.08.2022**

On the consent of Chairman, Governing Body, Dr. Dimbeswar Hazarika, the University Romance, presided over the meeting.

The Principal explained the objective of the meeting. He stated that the main objectives are (a) to approve the DPC Report of two teachers (b) to approve the maternity leave of Dr. Pronita Kalita (c) to discuss the matters related to the Golden Jubilee Closing ceremony (d) approval of expenditures and (e) others.

Dr. Sunil Dutta, Vice Principal read out the proceeding of last meeting. Principal narrated the developments as per resolutions. Regarding the Solar Energy Plant he stated that application was sent but no reply has come from the concerned authority till date. The resolution on Dr. Bhonita Baling's appointment was sent to DHE, Assam. The veranda of Building donated by Drupad Borgohain has been completed. He informed about the completion of the works of Rain Water Harvesting Plant, Vermi Compost and other works as per resolutions. He mentioned that about 59% fund had been received from Govt. under Fee waiver scheme. He stated that proposals are sent to DHE for Administrative approval for the post of Physics and Economics. About Energy audit he mentioned that APDC is being communicated. He also presented the Progress Report of Pension Committee.

The House unanimously approved the proceeding of the previous meeting.

The Principal informed regarding the preparation of Golden Jubilee Closing Ceremony which will be held on 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> 2022. He expressed that Hon'ble Central Minister, Sri Sarbananda Sonowal, Hon'ble C.M. of Assam Dr. Himanta Biswa Sarma and other Hon'ble Ministers are give consent to come to the ceremony. He stated about the Souvenir of Golden Jubilee Preparation. He requested for approval of fund from college magazine fund to use for the publication of Souvenir of Alumni Association.

Dr. Purnyodhar Gogoi discussed the complexity of sanctioning or approval of fund to Alumni Association Souvenir and the house approved the fund for the souvenir.

The Governing Body decided to set up the statue of Golap Borgohain, the Founder Principal of Sonari College, in front of the Cartern. The house took the following resolution.

**Resolution No.1:**

Resolved that a statue of Sri Golap Borgohain, the Founder Principal of Sonari College, be set up in front of the College Cartern near Alumni Building.

Governing Body approved the DPC Report related to Promotion of Sri Dibyajyoti Konwar and Dr. Lindy Lou Goodwin, Department of History for promotion to and placement in Stage III (Selection Grade Scale of Pay). The house took the following resolutions.

**Resolution No.2:**

Resolved that the DPC Report related to promotion of Sri Dibyajyoti Konwar, Department of History for promotion to and placement in stage III (Selection Grade Scale of Pay) is approved and proposal be forwarded to the Director of Higher Education for approval.

**Principal**  
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#### Resolution No.3:

The House resolved to approve the DPC Report related to promotion of Dr. Lakshmi Gogoi, Department of History for promotion to and placement in stage III (Selection Scale of Pay) and the same would be forwarded to the Director of Higher Education for approval.

Governing Body approved the payment of 50% CPF money which is already deposited with Govt. of Assam through Treasury Chalan. As approval from DHE is received regarding the remaining 50% CPF money to Govt. of Assam through treasury chalan the remaining 50% CPF money be released to him. The house took the following resolution.

#### Resolution No. 4:

Resolved that as per instruction from DHE, Assam vide letter No. G(A)RC/PL-1/2022, Dtd. 02.05.2022, Sri Sushil Kr. Suri is switching over to provincialized system and deposited CPF money to Govt. of Assam through treasury chalan the remaining 50% CPF money be released to him.

Regarding concession of fee for readmission of the students having backlog in annual examination, the Governing Body approved Rs. 1000/- only for this year although this fee incident will impact on college development. The house took the following resolution.

#### Resolution No. 5:

The House resolved to waive Rs.1000/- from re-admission fee of students having backlog in previous examination for the session 2022-2023.

The Governing Body approved the appointment of Vice Principal Dr. Sunil Dutta in place of Sri Dilip Ranjan Baruah who retired on 31.07.2022 and took the following resolution.

#### Resolution No. 6:

The House resolved to approve the appointment of Dr. Sunil Dutta as Vice Principal Sonari College in place of Sri Dilip Ranjan Baruah who retired on 31.07.2022.

Regarding maternity leave of Dr. Pronita Kalita, Assistant Professor, Department of Education Governing Body took the following resolution.

#### Resolution No. 7:

The House resolved to approve the maternity leave of Dr. Pronita Kalita, Assistant Professor, Department of Education w.e.f. 22.04.2022 for six months.

The Governing Body offers best compliments and wishes for successful celebration of Golden Jubilee Closing Ceremony.

The Principal thanked all for their support and help. At last the President thanked all their help and support for smooth conduct of the meeting and declared the end of the same.

#### Proceeding of Governing Body Meeting Held on 12.10.2022

At the outset, Dr. Bimal Chandra Gogoi, Principal and Secretary of Sonari College, introduced the House to Dr. Palov Mahanta, the newly appointed President of the Governing Body (GB) of Sonari College and felicitated him with a Garudha.

The meeting opened with Dr. Palov Mahanta, taking over the chair and reading out the items of the agenda.

While speaking about the objective of this meeting, Dr. Bimal Ch. Gogoi stated that the meeting was convened to felicitate the newly appointed President of Governing Body, to discuss on the construction of Girls Hostel as per the direction of UGC and to approve the expenditures.

Dr. Sunil Dutta, Vice Principal of Sonari College, read out the proceeding of the Governing Body meeting held on 31.08.2022. The House unanimously approved the proceeding.

