

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	SHILLONG COLLEGE
1.2 Address Line 1	BOYCE ROAD
Address Line 2	LAITUMKHRAH
City/Town	SHILLONG
State	MEGHALAYA
Pin Code	793003
Institution e-mail address	shillcoll@yahoo.co.in
Contact Nos.	0364-2224903 Fax: 0364-2502143
Name of the Head of the Institution:	DR. K. D. RAMSIEJ
Tel. No. with STD Code:	0364-2224903
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Name of the IQAC Co-ordinator:

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Mobile:

9436160592

IQAC e-mail address:

iqac.sc@shillongcollege.ac.in OR
iqac.sc@gmail.com

1.3 NAAC Track ID:

MEGH –SC 08413

1.4 Website address:

www.shillongcollege.ac.in

Web-link of the AQAR:

<http://www.shillongcollege.ac.in/files/aqar.pdf>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70-75%	2003	16-09-2003 to 16-09-2008
2	2 nd Cycle	B	2.92	2010	04-09-2010 to 03-09-2015
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

16-06-2004

1.7 AQAR for the year (for example 2010-11)

2013-14

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR____ 2010-11__ submitted on 29-06-2011_____ (DD/MM/YYYY)
- iii. AQAR____ 2011-12__ submitted online on 29/09/2012__ (DD/MM/YYYY)
- iv. AQAR____ 2012-13__ submitted online on 27/09/2013__ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Med Private

Affiliated College Yes Affiliated College

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

**NORTH EASTERN HILL
UNIVERSITY, SHILLONG**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme	<input type="text" value="x"/>		<input type="text" value="x"/>
UGC-Innovative PG programmes	<input type="text" value="x"/>	(Specify)	<input type="text" value="x"/>
UGC-COP Programmes	<input type="text" value="X"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="3"/>		
2.4 No. of Management representatives	<input type="text" value="3"/>		
2.5 No. of Alumni	<input type="text" value="1"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>		
2.8 No. of other External Experts	<input type="text" value="1"/>		
2.9 Total No. of members	<input type="text" value="22"/>		
2.10 No. of IQAC meetings held	<input type="text" value="4"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="1"/>	Alumni	<input type="text"/>
Students		Others	<input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	No	<input type="text" value="NO"/>	<input type="text"/>
If yes, mention the amount	<input type="text" value="Not Applicable"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos.	International <input type="text" value="x"/>	National <input type="text" value="x"/>	State <input type="text" value="x"/>
		Institution Level	<input type="text" value="x"/>
(ii) Themes	<input type="text" value="----"/>		

2.14 Significant Activities and contributions made by IQAC

- | |
|---|
| <ol style="list-style-type: none"> 1. Coordinating actively for celebrating Golden Jubilee of Teaching Science in Shillong College with multifarious programmes including organising International Seminar. 2. Delinking of Higher Secondary (Class XII) Section. 3. Initiatives for starting of new courses/subjects of studies. 4. Sensitisation of the faculty members on taking new research proposals. 5. Initiating steps for different departments/centres to hold seminars/workshops. 6. Coordinating with the college administration for holding classes for various entrance examinations and some vocational courses. 7. Updating database of the college. 8. Initiatives taken for expansion of campus, expanding the infrastructure etc. 9. Opening of the IGNOU Study Centre in the College with programmes such as B. Sc., M. A. (Sociology and English), M. Com., etc. |
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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Holding of seminars/workshop. 2. New Courses 3. Research proposals. 4. Plans to hold two new National Level Seminars during the year. 5. Action on improvement of infrastructure of the College. 6. For improvement of academic atmosphere, uniform for the students are being introduced. 	<ol style="list-style-type: none"> 1. One International Seminar and Two National level Seminar were organised. 2. One Course on Entrepreneurship Development was organised with a plan to hold such course annually. 3. Three research proposals have been submitted to UGC and more are being prepared. 4. Initiatives are being taken in this direction. 5. Extra land has been procured and improvement of infrastructure is in progress. 5 new class rooms have been constructed during the year. 6. Uniform for higher secondary students have been introduced from the session 2013-14, and for the degree students it will be introduced from the 2014-15 session.

