



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

Shillong College

• Name of the Head of the institution Dr. (Mrs.) E. Kharkongor

• Designation Principal

• Does the institution function from its own campus? Yes

• Phone no./Alternate phone no. 03642224903

• Mobile No: 9402554445

• Registered e-mail shillcoll@yahoo.co.in

• Alternate e-mail iqac.sc@gmail.com

• Address Shillong College, Boyce Road, Laitumkhrach

• City/Town Shillong

• State/UT Meghalaya

• Pin Code 793003

2. Institutional status

• Type of Institution Co-education

• Location Urban

• Financial Status Grants-in aid

- Name of the Affiliating University **North Eastern Hill University**
- Name of the IQAC Coordinator **Dr. S. Sarma**
- Phone No. **03642224903**
- Alternate phone No. **9436335399**
- Mobile **9436335399**
- IQAC e-mail address **iqac.sc@gmail.com**
- Alternate e-mail address **iqac.sc@shillongcollege.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://shillongcollege.ac.in/wp-content/uploads/2021/07/AQAR-2019-2020.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://shillongcollege.ac.in/wp-content/uploads/2021/08/ACADEMIC-CALENDER-2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.60	2003	16/09/2003	16/09/2008
Cycle 2	B	2.92	2010	04/09/2010	03/09/2015
Cycle 3	A	3.06	2016	25/05/2016	24/05/2021

6. Date of Establishment of IQAC

16/06/2004

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Shillong College	Grants In Aid	State Government	2020-21, 365 Days	130051433
Entrepreneurship Development Cell	Three Months Certificate Course in Entrepreneurship Development By Entrepreneurship Development Cell, Shillong College	MIE/ACC-68/Pt-8/2020-21/3354 Dated 26th March 2021	26th March 2021, 90 Days	197136

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

During the Pandemic the IQAC organised Webinars-National, Regional and State level Seminars, Conferences, Workshops, Faculty

Development Programmes and Training Programmes which were attended by renowned academicians from the country and abroad, policy makers, faculty and research scholars from all over the country. The deliberations therein greatly benefitted the students and faculty. The IQAC conducted the AAA for the Academic Year 2020-2021 from 01-11-2021 till 15-11-2021 to strengthen the Data Validation and Verification process. The IQAC spearheaded various publications and one of its significant contributions was the publication of the Interdisciplinary Journal "Echoes from the Hills" with ISSN: 2581-5253 (Print) first released on the 24th July, 2018. Due to the pandemic, the 4th Edition of the journal with the sub theme entitled "Society in a Frantic Habitat" the released was delayed and was finally released on the 18th of November, 2021. The next issue on "Interdisciplinarity and Innovations in Education" will be released shortly. IQAC is continuously focusing on up gradation of teaching-learning infrastructure, development of MOOCs and e-content, LMS and ICT equipments and their maintenance for quality enhancement. Keenly pursuing its policy of growth and expansion, IQAC is now trying to introduce PG programmes in other subjects besides English which has already been introduced in the year 2018. The college has acquired an opening permission for Post Graduate Programme in Khasi from the affiliating university, North Eastern Hill University to become operational by 2022. The IQAC has started the process of systematic Data Capture to enable the college to prepare for NAAC according to the RAAF and phase wise computerization of all academic and administrative work. Development of MIS: Phase 1 online admission and payments of fees has become operational from Academic Year 2020. The IQAC is also trying to develop a standardized student mentoring system, conduct better Student Satisfaction Survey, has been making systematic and concerted efforts for entrepreneurship, promoting environmental awareness through Green Campus Campaign and various other programmes and greatly encouraging students' participation in various co-curricular and other activities that impart leadership training and instil universal values.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>1. Organizing Seminars/Conferences/ Workshops/Training and others.</p>	<p>1. 1. The Department of Computer Science & Application and Placement Cell organised a Training Programme for imparting skills in "Cyber Security and Ethical Hacking" from the February 2020 to November, 2020 at Shillong College in collaboration with Anudip Foundation. 2. 2. Women's Cell, Shillong College in collaboration with Meghalaya State Legal Services Authority organised a programme on "Legal Literacy Campaign on Protection of Children from Sexual Offence(POSCO) Act 2019 on the 25th of February, 2020 which was attended by 282 students and 12 faculty members. 3. 3. Free Employability Online Training Cum Hiring programme was organised by Placement Cell in collaboration with TCS from 1st July 2020 to 21st August, 2020. The same Training programme was also organised for another batch of 31 students from 19th October, 2020 to 11th January, 2021. 4. 4. The Department of Computer Science and Application in collaboration with the ICT and Website Maintenance Cell, organised a "Hands-on Workshop on Online Learning Teaching Tools" on the 17th of September, 2020. The workshop was necessitated by the Pandemic and subsequent switch over to online teaching learning. 5. 5. Webinar on "Preparation of Lesson Plan" for all Faculty was organised by the Internal Quality Assurance Cell, Shillong College, on 10th</p>