While submitting the implementation report the Principal & Secretary stated that communication was made with Bijulee Bhawan, Department of Power to grant a Solar Energy plant for Sonari College. He also informed about the completed projects of Vermi Compost and Rain Water Harvesting Plant. Further, he stated that a letter was sent to APDCL, Sonari Sub-division to conduct Energy Audit. Moreover, he informed about smooth and successful completion of the Golden Jubilee closing ceremony and selling up of the statue of the founder Principal Mr. Golap Borgohain and its inauguration. In addition, he informed that 50% CPF money (individual share) of Sushil Kr. Suri, Associate Professor of History, (Option Holder) was released and that Dr. Sherita Baling joined as Assistant Professor in the Department of Zoology of the College.

Regarding completion of Women Hostel as per direction of the UGC, the Principal & Secretary explained that the UGC sanctioned an amount of Rs. 45,00,000/- only (Rupees Forty Five lakh only) but released 50% of the total fund i.e. Rs. 22,50,000/- only (Twenty two lakh fifty thousand only) as First Instalment. But after utilization of the first instalment and submission of the Utilization Certificate (UC) for the said amount, the UGC did not release the 2nd instalment. On the contrary, the UGC sent us a letter vide memo No. F-6-6/2019/RO(NERO) vol-IX/667-886 dtd. 29th Aug, 2019 asking us to complete the construction from our own /alternate resources. In response to this, the G.B. held on 19.12.2020 approved Rs. 9,66,000/- only (Rupees Nine lakh sixty six thousand only) and the Ground Floor of the Women Hostel was completed and the U.C. was submitted

to the UGC on 05.03.2022. But the UGC sent a letter under memo No. F-6-6/2019/RO(NERO) vol-IX/667-886 dtd. 12.09.2022 asking us to submit Utilization Certificate for the total sanctioned amount of Rs. 45,00,000/- only (Rupees Forty Five lakh only).

Regarding this issue, the Principal & Secretary said that he communicated with the Director CDC, Dibrugarh University for his advice. He advised to complete the remaining amount of Rs. 12,84,000/- in construction of the 1st floor ceiling. The Ground floor is already completed. The House decided to follow the suggestion of the Director of CDC, Dibrugarh University. Mr. Jyoti Prasad Baruah, Teacher Representative Member, said that the plan and estimate should be made to complete the 1st floor ceiling work.

The President advised us to maintain good communication with the UGC and to complete the work as soon as possible. The house took the following resolution:-

#### Resolution No.1

The house resolved to complete the Women Hostel at top priority basis and the fund Rs. 12,84,000/- only (Rupees Twelve lakh eighty four thousand only) which had been allotted for construction of college road is to be utilized in the hostel work as the college road had been completed by the Sonari Mahila Board.

The Principal & Secretary read out the other letters from the UGC relating to submission of settlement of accounts. He told the house that all the vouchers and supporting documents were sent to the UGC by e-mail. He also apprised the house regarding the complexities of the enquiry reports of the UGC Accounts Branch. The President suggested that the negative points with the UGC should be minimized by working hard. He further suggested the Principal to communicate with the UGC to settle the accounts.

In the point of approval of expenditure, the Principal & Secretary informed about the various heads of expenditures and accounts. The President suggested that expenditure in different heads should be specific and narration of expenditure and accounts of expenditure should be mentioned in future. Dr. Sunil Dutta suggested to specify the matter of expenditure and to mention the narration for each and every item.

After detailed discussion and suggestion on expenditure, the House approved the expenditure of Amount Rs. 7,23,361/- (Rupees Seven lakh Twenty

three thousand Three hundred and Eighty One only) in 10 Heads as submitted by Dr. Sunil Dutta, Accounts Assistant of the college, as follows:

S.NO.	Expenditure	Amount (Rs.)
1	Paid for College News letter	
2	Paid to Deb Kumar Mahanta for Painting /Colour in College Building	55,000.00
3	Paid to Mark Malakar for painting in College Building	1,89,808.00
4	Paid to M/S Anthon Design & Printing for plan with estimate of Toilet Block & Assam Type Building in 2nd Floor Building	26,890.00
5	Paid for Golden Jubilee Celebration Magazine	30,000.00
6	Paid to Bananta for Library Book	1,63,800.00
7	Paid to Gyanam for Library Book	24,450.00
8	Paid to Jia Offset Press for College Magazine (Period 2020-21)	62,412.00
9	Paid for Identity Card 1225 x 72	28,140.00
10	Paid for Colouring (Painting) Materials	68,200.00
	Total	52,681.00

The Principal informed the House that Basanta Chaulkara, Night Watchman (Grade IV) of Sonari College expired on 08.10.2022. Regarding his pensionary benefits, the Governing Body took the following resolution:

#### Resolution No.2

The Governing Body Resolved to prepare the pension proposal (Optional NPS) of Late Basanta Chaulkara, Grade-IV employee of the College and to send the same to the concerned authority.

While giving the Presidential speech, the President thanked all the members for their help and support in holding the meeting successfully and urged that everybody should work for the development of the College in true spirit and grit.

The Principal and Secretary thanked the President and all other members for their cooperation and support for successful completion of the meeting.

The President wound up the meeting thanking all the members once again.

