

SWOC/SWOT ANALYSIS

Meeting of the Internal Quality Assurance Cell (IQAC) of Shillong College held on 15th of November, 2012, (Thursday) decided to initiate SWOT (or SWOC) analysis (finding out Strength and Weakness) of the College and a committee was formed in this connection, with

1. Dr. (Mrs.) E. Kharkongor, as the Convener of the Committee.
2. Shri M. Rani, Coordinator, IQAC, Synod College – Member.
3. Shri Frederick Lamare, Department of Zoology, St. Anthony’s College, Shillong – Member.
4. President/Secretary of the MCTA Shillong College Unit - Member.
5. Vice President of the SCSU – Member.
6. Shri Marcel Lyngdoh – Non-teaching staff - Member.

On getting sanction from the Governing Body of the College, the team started its long and arduous process of analysis of the various aspects of the college, taking the feedbacks, series of discussions and finally presented the report in August, 2014. The above team constituted various sub-committees smooth conduct of the analysis and it involved all the stakeholders in the process.

Recommendations of the analysis served as real assessment and the IQAC considered the report as one of the strong feedback for further enhancing the quality of academic and extra-curricular activities of the College in addition to improving the infrastructure. The members of the SWOC analysis team and the members of the various sub-committees were facilitated by the IQAC and the College in a solemn function held on the 5th of September, 2014. Taking the report as the guideline for next phase of expansion activities, the IQAC has prepared a document giving responses of the College on the observations made by the SWOC Analysis Committee, which is presented below:

RESPONSES OF THE COLLEGE/IQAC ON THE VARIOUS ISSUES IDENTIFIED BY THE SWOC ANALYSIS COMMITTEE

I. ON STRENGTH AND WEAKNESSES

KEY PARAMETERS	STRENGTH	WEAKNESSES	RESPONSES
Curricular Aspects:	Syllabus Number of Courses Offered	Syllabus (Commerce Stream)	Syllabus is framed by the affiliating University and the college has no authority in this regard. However a number of faculty members are members Board of Under-graduate Studies of the University and contribute in framing the syllabus in that capacity. However, the Department of Commerce will take up the matter with the University to take care of any deficiency.
		Class Attendance	This area is being taken care of, erring students are given extra assignments and coordination with parents is being made regularly.
Teaching, Learning & Evaluation	Highly Qualified Faculty Seminar & Conference Evaluation Process Academic Results	Teaching Aids	Teaching aids are continuously upgraded and many classrooms are now equipped with smart boards, ppt., etc.
		Faculty Strength	Enough measures have been taken by the College to increase the Staff Strength. Part time teachers are given appointment whenever required. Very few departments have inadequate number of faculty but these are being taken care of with appointments of

			teachers at the expenses from college fund. There is minimal support from government towards sanctioning of new posts even though new departments and subjects are introduced with passage of time.
		Faculty Development Programmes	Few teachers are pursuing degree under FIP of UGC. The institution as such does not have any scope to organise such programmes. However, the teachers are always encouraged to participate in orientation courses, refresher courses, seminars, conferences, workshop, training programmes etc. and the college never withholds any such applications.
Research & Publication	College Magazine Students Project & Research Publication – Proceedings of Conference etc.	Lack of minor & major research projects	This is an area where impetus is given by the college. A Research Cell has been constituted in 2009, which is re-constituted and revitalised in 2013. Significant initiatives are being taken by the Cell. However, the scope taking up major research project is limited in the college.
		Departmental Publication	Some departments like Physics and Zoology publish departmental journals. Literary Circle (consisting of all language departments) has a mini-journal called 'Pastiche'. As such, departmental reports are published every year in annual college magazine.
Infrastructure & Learning Resources	Conference Room, Science Labs; Computer Labs; Girls Hostels Library: Space, Number & Issue of books; Health Care Notice Boards Office Furniture & Fittings	Building – Plan layout;	Master plan includes construction new class rooms, auditorium etc. Work in this direction has started.
		Maintenance;	Maintenance is priority for the college and appropriate measures are being taken.
		Lighting & Ventilation	After the renovation work and new constructions are over, there will be substantial improvement in this sector.
		Emergency Exits	Some provision of emergency is present, more are being created.
		Canteen facilities & Coffee Corner Facilities	On completion of the new Academic-cum-multipurpose annexure, this concern will be addressed properly.
		Students Common Room	New Academic-cum-multipurpose will take care of this facility properly.
		Toilet Facilities	New Academic-cum-multipurpose annexure being constructed has appropriate provision for this facility.
		Re-recreational Facilities	Sports Infrastructure Complex has been completed. More are being constructed in the extended campus in Mawksiang.
		Maintenance of Classroom – Desk & Bench, Sound, Audio Visual Aids	These concerns are being addressed. New sound proof rooms are under construction, and will have appropriate audio-visual aids.
		Cleanliness	Discipline and Cleanliness Committee has been rejuvenated. NSS cell is also taking care of this concern.