of September, 2020. Resource Person, Dr. Beryll Buam CTE, PGT, Shillong delivered the Keynote Address, while Prof. S.M. Sungoh, Department of Education, NEHU, was the Resource Person for Arts, Commerce and BBA and Dr. R. Rymbai, Department of Education, NEHU was the Resource Person for the Science Stream.

6. 6. S. C. Dutta Memorial Lecture was organised by the Department of Chemistry in collaboration with IQAC, Shillong College on 11th November, 2020 in the college Conference Hall via Blended mode. The theme of the lecture was "Onward with

Chemistry". While Dr. S.K. Gupta, Former Head, Department of Chemistry, joined online from Kolkata for the lecture and Dr. M.N. Bhattacharjee, Former Head, Department of Chemistry made an offline presentation in the College Conference Hall. 7.

8. 7. Outreach Programme to adopt Mawkasiang as one of its "Adopted Villages" was held at the Community Hall at Mawkasiang on 21st December, 2020. The college was represented by the Principal, Dr. (Mrs.) E. Kharkongor, Vice-Principal, Shri B. Syiem, Shri S. Kharchandy, Shri M. W. Synrem, Smt. R. Khongwir and Shri A. Khriam from the non-teaching staff. The programme was presided over by the Headman of Mawkasiang Local Dorbar Shri. T. Kharkongor and was graced by Shri. P. Syiem, Chairman, Khasi Hills Autonomous District Council as the Chief Guest.

Whilst stressing on the need for road connectivity and electricity connection to the campus she informed that the college would be adopting Mawkasiang as one of its "Adopted Villages", and would be co-ordinating with the Local Dorbar in organizing community participation programmes that would benefit the people in the area. To mark the occasion, the college donated 12 desks and benches, face masks and sanitizers which were handed by the Principal to the Headman of the Local Dorbar. 8. Five Day Skills Training Programme on Low Cost Appropriate Technology was conducted By IQAC, Shillong College in collaboration with SCSTE, Govt. of Meghalaya at Extended Campus Mawkasiang from the 15th -19th February, 2021. 9. Swimming Pool was inaugurated on 19th February, 2021 at Extended Campus, Mawkasiang by Shri S.Dhar, Hon'ble Minister Department of Commerce & Industries, Transport, Urban affairs and Municipal Administration, Government of Meghalaya. 10. A talk (online) on "Government Services for the Upliftment of Women" was organised by Women's Cell, Shillong College to observe "International Women's Day" on the 8th of March, 2021. 11. A One Day Workshop on UGC Regulations 2018 was organised by IQAC, Shillong College for all UGC Sanctioned Post Teachers on the 8th of April, 2021 where Dr. B.D. Cajee, Deputy Director, DHTE, Government of Meghalaya

came in as the Resource Person.

Programmes in the offing • The IQAC is preparing for the conduct of AAA for Academic Year 2020-2021 to strengthen the Data validation and Verification process. • The Shillong College Central Library will commemorate the Birth Anniversary of Dr. S.R. Ranganathan by organising a National Webinar on the theme "On Reinventing and Redefining Library Spaces in Digital Era" on the 12th of August, 2021. • Three Week Students' Induction Programme on Exploring NLIST Consortium will be conducted by Shillong College Central Library tentatively in the month of November, 2021. • Joining the celebration of 50 years of Statehood of Meghalaya, the institution will be organising various Programmes, Talks and Panel discussions and cultural competitions to celebrate the occasion. The Programmes will be organised by different departments, cells and committees of the college in collaboration with the various departments of the State Government. • The Department of Political Science and Sociology will be organising a Panel Discussion on the Theme "Higher Education in Post Pandemic World: Challenges in the New Normal" tentatively in the month of October, 2021. • Department of Khasi in collaboration with IQAC, Shillong College is planning to organise a Two-Day Webinar on the Theme "Ka Jaitbynriew Hynniew Trep haka Jingiaidlyntiba 50 Snem"

tentatively in the month of December, 2021. • Swasth Bharat (Health Care Cell) will be organising a COVID Vaccination Session in the College Campus for students and Staff of the college. • The Vaccination Session will commence from the 24th of November, 2021 every Wednesday and Thursday as informed by the Office of the District Medical and Health Officer, vide letter No. EKH/NHM/COVID19/2020/5694, dated the 18th November, 2021. • Classes were held as per the Standard Operating Procedure issued by the State Government from time to time.