Principal  
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# GOVERNING BODY PROCEEDING, 2023

## Proceedings of the Meeting of the Governing Body held on 18.01.2023.

Dr. Bimal Ch. Gogoi, the Principal & Secretary, of the College requested Dr. Dimbenwar Hazarika to assume the Chair as per suggestion of Dr. Pallav Mahanta, President, Governing Body as he would arrive shortly.

The Meeting started with Dr. Hazarika taking over the Chair.

Dr. Bimal Ch. Gogoi stated the objectives of the meeting before the house which included Internal Audit, DPC Reports, Recruitment Test, Approval of Expenditures etc. Then Mr. Jyoti Prasad Phukan read out the proceeding of the Governing Body Meeting held on 17.10.2022. The Principal apprised the house that the building of the Women Hostel was almost complete. The Energy Audit, Water Audit and Green Audit were also complete. The Proceeding of the last Governing Body meeting was approved by the House after discussion.

Regarding Internal Audit Report for the Financial Year 2021-2022, the Principal said that it was done by a firm named Abhijit Dutta & Associates (Chartered Accountants) Tinsukia, Assam. He read out the Audit Report before the House and the house approved the Audit Report issued by the firm. Mr. Sushil Sun suggested that the recommendations put forward in the Audit Report should be followed. The house took the following resolution.

### Resolution No. 1.

Resolved that the Internal Audit Report of 2021-2022 audited by Abhijit Dutta & Associates (Chartered Accountants) Tinsukia, Assam is hereby approved.

Regarding BSNL land line, the house suggested that the landline connection should be surrendered and took the following resolution.

### Resolution No. 2.

Resolved that the BSNL land line telephone numbers which are not working be surrendered and communicated to BSNL Office at Sonari for the same.

In the meantime Dr. Pallav Mahanta, the President of Governing Body entered and took over the chair. Then came the matter of Departmental Promotion Committee (DPC) reports. Regarding the DPC reports for promotion of Assistant Professors of Assamese, Mathematics, Political Science, Education and English the house resolved to approve the DPC reports after deliberation:

### Resolution No. 3.

Resolved that the Departmental Promotion Committee Report related to promotion of Mrs. Padma Kumar Gogoi, Assistant Professor (Sr.), Department of Assamese for promotion and placement in stage II (Selection Grade Scale of Pay I) is approved and proposal be forwarded to the Director of Higher Education for approval.

### Resolution No. 4.

Resolved that the Departmental Promotion Committee Report related to promotion of Dr. Manoj Kumar Konwar, Assistant Professor, Department of Mathematics for promotion and placement in stage II (Selection Grade Scale of Pay I) is approved and proposal be forwarded to the Director of Higher Education for approval.

### Resolution No. 5.

Resolved that the Departmental Promotion Committee Report related to promotion of Dr. Lucky Chetia, Assistant Professor (Sr.), Department of Political Science for promotion and placement in stage III (Selection Grade Scale of Pay I) is approved and proposal be forwarded to the Director of Higher Education for approval.

### Resolution No. 6.

Resolved that the Departmental Promotion Committee Report related to promotion of Dr. Pranita Kalita, Assistant Professor (Sr.), Department of Education for promotion and placement in stage II (Selection Grade Scale of Pay I) is approved and proposal be forwarded to the Director of Higher Education for approval.

### Resolution No. 7.

Resolved that the Departmental Promotion Committee Report related to promotion of Dr. Anita Konwar, Assistant Professor (Selection Grade), Department of English for promotion and placement in stage IV (Associate Professor) is approved and proposal be forwarded to the Director of Higher Education for approval.

The next item of the agenda was the formation of a committee to conduct Recruitment Test for Grade IV / Laboratory Bearer/ Library Bearer Posts. After discussion, the house constituted the Recruitment Test Conduct Committee with the following senior teachers:

1. Dr. Sunil Dutta - Convener
2. Mr. Armit Kr. Borpuza - Member
3. Mr. Sushil Kr. Sun - Member

The Principal informed the house that around 80 applications were received so far. Mr. Jyoti Prasad Phukan suggested that the Standard Operating Procedure (SOP) should be prepared by the Committee and Criteria should be formulated. He also said that the candidates who were rendering their services for long periods (from 15 Years to 3 years) should be given due preference. He also stated that if the working candidates could be appointed, the college would save Rs. 50,000/- per month.

Mr. Sushil Sun opined that the norms for appointment of Grade IV Employees should be followed. He elaborated that the Test should be of 50 Marks (40 marks for Test, 5 marks for Experience and 5 marks for Visc).

The President, Dr. Pallav Mahanta, suggested that the committee should maintain transparency in selection process and proper documents should be verified and action should be taken on the basis of documents.

The Selection Committee for Interview of Grade IV / Laboratory Bearer/ Library Bearer Posts was also constituted as per Guidelines of the Govt. of Assam vide letter No. PH/13/HR/343/2016/49 dated 09.08.2017 with the following three dignitaries:

- |                     |   |
|---------------------|---|
| 1. Chairman         | Dr. Pallav Mahanta, President, Governing Body       |
| 2. Member Secretary | Dr. Bimal Ch. Gogoi, Principal                      |
| 3. Member           | Mr. Rana Konwar, Associate Professor & HoD, Zoology |

In response to the query made by Sunil Dutta, Dr. Dimbenwar Hazarika clarified that over-qualification of candidates is not a problem and may be considered for Test, Visc and subsequent selection.

Next, Expenditure Statement was given for discussion and approval of the house. Mr. Jyoti Prasad Phukan expressed his opinion that it should be properly prepared with minutes of the Construction and Purchasing Committees.