* *Academic Calendar of the year is attached as Annexure I.*

2.15 Whether the AQAR was placed in statutory body Yes No

 Management Syndicate Any other body

Provide the details of the action taken

- | |
|---|
| <ol style="list-style-type: none"> 1. The AQAR was approved by the Governing Body of the College in its meeting held on 30-06-2014. 2. The Governing Body/Management of the College is in agreement with AQAR, and appreciated the efforts being taken. 3. The Governing Body/Management urged for more interactive programmes and further improvement of academic aspects of the institution. 4. The Governing Body /Management authorised the IQAC to draw plans for further expansion of scope of higher education in different areas including possibility of starting PG courses in select subjects. |
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Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	x	x	x	x
PG	x	1 (with IGNOU)	x	x
UG	3	-	3	2
PG Diploma	x	x	x	x
Advanced Diploma	x	x	x	x
Diploma	x	xx	x	x
Certificate	2	1	3	1
Others	-	-	-	1
Total	5	2	6	1
Interdisciplinary	1	1	1	1
Innovative	1	1	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	X
Trimester	2
Annual	6

1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (*On all aspects*)

Mode of feedback :Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Revision/Updating of syllabi is taken up by the affiliating University, i.e. North Eastern Hill University. However, most the faculty members of the College are actively involved in such processes.
- For add-on courses, members of the faculty are only involved in designing and revision of the syllabus.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

1. Department of Physical Education has been started. It is planned to start Bachelor of Physical Education Course from next year.
2. It is planned to start Bachelor of Information Technology Course from next academic session.
3. Centre for Capacity Building on Eco-System Conservation: This centre has been introduced to monitor as well as to develop some new courses and activities in the field Environment Conservation. Accordingly, an workshop will be organised during July 2014 on Water Conservation and related areas in collaboration with an external agency. The details are being finalised.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	90	45	35	-	10

2.2 No. of permanent faculty with Ph.D. 20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	2	-	-	-	-	15	-	17	2

2.4 No. of Guest and Visiting faculty and Temporary faculty - 6 -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	104	104 + 90 + 60 + 15= 269	-
Presented papers	6	5	
Resource Persons	-	2	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Introduction of interactive boards for class room teaching numbering about 10.
2. Periodic orientation/counselling of the students.
3. Departmental Students seminar for the Degree final year students.
4. Registration of students admitted with honours papers in a subject by the respective departments so that the students become more interactive, shares the responsibility and feels at home at the college environment.

2.7 Total No. of actual teaching days during this academic year

191

2.8 Examination/ Evaluation Reforms initiated by the Institution
(for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

Open book and multiple choice based internal examinations are being conducted by many departments

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

26

2.10 Average percentage of attendance of students

89

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Sc. (Hons.)	96	2	12	72	-	87.5
B. A. (Hons.)	154	4	15	99	-	74
B. Com.	56	-	4	36	-	71
B. Sc. (Microbiology)	25	4	21	3	-	96
B. B. A.	22	-	5	10	-	68
B. C. A.	15	-	5	08	-	87
B. Sc. (Comp. Sc.)	06	-	2	3	-	83
B. A. (Genl.)	200	-	-	141	-	71
B. Com. ((Genl.)	32	-	-	21	-	66
B. Sc. (Genl.)	08	-	-	7	-	88

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. Through regular interaction with teachers, particularly with the Head of Departments.
2. Introduction of Departmental API.
3. Considering the recommendations of the Research and Publications Cell and Teachers' Grievance Cell.
4. Feedback from the students and periodic interaction of the management with the Students Union and considering suggestions of such interactions.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	2
HRD programmes	0

Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	4
Staff training conducted by other institutions	78
Summer / Winter schools, Workshops, etc.	2
Others	35