2. Publication

1) The Entrepreneurship Development Cell, Shillong College has published the Volume on Entrepreneurship Development: Challenges and Opportunities with ISBN: 978-93-9043408 04 and released on 16th December, 2020. This volume is an outcome of programmes and workshops organised by the cell as well as research papers contributed by academicians and resource persons based on experience and representations of Primary and Secondary data. 2) Fourth Edition of the Peer Reviewed Annual Interdisciplinary Journal entitled "Echoes from the Hills", Volume IV (editorial board) on the Theme- Society in a Frantic Situation with ISSN No. 2581-5253 registered under the Registrar National Press of India, New Delhi, RNI No. MEGENG/2017/74583 was released on 18th November, 2021. 3) A

Publication "Research Methodology" by IQAC & Research Innovation and Publication Cell on the theme with ISBN is to be released shortly. 4) A Publication on "Cross Border Connectivity and Inclusive Growth: Possibilities and Challenges with Special Reference to the North Eastern Region" an outcome of the Two-Day International Seminar held on 24th and 25th October 2017 as part of the Diamond Jubilee Celebration, Shillong College will be released shortly. 5) A Publication on "The Changing Dynamics of Tribal Society in India with Special Reference to North Eastern Region" by the Department of Sociology and IQAC, Shillong College, an outcome of the Two-Day National Seminar held on 5th & 6th November, 2019 is under process. 6) College Publications- Annual e-Magazine (available in college website), NSS Magazine including Departmental Magazines/Newsletters by some departments will be brought out soon. 7) Fifth Edition of Peer Reviewed Annual Inter Disciplinary Journal entitled "Echoes from the Hills", Volume V (editorial board) on the Theme- Interdisciplinarity and Innovation in Education with ISSN No. 2581-5253 registered under the Registrar National Press of India, New Delhi, RNI No. MEGENG/2017/74583 will be released shortly.

3. Affiliation of courses/ subjects /academic programmes

The College Development Council of the University has conducted

inspection of the college for provisional/permanent affiliation and permission for opening of courses as detailed below: ? B.Sc.

(Honours)Microbiology - Provisional Affiliation obtained for a period of three years with effect from academic session 2019-20 to 2021-22 Letter No. CDC/6/Sh.C/2014/Vol.V/-267 ? B.C.A. (Honours) - Permanent Affiliation obtained Letter No.CDC/6/Sh.C/2014/Vol.V/-945 Dated 19th October 2020. ? B.Sc. (Honours) Statistics- Permanent Affiliation Letter No.CDC/6/Sh.C/2014/Vol.V/-945 Dated 19th October 2020. ? Bachelor of Business Administration

(Honours)-Provisional Affiliation obtained for a period of three years with effect from academic session 2019-20 to 2021-22, Letter No. CDC/6/Sh.C/2014/Vol.V/-269. ? B.Sc. (Honours) Environmental Science - Granted provisional affiliation for a period of three years with effect from academic session 2018-21 Letter No.CDC/6/Sh.C/2014/Vol.V/-939 Dated 16th October 2020. ? MA English was granted renewal of Provisional Affiliation of PG Course with retrospective effect for a period of two years with effect from academic session 2019-2020-2021 in continuation to the affiliation granted vide Letter No.

CDC/6/Sh.C(PG)/2014/-1746 Dated 25/7/2018. ? The college was granted permission to start with PG Course (MA) in Khasi by North

Eastern Hill University, Letter
No.
CDC/6/Sh.C(PG)/2014/Vol.I/-956.

4. Enabling skill development and entrepreneurship training.

The IQAC adopts a systematic approach for skill development and entrepreneurship through the various cells and extension activities. A brief summary of these are: The Entrepreneurship Development Cell which is conducting the UGC Sponsored Three Months Certificate Course in Entrepreneurship Development since May 2013 has also been organizing programmes for entrepreneurship development in collaboration with the Meghalaya Institute of Entrepreneurship. It also collaborates with different organizations, government departments, industries and financial institutions such as KVIC, KVIB, SBI, MIDC, DHHDC, RRTC, DCIC, Bethany Society, Polaris Solutions Enterprise, Taxation Department, Tourism etc. for various programmes such as hands-on training, residential workshops amongst others. The EDC training programme has produced very good results and some participants have started business ventures while some have expanded. For instance, from the batch of participants of 2018 and 2019 we have: 1) Maxdonal Phalangki: On 30th August, 2020, Maxdonal has opened a Fast-Food outlet in his hometown - Nartiang, West Jaintia Hills with the name "Max Fast-Food" after a Two-Week Training Programme in Bakery, Fast-Food and Cake; opting for