Dr. Sunil Dutta suggested that identical materials should be arranged and ordered properly and the dates of payment should be put in the table of statement in a different column. The President suggested that invoice nos. should be entered in the table of expenditure statement to ensure greater credibility.

After detailed discussion, the Expenditure Statement was kept for approval in the next Governing Body meeting after proper submission.

On the issue of approval of 35 Committees as per NAAC requirement, Mr. Sushil Sun read out the names of different committees and their members. The house approved the committees and requested the members to perform their duties, keep documents and submit report to the Principal.

While discussing the item of the agenda 'Others', Mr. Jyoti Prasad Phukan said that the Annual Quality Assurance Report (AQAR) should be approved. He also suggested that Academic Courses prepared by various departments should be approved subject to the approval of the Board.

Next, the Principal read out an application for enhancement of monthly salaries submitted by a group of employees (Dudul Phukan, Prodip Baidya, Monidipa Rajasarma, Nijumoni Chingmai, Priyanka Borgohain, Ranu Borah). The application was discussed and approved for implementation in future if funds would permit.

In his presidential comments, the President thanked all for their time and support devoted to the college and opined that, "It is our honest duty to serve the college and not a burden."

The meeting came to a close with thanks from the Chair and the Principal.

**Principal**  
SONARI COLLEGE  
SONARI



**CO-ORDINATOR**  
IQAC  
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# Different Committees of Sonari College for Managing the Physical Resources, Hostels, College Environment, Academic Activities etc.

## List of Various Committees of Sonari College

### 1. Governing Body, Sonari College 2022-23

- |                             |                                  |
|-----------------------------|----------------------------------|
| 1. DR. PALLAV MAHANTA       | - PRESIDENT,                     |
| 2. SRI DHARMESWAR KONWAR    | - SPECIAL INVITEE (LOCAL M.L.A.) |
| 3. DR. BIMAL CHANDRA GOGOI  | - SECRETARY AND PRINCIPAL,       |
| 4. DR. DIMBESWAR HAZARIKA   | - MEMBER (UNIVERSITY NOMINEE)    |
| 5. DR. PUNYADHAR GOGOI      | - MEMBER (UNIVERSITY NOMINEE)    |
| 6. SRI JAYANTA PHUKON       | - MEMBER (GUARDIAN)              |
| 7. MRS. JULI RAJIKHOWA      | - MEMBER (GUARDIAN)              |
| 8. SRI MANTU GOGOI          | - MEMBER (GUARDIAN)              |
| 9. DR. SUNIL DUTTA          | - MEMBER (VICE-PRINCIPAL)        |
| 10. SRI SUSHIL KR. SURI     | - MEMBER (TEACHING)              |
| 11. SRI JYOTI PRASAD PHUKON | - MEMBER (TEACHING)              |
| 12. SRI DULU DUTTA          | - MEMBER (NON-TEACHING)          |

13. Mr. Swapnal Sankia Librarian

### 2. Sonari College CBCS Board

- Sri Mintoo Gogoi
- Sri Amrit Kr. Borpuata
- Sri Rana Konwar
- Dr. Deepanjali Gogoi
- Sri Sushil Suri
- Sri Binud Rajkhanikar (Secretary)
- Dr. Raghunath Kagyung
- Dr. Pronita Kalita
- Sri Manuranjan Konwar
- Ms. Suman Gogoi

### 3. Finance Committee of Sonari College

- Dr. Bimal Ch. Gogoi, Principal
- Dr. Sunil Dutta, Vice Principal
- Sri Jyoti Prasad Phukon
- Dr. Paranan Konwar
- Sri Dulu Dutta - Co-ordinator

## Notification

In view of the need of monitoring and supervising of various works of construction and purchase in the college a committee is formed in the name of "Construction and Purchase Committee" with the following members:

- Principal - Chairman
- Sri Suchitra Narayan Rajkhowa - Convener
- Sri Tankeswar Baruah - Member
- Sri Nabin Gogoi - Member
- Sri Rana Konwar - Member
- Sri Phanindra Kr. Baruah - Member

Copy to:

- All Members
- Vice Principal
- Office Assistant (Accounts)



Principal

Sonari College  
Principal  
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### 4. Examination Cell of Sonari College

- Dr. Bimal Ch. Gogoi, Principal
- Dr. Sunil Dutta, Vice Principal
- Sri Rana Konwar (Secretary)
- Sri Manuranjan Konwar, Member
- Dr. Deepanjali Gogoi, Member
- Dr. Pronita Kalita, Member
- Sri Jyoti Prasad Phukon, Member

### 5. Committee for NGC, District Nodal Agency, Sonari College

- |                            |    |              |
|----------------------------|----|--------------|
| 1. Principal               | -- | Chairman     |
| 2. Vice Principal          | -- | Member       |
| 3. Sri Jyoti Prasad Phukon | -- | Co-ordinator |
| 4. Sri Mintoo Gogoi        | -- | Member       |
| 5. Dr. Raghunath Kagyung   | -- | Member       |
| 6. Mrs. Geetika Talukdar   | -- | Member       |
| 7. Sri Kaushik Dehingia    | -- | Member       |

### 6. Swachchata Action Plan Committee

- |                         |    |                   |
|-------------------------|----|-------------------|
| 1. Principal            | -- | Chairman          |
| 2. Jyoti Prasad Phukon  | -- | Teacher-in-Charge |
| 3. Phanindra Kr. Baruah | -- | Member            |
| 4. Mintoo Gogoi         | -- | Member            |
| 5. Raghunath Kagyung    | -- | Member            |
| 6. Dr. Lucky Chetia     | -- | Member            |
| 7. Suman Gogoi          | -- | Member            |