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	30	0	0	0
Technical Staff	7	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Research and Publications cell constituted by the College, as per the recommendations the College, has been active since 2009, and sensitising the teachers to take up research projects in local, regional, national and international level.
2. Research and Publications cell constituted by the College is also engaged in granting local level research projects taken up by the students and grants are met from college fund with an initial sanction of Rs. 6,000/- per faculty member.
3. Similarly faculty members may take student project for which the amount of grant sanctioned is Rs. 3,000.00
4. Faculty members opting for Ph. D. And M. Phil. Work is given appropriate support by the College, and the IQAC is encouraging the teachers to get engaged in such higher studies.
5. IQAC is constantly encouraging teachers to take up minor and major research project under the provisions of UGC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	2	-	5
Outlay in Rs. Lakhs	9.00	6.00		20.0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	5	
Non-Peer Review Journals	-	3	10
e-Journals	-	-	-
Conference proceedings	-	3	2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	3	Governing Body, Shillong College	18,000.00	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	--	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	2	1	-	-
Sponsoring agencies	UGC, CSIR, DST	UGC, NEEPCO	Own Fund	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
1	-	1	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	20	State level	70
National level	40	International level	1

3.23 No. of Awards won in NSS:

University level	2	State level	2
National level	1	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	30
National level	20	International level	1

3.25 No. of Extension activities organized

University forum	-	College forum	2
NCC	2	NSS	15
		Any other	2

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Celebration of Golden Jubilee of Teaching Science in Shillong College, and organising an International Seminar on “Attracting Best Talents in Basic Sciences”, holding of Science Exhibitions by Scientific organisations, government departments and students, organising students seminar and other competitions as a part of the celebration.
- Holding of a National Seminar on “Convergence of Accounting Standards (for reporting purposes)” during May 2013.
- Holding of workshop on need for studies in Physical Education and hence for development of Physical Education course in the College.
- Cleaning Drive, sensitisation programme on Environment, and other similar programmes on three villages around Shillong and also on the main river-streams of Umkhrah and Umshyrpi which are the lifeline of Shillong by the NSS Cell of the College.
- Providing books, exercise copies and other study materials a reduced prices to the students through Students’ Service Centre run by the College through Shillong College Employees Cooperative and Mutual Benefit Society.
- Conceptualising a novel scheme to provide Maintenance assistance to retired/expired/etc. employees of the College through fund generated from the contribution of the employees and the College. This scheme is at its final stages of implementation.
- Opening of Hostel facility for the Girl students of the College.
- Initialising steps and starting of construction of Boys’ Hostel in the College in the new campus.
- Initiatives in respect of construction of Play Ground, Indoor Sports Facilities, Swimming Pool etc. in the extension campus of the College and Sports Infrastructure in the present permanent campus.
- Sharing of internal resources and infrastructure with local community, government and non government agencies for various community development activities and also in conducting various competitive examinations under UPSC, Staff Selection Commission, BSRB, SBI and many others.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.5 acres	-	-	11.5 acres
Class rooms	36	7	self	43
Laboratories	6	-	-	6
Seminar Halls	1	1	self	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	12	4	UGC	16
Value of the equipment purchased during the year (Rs. in Lakhs)	56	9.5	UGC	65.5
Others	-	-		-

4.2 Computerization of administration and library

1. Library is fully computerised, books and journals are properly categorised and indexed.
2. Administrative work has been partially computerised. Computerisation of accounts section is in progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	191	85,615	600	2,72,807	790	3,58,368
Reference Books	360	1,28,000	685	4,73,180	1045	6,01,180
e-Books	Enrolment	For N-LIST	(E-Resources)	membership	Is going on	At present
Journals	18	36,168	5	11,900	23	48,068
e-Journals	-	-	-	-	-	-
Digital Database	Working	On the	Open	Source	Software, i.e.	Digital Library
CD & Video	50		65		115	
Others (specify)						
1. Photocopier – (Reprography Section)	2	1,98,555	-	-	2	1,98,555
2. Computer for Students with internet facility	5	2,15,385	2	89,686	7	3,05,071