specialization in Cake; at Don Bosco Technical School, Shillong. This training programme commenced on 17th November, 2020. In addition to the Fast-Food, he also deals with Cakery, gift items and decoration items. Max has now renamed his shop as "Max Cakery & Fast Food". 2) Afu Nyesase Y Jana: As a One-Person Company under the name "YoCa Spices", Afu, in continuation to his work since 2018, has started Export-Import trading since the third quarter of 2020. He has set up a retail outlet in IewNongmynsong, Shillong and has tied up with few local departmental stores located in key areas in and around Shillong city. YoCa Spices is also providing training courses on Black Cardamom Cultivation to singular individuals since November 2020 and has also been inducted into All India Radio's Farm and Home 2020 Programme. In addition to these, they are gradually expanding spice roster to walnuts, almonds, sesame seeds and cinnamon. (Follow this link to view YoCa Spices catalog on WhatsApp: <https://wa.me/c/917629016675>) 3) Kamwakhwah Fabian Pajat has completed the skill development course in Mechanic (Motors) from ITI, Rynjah, Shillong in the year 2021 and is in the process of starting his own Tyre dealership and servicing shop in Jowai, Jaintia Hills. 4) Herman Lyngdoh has ventured into Catering Business, supplying food to organisations, like

MATTI, Mawdiangdiang, which served as Quarantine Centres during the pandemic.5) Five Days Workshop on Community Programme and Capacity Building for Women and Youth in the Unorganised Sector under Mawryngkneng C & RD Block, East Khasi Hills District Meghalaya in Collaboration with The Office of the BDO, Mawryngkneng C & RD Block and sponsored by The Office of the DC, East Khasi Hills, Shillong on the 10th -14th January, 2022 at Smit Village. 6) Taking into consideration the positive response to the Five Days Workshop at Smit Village, the cell has decided to continue its effort to help the youth under Mawryngkneng C&RD Block, by organising the Three months Certificate Course sponsored by MIE, Govt of Meghalaya, which will commence from February, 2022.

5. Community Participation and Asset Creation.

Concerted efforts for community participation programmes and extension activities is an ongoing affair and few of them are: 1.Outreach Programme to adopt Mawkasiang as one of its "Adopted Villages" was held at the Community Hall at Mawkasiang on 21-12-2020. The college was represented by the Principal, Dr (Mrs.) E. Kharkongor, and Vice Principal (Self finance courses), Shri B. Syiem. The programme was presided over by the Headman of Mawkasiang Local Dorbar Shri. T. Kharkongor and was graced by Shri. P. Syiem, Chairman, Khasi Hills Autonomous District Council as the Chief

Guest. Whilst stressing on the need for road connectivity and electricity connection to the campus she informed that the college would be adopting Mawkasiang as one of its "Adopted Villages", and would be co-ordinating with the Local Dorbar in organizing community participation programmes that would benefit the people in the area. To mark the occasion the college donated 12 desks and benches, face masks and sanitizers which were handed by the Principal to the Headman of the Local Dorbar. 2. Five Day Skills Training Programme on LowCost Appropriate Technology was conducted By IQAC, Shillong College in collaboration with SCSTE, Govt of Meghalaya at Extended Campus Mawkasiang from the 15th -19th February 2021. 3. Swimming Pool was inaugurated on 19th February, 2021 at Extended Campus, Mawkasiang by Hon'ble Minister of Commerce & Industries Department, Transport Department, Urban affairs Department, Municipal Administration, Government of Meghalaya 4. NSS Unit, Shillong College, organized a One Week Special Camping programme at Nongtyngur Village from 1st to 6th March, 2021. Nongtyngur Village is one of the adopted villages of the unit. During this Special Camp, various programmes were organized such as Football, Long Jump, Tug of War, Musical Chair, Sack Race in Boys& Girls category, an awareness programme on Cleanliness and Healthy

Sanitation, and a cleaning drive in the entire village and the local market place. Prizes were distributed to the winners of various Sports & Games activities on the concluding day by the Programme Officers along with the Headman of the village. Due to Covid-19 protocols and restrictions, only 35 volunteers were selected to attend the Camp.