### 7. Sonari College Environment & Climate Cell

- |                             |    |                   |
|-----------------------------|----|-------------------|
| 1. Principal                | -- | Chairman          |
| 2. Sri Jyoti Prasad Phukon  | -- | Teacher-in-Charge |
| 3. Sri Mintoo Gogoi         | -- | Member            |
| 4. Sri Phanindra Kr. Baruah | -- | Member            |
| 5. Dr. Raghunath Kagyung    | -- | Member            |
| 6. Ms. Suman Gogoi          | -- | Member            |

### 8. Eco Club Sonari College

- |                             |    |                   |
|-----------------------------|----|-------------------|
| 1. Principal                | -- | Chairman          |
| 2. Sri Mintoo Gogoi         | -- | Member            |
| 3. Sri Phanindra Kr. Baruah | -- | Member            |
| 4. Sri Rana Konwar          | -- | Member            |
| 5. Sri Jyoti Prasad Phukon  | -- | Member            |
| 6. Ms. Pranati Gogoi        | -- | Teacher-in-Charge |

### 9. Sonari College Anti-Ragging Committee

- Chairman -- Dr. Bimal Ch. Gogoi, Principal
- Vice Chairman -- Vice Principal
- Faculty Members
  - Warden Girls' Hostel
  - Warden Boys' Hostel
  - Sri Jyoti Pd. Phukon
  - Sri Sushil Kr. Suri
  - Dr. Deepanjali Gogoi
  - Sri Rana Konwar
- Parent Members -- Sri Jayanta Phukan
- Non-Teaching Staff Members
  - Mrs. Swapnal Sankia, Librarian
  - Sri Dulu Dutta, Office Assistant
- Students Members
 

Senior	Himakshree Phukan, General Secretary, Sonari College Students Union
Fresh	To be nominated from Degree 1 <sup>st</sup> Semester Students.

### 10. Sonari College Anti Ragging Squad

- Dr. Sunil Dutta
- Sri Sushil Suri
- Dr. Raghunath Kagyung
- Dr. Reeta Dutta
- Dr. Anita Konwar
- Dr. Lucky Chetia
- Sri Kaushik Dehingia
- Mrs. Geetika Talukdar

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### 13. The Equal Opportunity Cell, Sonari College

- |                                 |    |           |
|---------------------------------|----|-----------|
| 1. Principal                    | -- | Chairman, |
| 2. Dr. Deepanjali Gogoi         | -- | Convener  |
| 3. Jyoti Prasad Phukan          | -- | Member    |
| 4. Ranjit Kr. Baruah            | -- | Member    |
| 5. Ms. Himakshree Phukan (G.S.) | -- | Member    |
| 6. Mantu Gogoi                  | -- | Member    |

### 14. Committee for Co-ordination with lawyer

1. Prof. Sushil Kr. Suri, Member
2. Prof. Binud Rajkhanikar, Member

### 15. Green Audit Preparation Committee

1. Sri Jyoti Prasad Phukan, Advisor
2. Dr. Paranan Konwar, Advisor
3. Dr. Amrita Mech, Convener
4. Ms. Suman Gogoi, Member
5. Ms. Pranati Gogoi, Member

### 16. Energy Audit Preparation Committee

1. Sri Jyoti Prasad Phukan, Advisor
2. Dr. Paranan Konwar, Advisor
3. Dr. Bikash Sarmah, Convener
4. Dr. Lucky Chetia, Member
5. Ms. Gilika Talukdar, Member

### 17. Water Audit Preparation Committee

1. Sri Jyoti Prasad Phukan, Advisor
2. Dr. Paranan Konwar, Advisor
3. Ms. Mridusmita Patowary, Convener
4. Dr. Bhenila Bailung, Member
5. Ms. Kabyasri Hazarika, Member

### 18. Construction and Purchase Committee

- |                                  |    |          |
|----------------------------------|----|----------|
| 1. Principal                     | -- | Chairman |
| 2. Sri Suchitra Narayan Rajkhowa | -- | Convener |
| 3. Sri Sushil Kr. Suri           | -- | Member   |
| 4. Sri Amrit Kr. Borpuhari       | -- | Member   |
| 5. Sri Rana Konwar               | -- | Member   |
| 6. Dr. Lucky Chetia              | -- | Member   |
| 7. Sri Dulu Dutta                | -- | Member   |

### 19. "Research and Development" Cell (RDC) of Sonari College

- Principal: Dr. Bimal Ch. Gogoi -- Chairman  
Dr. Deepanjali Gogoi, Associate Professor -- Convener

#### Committee - 1 (Finance and Infrastructure)

- Coordinator - Sri Jyoti Prasad Phukan  
Members - 1. Sri Amrit Borpuhari  
2. Sri Sushil Suri  
3. Dr. Kaushik Didingia  
4. Dr. Anita Konwar

#### Committee - 2 (Research Programme, Policy Development)

- Coordinator - Dr. Paranan Konwar  
Members - 1. Dr. Raghunath Kagyung  
2. Dr. Lindy Lou Goodwin  
3. Dr. Amrita Mech  
4. Ms. Pranati Gogoi