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	94	72	78	5	1	15	5	2
Added	12	-	-	-	-	3	9	-
Total	106	72	78	5	1	18	14	2

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

1. One year Certificate Course is conducted for in-house employees and also participants from outside.
2. In general, employees of the College, particularly the teaching staff, are encouraged to use computers in every level of teaching and learning process and also to be familiar with all internet facilities and provisions.
3. A National Seminar on “Networking and Cloud Computing” is being planned to be organised during November 2014.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 2, 90,917.00
ii) Campus Infrastructure and facilities	Rs. 47, 77,907.00
iii) Equipments	Rs. 10, 92,534.00
iv) Others	Rs. 14, 43,248.00
Total:	76, 04,606.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Measures taken to open Student Service Centre in the College, which is now already in place. The main activities at present to make available the books, copies and other study materials at a reduced price.
2. Innovation and ensuring the College to have Endowment awards for the students who excel in various examinations and also to those students who belong to financially weaker section.
3. Improvement of basic amenities such as safe drinking water, toilet, common room, sports and games as well cultural activities.
4. Introduction of uniform for the students.
5. De-linking of higher secondary section progressively so that the teachers may devote totally on the teaching-learning and other activities at the Degree level.

5.2 Efforts made by the institution for tracking the progression

1. Formation of Discipline Committee and tracking the student-activities continuously.
2. Regular monitoring of performance of students in various examinations through the respective departments as well the Examination Committee of the College.
3. Meeting with Parents/Guardians/ at least twice in a year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1570	-	-	1340

(b) No. of students outside the state

241

(c) No. of international students

8

Men

No	%
1310	45

Women

No	%
1600	55

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
54	12	2789	-	1	2856	45	15	2849	-	1	2910

Demand ratio 2:3

Dropout %: 2

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. Coaching for job entry competitive examinations: SSC, UPSC, IBPS, etc
2. Coaching for Entrance Examinations for Higher Secondary (+2) students.
3. Remedial classes for Tribal students in Degree and Higher Secondary level.

No. of students beneficiaries

213

5.5 No. of students qualified in these examinations

NET	-	SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	5	UPSC	3	Others	23

5.6 Details of student counselling and career guidance

1. Information and Career Guidance Cell (ICGC) of the College is engaged in organising counselling and career guidance activities in the college through the year though the counselling session is generally organised for the fresh students.
2. Three (4) counselling session have been organised in 2014 so far, and six (6) in 2013.
3. Seven career guidance programmes were conducted in 2013 separately for science, arts, commerce, management stream students.

No. of students benefitted

Counselling: 817; Career Guidance: 341

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	60	5	14

5.8 Details of gender sensitization programmes

1. Women Cell of the College, which was formed in 2010, is conducting number of activities in respect of gender sensitization every year.
2. During Annual College Social Week and Student Union Activities, gender sensitisation programmes are conducted every year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	2607	1,13,42,645
Financial support from other sources	3	15,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

12

5.13 Major grievances of students (if any) redressed: 02

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION OF THE COLLEGE

- We envision Shillong College as a Centre of Excellence for Wisdom, a beacon of hope, a model embodiment of the ideal upon which our Great Nation has been built.

MISSION OF THE COLLEGE

- To endeavour to provide to all sections of society, quality yet affordable education, and create a knowledge-based society where avenues of success are readily available to all sections of the society, both urban and rural.
- To provide the right atmosphere that will facilitate the tapping, honing and refinement of latent potential talent and skill through appropriate academic, extra- and co-curricular activities, promoting the pursuit of excellence thereof and leading to integrated personality development.
- To remain socially committed, with special impetus on catering to the needs of the socially, economically and educationally disadvantaged groups, and through academic excellence, confidence building and character development to elevate them to a level of excellence. Thus, providing them with a fair chance of success and better future.
- To be attuned to the emerging needs of the young generations in a world of constant flux and to inculcate knowledge and need-based work skills so that the products of our College possess a competitive edge in the job market and find themselves prepared for gainful employment.
- To constantly update, equip, improve and evolve ourselves in all aspects in order to become more proficient and efficient in fulfilling our commitments to the students and the society at large to the best of our ability.
- To not only help our students become job-proficient but to sensitise, encourage and promote moral, secular, scientific and nation-building virtues in the backdrop of varied and complex multiplicities that weave the beautiful pattern of our country so that the students respect, protect, nurture and value the rich composite culture of the country, INDIA.