6. Administration.

1. Computerization of administrative work and online admission process is underway.
2. Appointment of teaching faculty includes 08 UGC Sanctioned Posts in Department of Economics(1), History(2), Khasi(1), Education(1), Zoology(1), Botany(1), Chemistry(1).
3. Alienleaf Studio LLP via work order "Ref No. SC/OAS/2020/01 dated 28012020.Nomination of Shri Nicholas P. Jyrwa, Assistant Professor from the Department of Computer Science and Application, as Social Media Champion (SMC) of the College to collect information and publicize activities of the college in social media for wide coverage.
4. Internet connectivity improved with fibre-optic technology.
5. CCTV coverage of the whole campus.
6. WIFI connectivity has been extended to cover the new Block-Block C of the college.
7. Continuous strengthening of the Shillong College Employees Staff Welfare Fund.
8. Scholarship Schemes and a number of endowment awards for academic

	<p>excellence besides awards for NSS & NCC have been instituted for the students. Free studentship for deserving students.</p>
<p>7. Endowments & Scholarships</p>	<p>1. S.C. Dutta Memorial Award 2. N. K. Sarkar Award (Highest Marks in English) 3. D. Mukherjee Award (Highest Marks in Physics) 4. Rekha Devi Award (Highest Marks in Zoology) 5. T. J. Kharbhih Memorial Scholarship (Highest marks in Chemistry @ Rs. 1000/- each) 6. Jaya Bhattacharjee Memorial Award (Highest Marks in Commerce) 7. Nirjharini Deb Roy and Biman Behari Deb Roy Memorial Scholarship 8. (For outstanding Girl students of Shillong College pursuing Post-Graduate studies) 9. N.S.S. Award, N.C.C. Award, Sports, Rovers and Rangers 10. Award for Academic Excellence in the Higher Secondary Section.</p>
<p>8. Expansion of Infrastructure.</p>	<p>There is continuous expansion of infrastructure and IQAC closely co-ordinates them all so as to enhance and sustain the overall academic and extra-curricular activities. An update on the expansion of infrastructure of the college are as follows: 1) Boys Hostel in the extended campus at Mawkasiang has been completed. 2) Construction of Sports Infrastructure in the extended campus at Mawkasiang and Swimming Pool partially funded by UGC has been completed and Swimming Pool was inaugurated on 19th February, 2021 at Extended Campus,</p>

Mawkasiang by Shri
S.Dhar, Hon'ble Minister
Department of Commerce &
Industries, Transport, Urban
affairs and Municipal
Administration, Government of
Meghalaya.. 3) Construction of
Auditorium in the New Academic
Block is complete. 4) Lift has
been installed. 5) ICT
Equipments, Science Equipments,
furniture and library bookshave
been procured. 6) Construction
of Science Block is in progress.
7) Botanical Garden has been
laid out. 8) Construction of new
girls' wash room has been
completed. 9) Indoor sports
infrastructure has been
upgraded. 10) Renovation of
Boys' Common Room is complete.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Shillong College Governing Body	24/05/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Shillong College
• Name of the Head of the institution	Dr. (Mrs.) E. Kharkongor
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• Mobile No:	9402554445
• Registered e-mail	shillcoll@yahoo.co.in
• Alternate e-mail	iqac.sc@gmail.com
• Address	Shillong College, Boyce Road, Laitumkhrach
• City/Town	Shillong
• State/UT	Meghalaya
• Pin Code	793003
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	North Eastern Hill University
• Name of the IQAC Coordinator	Dr. S. Sarma
• Phone No.	03642224903

• Alternate phone No.	9436335399				
• Mobile	9436335399				
• IQAC e-mail address	iqac.sc@gmail.com				
• Alternate e-mail address	iqac.sc@shillongcollege.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://shillongcollege.ac.in/wp-content/uploads/2021/07/AQAR-2019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://shillongcollege.ac.in/wp-content/uploads/2021/08/ACADEMIC-CALENDER-2020-21.pdf				
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6. 6. S. C. Dutta Memorial Lecture was organised by the Department of Chemistry in collaboration with IQAC, Shillong College on 11th November, 2020 in the college Conference Hall via Blended mode. The theme of the lecture was "Onward with Chemistry". While Dr. S.K. Gupta, Former Head, Department of Chemistry, joined online from Kolkata for the lecture and Dr. M.N. Bhattacharjee, Former Head, Department of Chemistry made an offline presentation in the College Conference Hall.