#### Committee - 3 (Collaboration & Community)

- Coordinator - Dr. Lucky Chetia  
Members - 1. Sri Dibyajyoti Konwar  
2. Dr. Bhenila Bailung  
3. Mrs. Padma Kumari Gogoi  
4. Ms. Suman Gogoi

#### Committee - 4 (Product Development, Monitoring and Commercialization)

- Coordinator - Dr. Bikash Kr. Sarmah  
Members - 1. Sri Rana Konwar  
2. Dr. Reeta Dutta  
3. Sri Manuranjan Konwar  
4. Ms. Kabyasri Hazarika

### 28. Construction and Purchase Committee

- |                                  |    |          |
|----------------------------------|----|----------|
| 1. Principal                     | -- | Chairman |
| 2. Sri Suchitra Narayan Rajkhowa | -- | Convener |
| 3. Sri Sushil Kr. Suri           | -- | Member   |
| 4. Sri Amrit Kr. Borpuhari       | -- | Member   |
| 5. Sri Rana Konwar               | -- | Member   |
| 6. Dr. Lucky Chetia              | -- | Member   |
| 7. Sri Dulu Dutta                | -- | Member   |

### 19. "Research and Development" Cell (RDC) of Sonari College

- Principal: Dr. Bimal Ch. Gogoi -- Chairman  
Dr. Deepanjali Gogoi, Associate Professor -- Convener

#### Committee - 1 (Finance and Infrastructure)

- Coordinator - Sri Jyoti Prasad Phukan  
Members - 1. Sri Amrit Borpuhari  
2. Sri Sushil Suri  
3. Dr. Kaushik Didingia  
4. Dr. Anita Konwar

#### Committee - 2 (Research Programme, Policy Development)

- Coordinator - Dr. Paranan Konwar  
Members - 1. Dr. Raghunath Kagyung  
2. Dr. Lindy Lou Goodwin  
3. Dr. Amrita Mech  
4. Ms. Pranati Gogoi

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- Coordinator - Dr. Lucky Chetia  
Members - 1. Sri Dibyajyoti Konwar  
2. Dr. Bhenila Bailung  
3. Mrs. Padma Kumari Gogoi  
4. Ms. Suman Gogoi

#### Committee - 4 (Product Development, Monitoring and Commercialization)

- Coordinator - Dr. Bikash Kr. Sarmah  
Members - 1. Sri Rana Konwar  
2. Dr. Reeta Dutta  
3. Sri Manuranjan Konwar  
4. Ms. Kabyasri Hazarika

### 30. Library Advisory Committee

1. Dr. Bimal Ch. Gogoi, Chairman
2. Dr. Sunil Dutta, Vice Chairman
3. Mrs. Swapnali Saikia, Secretary
4. Sri Sushil Kr. Suri, Member
5. Sri Amrit Kr. Borpuhari, Member
6. Dr. Reeta Dutta, Member
7. Sri Mintoo Gogoi, Member

### 31. Digital Learning Cell

1. Dr. Kaushik Dehingia, Nodal Officer
2. Dr. Bikash Sarmah, Member
3. Ms. Kabyasri Hazarika, Member

### 32. Excursion Committee

1. Mridupawan Gogoi, Convener
2. Deepjyoti Borah
3. Dr. Deepanjali Gogoi
4. Jyotiprasad Phukan
5. Dibyajyoti Konwar

### 33. Website Management Committee

1. Dr. Deepanjali Gogoi, Convener
2. Dr. Paranan Konwar, Member
3. Mrs. Lindy Lou Goodwin, Member
4. Dr. Anita Konwar, Member
5. Dr. Lucky Chetia, Member
6. Mrs. Swapnali Saikia, Member

### 34. Transport Management Committee

- |                             |             |
|-----------------------------|-------------|
| 1. Sri Chakrapani Patir,    | Coordinator |
| 2. Sri Jyoti Prasad Phukan, | Member      |
| 3. Sri Mintoo Gogoi,        | Member      |
| 4. Mrs. Lindy Goodwin       | Member      |

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## ADVERTISEMENT

In pursuance of the Govt. of Assam Notification No. AHE 28/2020/4 dated 04.02.2020 and DHE letter No. DHE/CE/Misc/12/2020/4 dated 06.02.2020, Assam, applications are invited in the format prescribed by DHE, Assam along with complete Bio-data, Contact details, e-mail ID, WhatsApp No. with all self attested copies of testimonials from HSLC onwards from the eligible candidates having Master Degree in concerned subject and latest UGC norms for recruitment against the following sanctioned post of Assistant Professor at UGC Scale of Pay.

SL No.	Department	No. of Post	Category	Roster Point No.
01	Economics	01	UR	03
02	Education	02	UR	07
			SC	36
03	Botany	02	OBC	13
			OBC	37
04	Chemistry	01	UR	18
05	Mathematics	02	OBC	26
			ST(H)	30
06	Physics	01	ST(H)	10
07	Zoology	01	OBC	17

- The candidates must have the qualifications for direct requirement of Assistant Professor (Reference Clause 3.0 / 4.4.0 / 4.4.1) of UGC Regulation dtd. 30<sup>th</sup> June, 2010.
- The Educational qualification and selection procedure will be as per DHE, Govt. of Assam office memorandum No. AHE 407/2017/54 dated 25<sup>th</sup> November, 2020 and DHE letter No. DHE/PA/Order/16/2016/168 dated 26<sup>th</sup> November, 2020.
- The candidates must have to acquire qualification latest by the date of submission of their\ application. Other eligibility like M. Phil / Ph. D / Seminar Papers / Publications etc. can be acquired and submitted on the date of interview and not beyond.
- The age of the candidates should not be more than 38 years on 01 .01.2020 with relaxation as per Govt. rules.
- The candidates must have Permanent Residential Certificate ( PRC ) and must have proficiency in local language.
- Candidates in service must apply through proper channel along with NOC from competent authority.