6.2 Does the Institution has a management Information System

This is done informally through various committees and centres that have been formed. There is no formal MIS. IQAC remains a facilitator to various initiatives of the Management and provides feedback to the Management to arrive at an appropriate decision in the interest of the institution and its stakeholders.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

IQAC initiates strategies to start new courses/subjects/programmes and the same, when approved to different subject experts (faculty of the college) to develop the respective curriculum. Curriculum on Physical Education, IT have been formulated. Similarly, a curriculum for Entrepreneurship Course has also been developed.

6.3.2 Teaching and Learning

- On the suggestion forwarded by IQAC, innovations in Teaching and Learning processes are upgraded.
- Staff meeting of the Faculty members of the College conducted twice in a year also contributes to the new strategies in Teaching and Learning processes.

6.3.3 Examination and Evaluation

Examinations in the College is managed by Examination Committee, which is formed every year for the specific purpose, and this committee is responsible for conduct of all examinations – college internal examinations, examinations of the University and also those notified by Meghalaya Board of School Education for Class XII standard.

6.3.4 Research and Development

- College has a Research Cell constituted by the Management which is engaged in sensitising the teachers to take up research projects as per the infrastructure available.
- College has also earmarked some amounts wherein the faculty member may take local level research projects each carrying a total amount of Rs. 6,000.00. Students projects in this category is also encouraged with amount of Rs. 3,000.00

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Each department is allotted an amount of Rs. 20,000.00 every year to purchase new books in the subjects and upgrade the library.
- Computer Library is well furnished and every step is taken time to time so that it remains up to the mark for any advanced courses. Numbers of institutions are conducting on-line examinations in the college taking advantage of the facilities available in this institution.
- Equipment/instruments for the science laboratory are purchased every year according to the demands of the department either from own resources of the college or through grants obtained from UGC or elsewhere.
- Interactive Boards are placed in many of the class rooms which is helping the teachers and students in teaching-learning process.
- Institution is in the process of providing lap-tops and LCD projectors to all the departments. Lap-top and LCD projectors have already provided to all the Science Departments during this year.

6.3.6 Human Resource Management

- Done through Teachers' Association for Faculty Members.
- Through Non-teaching Staff Association.
- Through properly elected Students' Union for the Students.
- Discipline Committee takes care of general discipline in the college, and also beautification of the campus.

6.3.7 Faculty and Staff recruitment

1. For faculty members, the recruitment is done as per the norms set by the UGC through proper Selection Committee and also following the norms set by State Government, particularly with respect to State Reservation Committee.
2. For non-teaching Staff, the recruitment is done through properly constituted Selection Committee as per the rules of State Government and following the State Reservation Policy.
3. All Recruitments processes are absolutely transparent but rigorous.
4. Any vacancy created, due to retirement or otherwise, is filled up at the earliest through proper selection procedure and advertisement of such posts are displayed in at least one national and one local newspaper in addition to the college website.

6.3.8 Industry Interaction / Collaboration

No scope exists for industry interaction/collaboration except that some firms/public sectors are involved in collaboration in conducting some seminars/workshop/other programmes which are related to academic, cultural or sports activities of students as well as teachers.

6.3.9 Admission of Students

- Admission process in the College is very transparent and democratic but ensures Merit as first priority. Separate Admission Committees are constituted for each stream: Arts, Science, and Commerce, and also for Professional Courses. The decision of the Admission Committee is considered final and binding, and Management does not interfere in the process except for giving a broad guideline that compliments the mission and vision of the college.
- Since this college charges minimum fees from the students from amongst all the college in the City, there is enough demand for admission in the College every year, particularly from the students belong to weaker section of the society. But this is managed efficiently with compromising the merit.