7. 8. 7. Outreach Programme to adopt Mawkasiang as one of its "Adopted Villages" was held at the Community Hall at Mawkasiang on 21st December, 2020. The college was represented by the Principal, Dr. (Mrs.) E. Kharkongor, Vice-Principal, Shri B. Syiem, Shri S. Kharchandy, Shri M. W. Synrem, Smt. R. Khongwir and Shri A. Khriam from the non-teaching staff. The programme was presided over by the Headman of Mawkasiang Local Dorbar Shri. T. Kharkongor and

was graced by Shri. P. Syiem, Chairman, Khasi Hills Autonomous District Council as the Chief Guest. Whilst stressing on the need for road connectivity and electricity connection to the campus she informed that the college would be adopting Mawkasiang as one of its "Adopted Villages", and would be co-ordinating with the Local Dorbar in organizing community participation programmes that would benefit the people in the area. To mark the occasion, the college donated 12 desks and benches, face masks and sanitizers which were handed by the Principal to the Headman of the Local Dorbar. 8. Five Day Skills Training Programme on Low Cost Appropriate Technology was conducted By IQAC, Shillong College in collaboration with SCSTE, Govt. of Meghalaya at Extended Campus Mawkasiang from the 15th -19th February, 2021.

9. Swimming Pool was inaugurated on 19th February, 2021 at Extended Campus, Mawkasiang by Shri S.Dhar, Hon'ble Minister Department of Commerce & Industries, Transport, Urban affairs and Municipal Administration, Government of Meghalaya. 10. A talk (online) on "Government Services for the Upliftment of Women" was organised by Women's Cell, Shillong College to observe "International Women's Day" on the 8th of March, 2021. 11. A One Day Workshop on UGC Regulations 2018 was organised by IQAC, Shillong College for

all UGC Sanctioned Post Teachers on the 8th of April, 2021 where Dr. B.D. Cajee, Deputy Director, DHTE, Government of Meghalaya came in as the Resource Person.

Programmes in the offing • The IQAC is preparing for the conduct of AAA for Academic Year 2020-2021 to strengthen the Data validation and Verification process. • The Shillong College Central Library will commemorate the Birth Anniversary of Dr. S.R. Ranganathan by organising a National Webinar on the theme "On Reinventing and Redefining Library Spaces in Digital Era" on the 12th of August, 2021.

• Three Week Students' Induction Programme on Exploring NLIST Consortium will be conducted by Shillong College Central Library tentatively in the month of November, 2021. • Joining the celebration of 50 years of Statehood of Meghalaya, the institution will be organising various Programmes, Talks and Panel discussions and cultural competitions to celebrate the occasion. The Programmes will be organised by different departments, cells and committees of the college in collaboration with the various departments of the State Government. • The Department of Political Science and Sociology will be organising a Panel Discussion on the Theme "Higher Education in Post Pandemic World: Challenges in the New Normal" tentatively in the month of October, 2021. •

Department of Khasi in collaboration with IQAC, Shillong College is planning to organise a Two-Day Webinar on the Theme "Ka JaitbynriewHynniewTrep haka Jingiaidlyntiba 50Snem" tentatively in the month of December, 2021. • Swasth Bharat (Health Care Cell) will be organising a COVID Vaccination Session in the College Campus for students and Staff of the college. • The Vaccination Session will commence from the 24th of November, 2021 every Wednesday and Thursday as informed by the Office of the District Medical and Health Officer, vide letter No. EKH/NHM/COVID19/2020/5694, dated the 18th November, 2021. • Classes were held as per the Standard Operating Procedure issued by the State Government from time to time.

2. Publication

1) The Entrepreneurship Development Cell, Shillong College has published the Volume on Entrepreneurship Development: Challenges and Opportunities with ISBN: 978-93-9043408 04 and released on 16th December, 2020. This volume is an outcome of programmes and workshops organised by the cell as well as research papers contributed by academicians and resource persons based on experience and representations of Primary and Secondary data. 2) Fourth Edition of the Peer Reviewed Annual Interdisciplinary Journal entitled "Echoes from

the Hills", Volume IV (editorial board) on the Theme- Society in a Frantic Situation with ISSN No. 2581-5253 registered under the Registrar National Press of India, New Delhi, RNI No. MEGENG/2017/74583 was released on 18th November, 2021. 3) A Publication "Research Methodology" by IQAC & Research Innovation and Publication Cell on the theme with ISBN is to be released shortly. 4) A Publication on "Cross Border Connectivity and Inclusive Growth: Possibilities and Challenges with Special Reference to the North Eastern Region" an outcome of the Two-Day International Seminar held on 24th and 25th October 2017 as part of the Diamond Jubilee Celebration, Shillong College will be released shortly. 5) A Publication on "The Changing Dynamics of Tribal Society in India with Special Reference to North Eastern Region" by the Department of Sociology and IQAC, Shillong College, an outcome of the Two-Day National Seminar held on 5th & 6th November, 2019 is under process. 6) College Publications- Annual e-Magazine (available in college website), NSS Magazine including Departmental Magazines/Newsletters by some departments will be brought out soon. 7) Fifth Edition of Peer Reviewed Annual Inter Disciplinary Journal entitled "Echoes from the Hills", Volume V (editorial board) on the