Application accompanied by a non-refundable Demand Draft of Rs.-2500.00 (Rupees Two thousand five hundred) only drawn in favour of Principal, Sonari College, Charaideo, Assam payable at UCO Bank, Sonari Branch must reach the office within 15 days from the date of advertisement of the

*[Signature]*  
Principal  
SONARI COLLEGE  
SONARI



*[Signature]*  
CO-ORDINATOR  
IQAC  
SONARI COLLEGE



**ADVERTISEMENT**

In pursuance of the DHE, Assam letter No. DHE/CE/Misc/49/2021/PT/5 dated 09.02.2022 applications are invited in the format prescribed by DHE, Assam along with complete Bio-data, Contact details, e-mail ID, WhatsApp No. with all self-attested copies of testimonials from HSLC onwards from the eligible candidates having Master Degree in concerned subject for recruitment against the following sanctioned post of Assistant Professor at UGC Scale of Pay.

1. Mathematics Department, No. of Post 01, Category ST(H), Roster Point No. 30
2. Physics Department, No. of Post 01, Category ST(H), Roster Point No. 10
3. Zoology Department, No. of Post 01, Category OBC, Roster Point No. 17

a) The candidates must have the qualifications for direct recruitment of Assistant Professor (Reference Clause 3.0.0 /4.0.0/ 4.40/

Age limit: Candidate should have knowledge of good Clinical Practice/CH guidelines and other applicable regulatory requirements. Strong organizational skills, ability to manage time and work independently. Excellent communication, presentation, interpersonal skills, both written and spoken, with an ability to inform, influence, convince and persuade. Flexibility and ability to handle multiple tasks to meet deadlines while delivering high quality work in a dynamic environment. High level of competency in English language. Proficiency with MS Office Applications. Ability to travel as necessary.

Interested candidates may please apply to :

The Manager (HR)

Sri Sankaradeva Nethralaya  
96, Basistha Road, Beltola,  
Guwahati-781 028

Email:- ssnhrm@gmail.com

Website: www.ssnaguahati.org

Tel # (0361) 2233444 / 2228921

• Only shortlisted candidates will be called for interview.

• Last Date of Submission of application- 07.03.2022

CD/SV/SL000323/1

**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.

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

**Terms and conditions for the posts:**

1. 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.
2. 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.
3. 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.
4. The candidates must have Permanent Residential Certificate (PRC) of Assam and must know local language.
5. Incomplete applications will be summarily rejected.
6. In-Service candidates must apply through proper channel.
7. Applications must reach the undersigned within 15 days from the date of publication of this advertisement.
8. Dates of Interview will be intimated through e-mail/ WhatsApp to the eligible candidates in due time.
9. No TA/DA will be admissible.

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

from HSLC onwards from the eligible candidates for filling up the following Sanctioned Posts in Sonari College.

1. Economics : 1 (one) post for PWD, Roster point - 1
2. Physics : 1 (one) post, Unreserved, Roster point - 20
3. Botany : 1 (one) post for OBC, Roster point - 28

**Terms and Conditions for the Posts :**

1. 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.
2. 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.
3. 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.
4. The candidates must have Permanent Residential Certificate (PRC) of Assam and must have proficiency in local language.
5. Incomplete applications will be summarily rejected.
6. In-service candidates must apply through proper channel.
7. Applications must reach the undersigned within 15 days from the date of publication of this advertisement.
8. Dates of interview will be intimated through e-mail/ WhatsApp to the eligible candidates in due time.
9. No TA / DA will be admissible.

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

**ADVERTISEMENT**

Dakshin Kamrup Girls' College, Mirza.

Application in prescribed format of DHE, Assam, with complete Bio-data and self-attested copies of all testimonials from HSLC onwards are hereby invited from eligible candidates for the following sanctioned posts of Assistant Professor.

Subject: Assamese,  
Number of Post: 1

Sl. No. 08  
Roster Point No. SC - 1

Subject: English,  
Number of Post: 1

Sl. No. 07  
Roster Point No. UR

Educational Qualification and selection procedure will be as per Assam Govt's guidelines vide OM No. AHE, 239/2021/68 dated 24-01-2022. The age of the candidates is as per prevailing rule of Assam government. In-service Candidate are to apply through proper channel with an NOC from the appointing authority / employer. The candidate must submit permanent residential certificate (PRC) of Assam and must know local language. The application should be submitted to the Principal, D. K. Girls' College, Mirza, Kamrup, Assam-781125 within 15 (fifteen) days from the date of publication of the advertisement along with a Demand Draft (Non-refundable) of Rs. 1500/- (Fifteen hundred) only drawn in favour of Principal, D. K. Girls' College, Mirza payable at CBI A/c No. 2190034898, IFSC: CBIN0283207 Mirza Branch.

No TA / DA will be admissible to the candidates. Interview date will be notified to the eligible candidates in due time. For more details please visit college website: <http://www.dkgirlscollege.in>.