6.4 Welfare Schemes for

Teaching	Shillong College Employees Welfare Fund (Another scheme towards post retirement maintenance assistance is being conceptualised)
Non-teaching	Shillong College Employees Welfare Fund. (Another scheme towards post retirement maintenance assistance is being conceptualised)
Students	Free studentship

6.5 Total corpus fund generated

Rs. 2.10 crores

6.6 Whether annual financial audit has been done Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	College Management
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

A strong and dynamic Shillong College Alumni Association exists which takes up number of programme every year such as Celebrating College Foundation Day, extending financial grants to students, donation of book to college library, etc. President of the Shillong College Alumni Association is also a member of the Governing Body of the College.

6.12 Activities and support from the Parent – Teacher Association

Principal, Vice Principal and Teachers are easily accessible to the parents/guardian any time and they interact quite often and settle any issue that may crop up. As such need for such association was never felt as stakeholders remain largely satisfied.

6.13 Development programmes for support staff

Whatever programmes are initiated for regular staff; similar benefits are extended to all other staff. In fact, no such division exists among the staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Shillong College accords high priority to Environment Conservation, zero littering and maintenance of hygienic conditions everywhere. Regular Cleaning Drives are conducted every in and around the College campus. NSS unit of the College has adopted villages in the State and maintains them. In addition, NSS Unit also conducts cleaning drive and environment awareness programme in other areas of the State.
- Shillong College along with Shillong College Academic Society (an NGO formed by the teachers of the College in 1998) celebrates World Environment Day every year since its inception through number of student oriented programmes inviting students from various institutions (school and college). In fact, these programmes have become very popular and the contribution of the College in not only making campus eco-friendly but also sending the message elsewhere is now being acknowledged by all.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Progressive delinking of Higher Secondary Section and appointment of new set of teachers for class XI-XII level.
- Organising more Seminars and Workshops which benefit not only the faculty member but more so the students.
- Initiative for starting Physical Education course in the college leading to B. P. Ed degree
- Introduction new routine with one hour duration of each class.
- Monitoring of students through regular tests. Saturdays have earmarked for class tests.
- Putting stress on research activities and publications by the faculty members.
- Initiatives for new welfare scheme for the staff of the college, details of which are being worked out.
- Computerisation of most of the Administrative work and extending computer facilities to most of the departments.
- Providing lap-tops and LCD projectors to all the Science Departments.
- A general friendly relationship between the teachers, between the teachers and students, and easy accessibility to Principal/Vice Principal/Management.
- Practice of democratic functioning and equity considerations in all levels of decisions of the Management as well as by the Principal in day to day work.
- Activities of IQAC and involving the teachers in making academic as well as administrative decisions.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Appointment of new teachers in Higher Secondary section and progressive de-linking.
- Physical Education as a subject is introduced.
- New routine with extra time for classes making the teaching more effective.
- Asserting more stress on the attendance of students in academic as well as extra-curricular activities.
- Creating of Sports infrastructure in the college campus with assistance from UGC.
- **Organised of International Seminar on Studies on Science which was attended by the Chief Minister in which the Hon'ble Chief Minister announced special scholarship for students pursuing career in Science.** This particular feature has made a big impact as it is going to benefit students of not only this college but all the students pursuing career in Science in whole of the State.
- **Visit by Hon'ble Union HRD Minister Dr. M. PallamRaju to the college to inaugurate the Golden Jubilee of Teaching Science in Shillong on 6th June, 2013,** and his encouragement to the teachers and students in studies in not only Science but also in all streams and used the modern technology and ICT in the teaching learning process.
- Organising a Science Exhibition by students as well as different scientific organisation in government, public and private sectors, and this created an enthusiasm amongst the students.
- Opening and functioning of Students' Service Centre which provided study materials like book, copies etc. to students at reduced rates.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- **Higher Education** – This College is committed to easy access to higher education and therefore takes initiative in running various courses that are affordable to all and also that which will create a knowledge base along with giving a decent living. The initiative to open IGNOU centre is a step in this direction and more such initiative would be taken in near future.
To make the higher education affordable to more students, the college is contemplating to start PG courses in selected subjects. The experience in running the PG courses in conjunction with IGNOU will be of immense help to start such master degree course by the college on its own initiative.
- **Internal Quality Assurance Cell Activities** - Activities of IQAC and involving the teachers in making academic as well as administrative decisions instils confidence among them to be involved in development activities of the college. It is important to make the teachers as well as the students to appreciate the role of IQAC in all spheres of education in institution of Higher Education. IQAC is not only taking steps to sensitise the teachers in upgrading of their knowledge base and pursue higher research activities but also make them realise that academic activities should be coupled with extra-curricular activities that supplements the initiatives in the academic front. IQAC is constantly acting to evolve mechanisms for: (i) Ensuring timely, efficient and progressive performance of academic, administrative and financial responsibilities; (ii) The quality of academic and research programmes and sharing the same with other; (iii) The credible continuous evaluation of students; (iv) Equitable and affordable of academic programmes for various sections of society and (v) Adoption of modern methods of teaching and learning.