		Library – Internal Facility	Significant improvements have taken place recently with addition one more spacious room, five more computers with internet facilities and addition of more books and journals. New Science Block, under Construction, will have spacious separate Library Block of the College with all required facilities.
		Office Layout Location – for issuing of forms etc.	After the new Academic-cum-multipurpose annexure is complete, Office will have a face lift and general administration, accounts, admission sections etc. shall have separate blocks.
Students Support and Progression	Good Student – Teacher Relationship Inter – College Competition – Sports, Debate, Quiz, Cultural Competitions etc Students Union Participation in Extra –Curricular Activities - Community Reach out of NSS, NCC etc. Scholarships & Rewards for meritorious Students Absence of ragging activities	Notice Board specially for (Student Union Office)	Such a Notice Board is being placed outside the Students’ Union room.
		Students Discipline	College Discipline Committee and Discipline Secretaries of S.C.S.U. are taking of this.
		Students Motivation	Placement Cell, ICGC and Entrepreneurship Development Cell are involved in motivating the students and performing their job creditably.
		Grievance Redressal Mechanism	There is a Grievance Redressal Cell. Whatever grievances received are properly attended. In addition, Principal and Vice Principal are always attending to any requirement of the Students.
		Personality Development Programmes	Placement Cell is taking care of this. The Placement Cell, EDC, Women Cell and ICGC are also conducting programmes in this direction.
		Camps & Field Trips	There is a provision that each and every department may organise the same. Fund Allocation Committee has earmarked appropriate funds for this with proper set of rules. Most of the department, NSS, EDC have conducted field trips and study tour.
		Excursion	At least one general Excursion programme is conducted every year.
		Number of Classroom	More class rooms are being constructed. Maintenance sector is being strengthened.
Governance, Leadership & Management	College Vision; Leadership Presence of Different Committees & Cells Flow of Communication between management and Teachers	Distribution of Workload among Staff	There are a number of Committees to cover different areas of activities of the College so that the Work load does not become a burden on an individual. However, the Senior faculties are expectedly taking more responsibility.
		Maintenance of Account	New software acquired and under the process of computerisation for smooth and faster resolution of all types of work is in progress.
		Communication between Parents,	Parents and guardians are free to meet the Principal, the Vice Principals or any of the

		Alumni with College.	faculty members any time – there is no restriction on this. Formal meetings are not preferred since they communicate better in one-to-one situation. Shillong College Alumni Association is very active and maintains regular contact with the college. The Governing Body of the College as well as the IQAC has a number of alumni as member of these key bodies.
		Communication gap between stakeholder	Major stake-holders like the existing students, past students (alumni), parents and guardians are encouraged to be in touch with management and faculty.
		Publicity	Every activity of the College is given adequate publicity maintaining the norms of a respectable educational institute. Website of the college is also updated regularly regarding the major activities of the college.
Innovation & Best Practices	Innovative Methods of Teaching Employees Welfare Schemes Professional & Certificate Course Entrepreneurship Development Training Distance Education Study Centre Promotion Shillong College Academic Society Election of Students Body College Website	Students' Club	Shillong College Students' Union takes care of own activities of the Students. Additionally, some departments like Botany, Zoology, Microbiology, Computer Science etc. have their own Club/Society and takes up many activities.
		Cultural artifacts	College students and staff are very active in cultural activities. There is Art & culture Museum in the college, though the same is under renovation now.
		Collaboration and links with other agencies/ institutions/ organisations	Various seminars/workshops/conferences are organised in collaboration with various organisations and agencies. Recently, a MoU for Community College involving two nearby colleges has been executed. Further, Entrepreneur Cell is having collaboration with Indian Institute of Entrepreneurship, EDI (Gujarat), RGNIYD and Government of Meghalaya conducting course in Entrepreneurship etc.
		Opportunities for Placement	Being taken care of through the re-constituted Placement Cell. EDC is also involved in the process.
Others	Working Environment Team work Absence of Sexual Harassment/ Gender equity Parking (Staff) Good Will of the	Overall Cleanliness	Being supervised by Discipline and Beautification Cell. Expected to improve drastically once the present project of major construction work in the college is over.
		Security	Private security arrangement is in place. There is no major security concern in the college. Home Guards are now looking after security aspects.

	College. Alumni Association and its contribution.	Students' Retention	Such a concern does not exist since students after graduation proceed for higher studies elsewhere, as college is not offering PG courses as of now. Students clearing Class XII standard most prefer (about 70%) this college for the facilities and quality of Staff available.
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II. OPPORTUNITIES AND CHALLENGES BASED ON STRENGTH AND WEAKNESSES