Sd/- Principal  
Dakshin Kamrup Girls' College, Mirza  
P.O. Mirza, Dist: Kamrup, Assam, PIN: 781125

01 no., HR and Admin-01 no., Service Manager- 01 no., Technician-05 nos., Dealer Sales Executive- 10 nos. Location: Guwahati. Email address: [assmagrotech2021@gmail.com](mailto:assmagrotech2021@gmail.com). Whatsapp only: 94013-49494. SV/P/HP002716/2

**SITUATION VACANT**

In pursuance of DHE, Assam letter No. DHE/CE/Misc/49/2021/184, dtd. 12/06/2023 applications are invited in DHE's prescribed format along with complete Bio-Data, Address and copies of relevant testimonials from HSLC onwards along with a Bank Draft of Rs. 1500/- only (Non-Refundable) drawn in favour of Principal, Raha College, payable at SBI, Raha Branch (Code: 2103), Raha, filling up the following sanctioned post of Assistant Professor on UGC scale of pay in Raha College, Raha. The candidates must satisfy UGC norms as per the office memorandum No. AHE.239/2021/68; dated 24/01/2022 Dtd. With NET/SLET/SET or Ph.D. of latest UGC standard and should not be more than 38 years of age as on 01/01/2023 with a relaxation as per Govt. Rule. The candidates have to acquire qualifications as on the last date for submitting applications. Eligibility like M.Phil / Ph.D. / Seminar- Papers / Publications can be acquired and submitted on date of interview and not beyond.

1) Assistant Professor : Education - 1 / OBC-MOBC/ Roster Point - 6.

The candidates must have PRC and proficiency in local language. In-service candidates must apply through proper channel with NOC from the appointing authority. Application must reach the undersigned within 15 days from the date of publication of this advertisement. Incomplete application will be summarily rejected. All communications will be through email.

No TA/DA admissible.

Sd/-  
Dr. Beda Kr. Chaliha  
Principal, RAHA COLLEGE  
Raha, Nagaon, Assam-782103

**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 03.12.2022 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.

1. Mathematics : 1 (one) post reserved for ST(H), Roster Point 30
2. Physics : 1(one) post reserved for ST(H), Roster Point 10
3. Physics : 1 (one) post, unreserved, Roster Point 12
4. Economics : 1 (one) post for PWD, Roster Point 1.

In pursuance of the DHE's letter No. DHE/CE/49/2021/135 Dtd. 25.04.2022 applications in Standard Form Assam Gazette (Part-IX) along with complete Bio-data including contact No. and e-mail address and self-attested copies of all testimonials are invited from the eligible candidates for the following vacant posts of Laboratory Bearer, Library Bearer and Grade IV in Sonari College.

1. Laboratory Bearer : 6 (Six)

1 (One) post Unreserved Roster Point 1

1 (One) post reserved for ST(P) Roster Point 5

1 (One) post reserved for OBC Roster Point 6

1 (One) post Unreserved Roster Point 9

1 (One) post Unreserved Roster Point 13

1 (One) post reserved for ST(H) Roster Point 14

2. Library Bearer: 1 (One Post)

1 (one) post Unreserved Roster Point 7

3. Grade IV : 2 (two) Posts.

1 (One) post reserved for SC Roster Point 8

1 (One) post reserved for OBC Roster Point 9

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# Appointment Procedures as formulated by DHE, Assam Government

College Establishment  
5 578  
23-1-2022

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

(12)

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.

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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 academician 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



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)

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	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. AHE.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.,

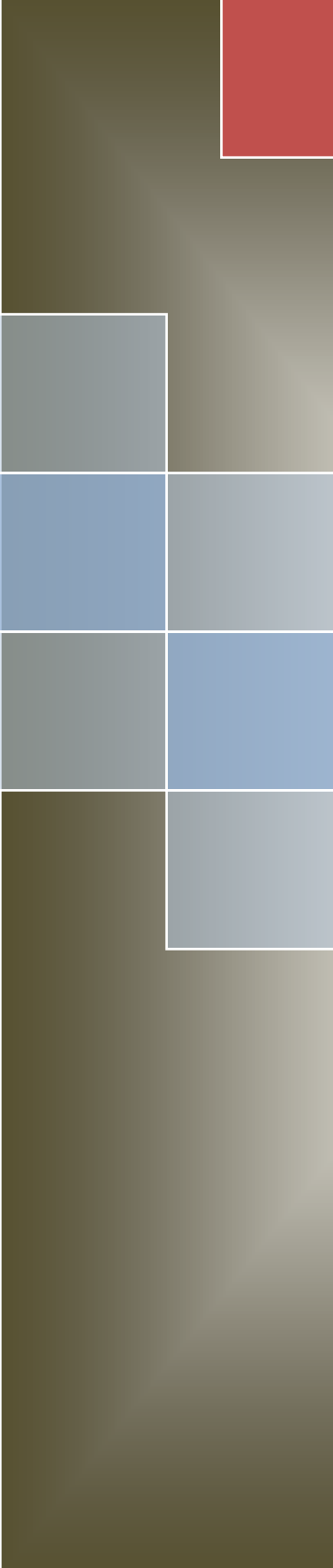
  
Additional Secretary to the Govt. of Assam  
Higher Education Department.

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

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



  
**Principal**  
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**Part-A**

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

**FOR PRINCIPAL**



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**Principal**  
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IQP.C  
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**[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.

  
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## PART- B

# DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHERS



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[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;

  
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- (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 and classes 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;

  
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(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**  
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## Part-C

# DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR LIBRARIAN



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[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.

  
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## Part-D

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



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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.

  
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## Part-E

# DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR STUDENTS



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## 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.

  
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## 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**