7.4 Contribution to environmental awareness / protection

- Systematic programmes on Environmental awareness by NSS, NCC, and Shillong College Academic Society.
- Periodic Cleaning Drive in the campus and various parts of City as well as in nearby villages.
- Declaring the College campus as zero littering area.
- Prohibition of Smoking/tobacco usage in the college campus.
- Plans to have solar energy units in the college in future.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT ANALYSIS is in progress.

8. Plans of institution for next year

1. To start Bachelor Course on Information Technology – permission from affiliating University is awaited.
2. To start Bachelor Course on Physical Education – permission from affiliating University is awaited.
3. Construction/Extension of Science Block of the College.
4. Development of new campus with playground and separate academic block which may take care of Professional Courses and Boys’ Hostel.
5. Construction of a four-storied building in the present campus which will have separate modern auditorium, seminar room, new class rooms, students’ facilitation centre, parking places etc.
6. Extension of Research and Publications activities.
7. Since the affiliating University, i.e. North Eastern Hill University, is expected to shift to semester system in degree courses from next academic session, the college is exploring all opportunities so that it may cope with the new challenges despite the limited staff strength is has at present.
8. To prepare and proceed for next cycle of Re-accreditation by NAAC, since the present cycle of re-accreditation will end by September, 2015.

Name: Dr. M. N. Bhattacharjee

Name: Dr. K. D. Ramsiej



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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ANNEXURE I

SHILLONG



COLLEGE

Boyce Road, Shillong – 793 003

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e-mail: shillcoll@yahoo.co.in

Phone- 0364-2224903

A NAAC Re-accredited Grade B Institution 2.92 in 2010

ACADEMIC CALENDAR -2014

27th March, 2014

SL.	Date	Event
1.	1 st January 2014	General Excursion & New Year's Day
2.	15 th January 2014	College office reopens after Christmas Holidays
3.	26 th January 2014	Republic Day
4.	1 st February 2014	College classes reopens after Winter Vacation
5.	3 rd February 2014 to 16 th February 2014	Class XI (Arts / Sc. / Com) Promotion Examinations
6.	11 th February to 9 th May 2014	B.A./B.Sc./B.Com./B.B.A./B.C.A. (NEHU) Examinations
7.	5 th March to 21 st March 2014	H.S.S.L.C., (MBOSE) Theory Examinations
8.	14 th March 2014	Declaration of Class XI Promotion Results
9.	17 th March 2014	Holi
10.	24 th March to 2 nd April 2014	H.S.S.L.C., (MBOSE) Practical Examinations
11.	1 st April 2014	Commencement of Class XII Classes (Arts/Sc/Com)
12.	7 th to 11 th April 2014	Students' Counselling for Class XII (Arts/Sc/Com)
13.	14 th April 2014	Shad Suk Mynsiem
14.	15 th April 2014	Assamese New Year (Bihu) & Bengali New Year
15.	18 th April 2014	Good Friday
16.	2 nd May 2014	Commencement of Degree II nd Yr & III rd Yr Classes (BA/ B.Com/ BSc/ BCA/ BBA)