	<p>Theme-Interdisciplinarity and Innovation in Education with ISSN No. 2581-5253 registered under the Registrar National Press of India, New Delhi, RNI No. MEGENG/2017/74583 will be released shortly.</p>
<p>3. Affiliation of courses/ subjects /academic programmes</p>	<p>The College Development Council of the University has conducted inspection of the college for provisional/permanent affiliation and permission for opening of courses as detailed below: ? B.Sc. (Honours) Microbiology - Provisional Affiliation obtained for a period of three years with effect from academic session 2019-20 to 2021-22 Letter No. CDC/6/Sh.C/2014/Vol.V/-267 ? B.C.A. (Honours) - Permanent Affiliation obtained Letter No. CDC/6/Sh.C/2014/Vol.V/-945 Dated 19th October 2020. ? B.Sc. (Honours) Statistics- Permanent Affiliation Letter No. CDC/6/Sh.C/2014/Vol.V/-945 Dated 19th October 2020. ? Bachelor of Business Administration (Honours)-Provisional Affiliation obtained for a period of three years with effect from academic session 2019-20 to 2021-22, Letter No. CDC/6/Sh.C/2014/Vol.V/-269. ? B.Sc. (Honours) Environmental Science - Granted provisional affiliation for a period of three years with effect from academic session 2018-21 Letter No. CDC/6/Sh.C/2014/Vol.V/-939 Dated 16th October 2020. ? MA English was granted renewal of</p>

	<p>Provisional Affiliation of PG Course with retrospective effect for a period of two years with effect from academic session 2019-2020-2021 in continuation to the affiliation granted vide Letter No. CDC/6/Sh.C(PG)/2014/-1746 Dated 25/7/2018. ? The college was granted permission to start with PG Course (MA) in Khasi by North Eastern Hill University, Letter No. CDC/6/Sh.C(PG)/2014/Vol.I/-956.</p>
<p>4. Enabling skill development and entrepreneurship training.</p>	<p>The IQAC adopts a systematic approach for skill development and entrepreneurship through the various cells and extension activities. A brief summary of these are: The Entrepreneurship Development Cell which is conducting the UGC Sponsored Three Months Certificate Course in Entrepreneurship Development since May 2013 has also been organizing programmes for entrepreneurship development in collaboration with the Meghalaya Institute of Entrepreneurship. It also collaborates with different organizations, government departments, industries and financial institutions such as KVIC, KVIB, SBI, MIDC, DHHDC, RRTC, DCIC, Bethany Society, Polaris Solutions Enterprise, Taxation Department, Tourism etc. for various programmes such as hands-on training, residential workshops amongst others. The EDC training programme has produced very good results and some participants have started</p>

business ventures while some have expanded. For instance, from the batch of participants of 2018 and 2019 we have: 1) Maxdonal Phalangki: On 30th August, 2020, Maxdonal has opened a Fast-Food outlet in his hometown - Nartiang, West Jaintia Hills with the name "Max Fast-Food" after a Two-Week Training Programme in Bakery, Fast-Food and Cake; opting for specialization in Cake; at Don Bosco Technical School, Shillong. This training programme commenced on 17th November, 2020. In addition to the Fast-Food, he also deals with Cakery, gift items and decoration items. Max has now renamed his shop as "Max Cakery& Fast Food". 2) Afu Nyesase Y Jana: As a One-Person Company under the name "YoCa Spices", Afu, in continuation to his work since 2018, has started Export-Import trading since the third quarter of 2020. He has set up a retail outlet in IewNongmynsong, Shillong and has tied up with few local departmental stores located in key areas in and around Shillong city. YoCa Spices is also providing training courses on Black Cardamom Cultivation to singular individuals since November 2020 and has also been inducted into All India Radio's Farm and Home 2020 Programme. In addition to these, they are gradually expanding spice roster to walnuts, almonds, sesame seeds and cinnamon. (Follow this link to view YoCa