OPPURTUNITIES	CHALLENGES	RESPONSES
Highly qualified faculty strength	Infrastructural support- need for optimum utilisation of space for expansion and new buildings.	Space available in the main campus is limited. Major construction work is in progress for maximum utilisation of the space available.
Students' strength	Enhancing overall infrastructure, Introductions of new courses, creating more faculty positions and additional supporting non-teaching staff without financial aid from government.	Infrastructure is being upgraded. Two new courses, B. Sc. (IT) and Bachelor of Physical Education is about to take of from the academic session 2015-16. State Government has not sanctioned any more posts for over 30 years – this is major hurdle in strengthening the departments.
Active Alumni Association	Mobilisation of funds	Shillong College Alumni Association is very active though it may consider doing more.
Active NSS and NCC- For Community and Reach Out Programmes	Increase of college fees should correspond with provision of more additional facilities for students	Shillong College offers one of the most minimum fees structure in the City as well as the State which makes it one of the preferred destinations for the students desirous of higher studies. Within this minimal fee structure, college is always upgrading the facilities for students and will do more in near future.
Students Union Participation	Functional and effective Grievance Redressal mechanism	Grievance Redressal Cell is functioning. Principal and Vice Principal are also attending to any grievance of Students and Staff regularly.
Publication of Peer Reviewed Journals etc.	Functional Placement Cell	Placement Cell re-constituted. College is preparing to publish a peer reviewed ISSN journal from this year (2015)
WIFI Campus	Toilet Facilities for Physically Disabled	Both the concerns are being addressed, expected to see major changes once the new construction activities are complete.

Introduction of Diplomas, Certificates and Post Graduate Courses	Overall maintenance of cleanliness	New course will be launched from the next academic session. Maintenance of cleanliness is a challenge given the fact that number of visitors and student strength is ever increasing. Appropriate measures are being taken.
Online Admission Procedures	Waste Management	Both these opportunities and challenges are being addressed to.
Botanical Garden – Plantation of Medicinal and Aromatic plants	Fostering unity and cooperation among all stakeholders	Plantation of useful plants/trees and their conservation are always a priority of the College. Shillong College is an ideal ground for fostering National Integrity. Cooperation among the staff and students is exemplary and the management accords high priority to this aspect.
Auditorium		New Building will have a state-of-the-art Auditorium with capacity of about 1000.
Staff Quarters		Some Staff Quarters of Grade IV employee is there. New Campus has provision such facility in future plan.
Separate block for IGNOU Study Centre.		College is planning to have Separate block for not only IGNOU Study Centre but also Higher Secondary Section and also for Professional Courses.
Enhancement of Support Systems from other institutions of higher learning, government etc.		Recently, a MoU for Community College involving two nearby colleges has been executed.

III. SWOC -- PRIORITIES: THE ACTION PLAN

Sl. No.	SUGGESTION BY SWOC COMMITTEE	RESPONSES
1	Design and layout of buildings with special attention to space, emergency exits, and future expansion.	Has been designed and work in this direction has already been initiated.
2	Office layout and location for easy access for issuing of forms and others.	This will be addressed to as and when new construction work makes appropriate progress.
3	Up gradation and maintenance of compound.	Right attention is being accorded on maintenance and continuous need-based up-gradation.
4	Provision of seating arrangements for students within the campus during breaks.	Suggestion well taken. Such arrangement shall be augmented.
5	Infrastructural support for teaching and learning: Class-rooms; White boards in every class-room; Sound systems in big class-room etc.	All these concerns will get appropriate face-lift once the new construction work is complete.
6	Up-gradation of Statistics laboratory and provision of Rooms for each Department	New Building has provision for this.
7	Separate Block for Higher Secondary Section --	The entire administration and functioning of Higher

	Arts and Commerce Streams	Secondary will be de-linked within next few years.
8	Provision of proper common rooms for staff and students with all necessary infrastructures; provision of proper first aid room for students.	Most of these facilities exist. There is Health care Room which takes care of immediate health related issues of students and staff.
9	Provision of another canteen and up-gradation of existing canteen with proper maintenance.	New Building has this provision in its master plan.
10	Adoption of proper accounting software for maintenance of account with Staff Training.	New software for accounting is being installed with complete computerisation and training of the staff.
11	Appointment of more LDA'S and office assistants to meet increasing work load	Since the State Government does not provide sanction of new posts, the college is creating limited posts within its limited resources.
12	Appointments of more teaching faculty in certain departments which is necessary.	More appointments have been made in certain departments. Financial constraints are a hurdle in the absence of sanction of new post by the Government.
13	Organising Faculty Development Programmes.	A good number of seminars/workshop are being organised every year. Specific FIP may be organised in future.
14	Organising of Personality Development Programmes, Summer Camps, and Field Visits for students.	Field visits are organised every year by many departments. EDC, ICGC and the Placement cell are addressing these issues.
15	Upgrading and further development of College website	Web-site of the college now has a new look with many new features. Weekly up-dating is planned.
16	Improvement of communication amongst all stakeholders	Every important activity is notified properly, and close interaction of Principal and Vice Principal with stakeholders are the hallmark of this institution.
17	Ensuring students retention for good results	Students with better results are given preference during admission.
18	Effective Waste Management	Proper technical knowhow have been initiated and will be installed once present major construction is over.
19	Provision of internet facility for students in the library	There are Ten computers with internet facilities for the students in the library. More such facilities are being created.