17.	14 th May 2014	Buddha Purnima
18.	15 th May 2014	Meeting of Teaching Staff
19.	16 th May 2014	Meeting of Non-Teaching Staff
20.	16 th May 2014	Budget Meeting of Students' Union
21.	2 nd June 2014	Students' Counselling for Class XI Classes (Arts/Sc/Com)
22.	3 rd June 2014	Commencement of Class XI Classes (Arts/Sc/Com)
23.	5 th June 2014	Celebration of World Environment Day
24.	6 th – 7 th June 2014	Students' Counselling for Degree 1 st Year Classes Arts / Science / Commerce (Gen Courses), BCA, BBA & B.Sc.(Computer Science) / B.Sc. Microbiology [Professional Courses]
25.	9 th June 2014	Commencement of Degree 1 st Year Classes Arts / Science / Commerce (Gen Courses), BCA, BBA & BSc(Computer Science) / B.Sc. Microbiology [Professional Courses]
26.	14 th – 21 st July, 2014	Training Program on Capacity Building for Freshwater Ecosystem Conservation in Northeast India
27.	16 th July 2014	Behdeinkhlam
28.	17 th July 2014	U Tirot Sing Day
29.	23 rd July 2014	Closing Ceremony of Golden Jubilee of teaching science in the college
30.	29 th July 2014	Id-UI-Fitre
31.	12 th August 2014	Library Day
32.	15 th August 2014	Independence Day & College Foundation Day
33.	16 th August 2014	Alumni Day
34.	17 th August 2014	Janamasthami
35.	5 th September 2014	Teachers' Day
36.	7 th September 2014	Tithi of SrimantaSankarDev
37.	13 th September 2014	Non-Teaching Staff Day
38.	13 th September 2014	Students' Union Election
39.	20 th September 2014	Formation of Students' Union
40.	30 th September to 9 th October 2014	Durga Puja / Laxmi Puja, Id UIZoha

41.	2 nd October 2014	Birth Anniversary of Mahatma Gandhi
42.	1 st October to 9 th November 2014	1 st Year B.A./B.Sc./B.Com./B.B.A./B.C.A. Selection Test Examinations Pre- Board - Examinations for Class XII (Arts/Sc/Com) / Pre- Promotion Examination for Class XI (Arts/ Sc/Com) Selection Test for 2 nd & 3 rd Year Degree Classes
43.	23 rd October 2014	Kali Puja / Diwali
44.	31 st October – 1 st November 2014	Proposed National Seminar on “Networking and Cloud Computing”.
45.	2 nd November 2014	All Souls’ Day
46.	6 th November 2014	Birth Anniversary of Shri. Guru Nanak
47.	7 th November 2014	Wangala Festival
48.	12 th & 13 th November 2014	Prize Distribution & Cultural Programme
49.	14 th November 2014	Muharam
50.	22 nd November 2014	Meeting of Heads / Senior Teachers of Departments
51.	25 th November 2014	Declaration of Selection Test Results
52.	27 th November to 4 th December 2014	Departmental Study Tour
53.	23 rd November 2014	SengKutSnem
54.	12 th December 2014	Pa Togan N. Sangma
55.	18 th December 2014	Death Anniversary of U SosoTham
56.	22 nd to 31 st December 2014	Christmas Holidays
57.	30 th December 2014	U Kiang Nangbah Day

- ❖ Unit Test, sports activities & other programmes are to be conducted on Saturdays
- ❖ College will reopen after Winter Vacations on 2nd February 2015.
- ❖ Certain dates are subject to change depending upon NEHU / MBOSE examination schedule

Principal
Shillong College
Shillong