Spices catalog on WhatsApp:
<https://wa.me/c/917629016675>)
 3) Kamwakhwah Fabian Pajat has completed the skill development course in Mechanic (Motors) from ITI, Rynjah, Shillong in the year 2021 and is in the process of starting his own Tyre dealership and servicing shop in Jowai, Jaintia Hills.
 4) Herman Lyngdoh has ventured into Catering Business, supplying food to organisations, like MATTI, Mawdiangdiang, which served as Quarantine Centres during the pandemic.
 5) Five Days Workshop on Community Programme and Capacity Building for Women and Youth in the Unorganised Sector under Mawryngkneng C & RD Block, East Khasi Hills District Meghalaya in Collaboration with The Office of the BDO, Mawryngkneng C & RD Block and sponsored by The Office of the DC, East Khasi Hills, Shillong on the 10th -14th January, 2022 at Smit Village.
 6) Taking into consideration the positive response to the Five Days Workshop at Smit Village, the cell has decided to continue its effort to help the youth under Mawryngkneng C&RD Block, by organising the Three months Certificate Course sponsored by MIE, Govt of Meghalaya, which will commence from February, 2022.

5. Community Participation and Asset Creation.

Concerted efforts for community participation programmes and extension activities is an ongoing affair and few of them

are: 1. Outreach Programme to adopt Mawkasiang as one of its "Adopted Villages" was held at the Community Hall at Mawkasiang on 21-12-2020. The college was represented by the Principal, Dr (Mrs.) E. Kharkongor, and Vice Principal (Self finance courses), Shri B. Syiem. The programme was presided over by the Headman of Mawkasiang Local Dorbar Shri. T. Kharkongor and was graced by Shri. P. Syiem, Chairman, Khasi Hills Autonomous District Council as the Chief Guest. Whilst stressing on the need for road connectivity and electricity connection to the campus she informed that the college would be adopting Mawkasiang as one of its "Adopted Villages", and would be co-ordinating with the Local Dorbar in organizing community participation programmes that would benefit the people in the area. To mark the occasion the college donated 12 desks and benches, face masks and sanitizers which were handed by the Principal to the Headman of the Local Dorbar.

2. Five Day Skills Training Programme on LowCost Appropriate Technology was conducted By IQAC, Shillong College in collaboration with SCSTE, Govt of Meghalaya at Extended Campus Mawkasiang from the 15th -19th February 2021.

3. Swimming Pool was inaugurated on 19th February, 2021 at Extended Campus, Mawkasiang by Hon'ble Minister of Commerce & Industries Department, Transport

Department, Urban affairs
 Department, Municipal
 Administration, Government of
 Meghalaya 4. NSS Unit, Shillong
 College, organized a One Week
 Special Camping programme at
 Nongtyngur Village from 1st to
 6th March, 2021. Nongtyngur
 Village is one of the adopted
 villages of the unit. During
 this Special Camp, various
 programmes were organized such
 as Football, Long Jump, Tug of
 War, Musical Chair, Sack Race
 in Boys& Girls category, an
 awareness programme on
 Cleanliness and Healthy
 Sanitation, and a cleaning
 drive in the entire village and
 the local market place. Prizes
 were distributed to the winners
 of various Sports & Games
 activities on the concluding
 day by the Programme Officers
 along with the Headman of the
 village. Due to Covid-19
 protocols and restrictions,
 only 35 volunteers were
 selected to attend the Camp.

6. Administration.

1. Computerization of
 administrative work and online
 admission process is underway.
 2. Appointment of teaching
 faculty includes 08 UGC
 Sanctioned Posts in Department
 of Economics(1), History(2),
 Khasi(1), Education(1),
 Zoology(1), Botany(1),
 Chemistry(1). 3. Alienleaf
 Studio LLP via work order "Ref
 No. SC/OAS/2020/01 dated
 28012020.Nomination of Shri
 Nicholas P. Jyrwa, Assistant
 Professor from the Department
 of Computer Science and

	<p>Application, as Social Media Champion (SMC) of the College to collect information and publicize activities of the college in Social media for wide coverage. 4. Internet connectivity improved with fibre-optic technology. 5. CCTV coverage of the whole campus. 6. WIFI connectivity has been extended to cover the new Block- Block C of the college. 7. Continuous strengthening of the Shillong College Employees Staff Welfare Fund. 8. Scholarship Schemes and a number of endowment awards for academic excellence besides awards for NSS & NCC have been instituted for the students. Free studentship for deserving students.</p>
7. Endowments & Scholarships	<p>1. S.C. Dutta Memorial Award 2. N. K. Sarkar Award (Highest Marks in English) 3. D. Mukherjee Award (Highest Marks in Physics) 4. Rekha Devi Award (Highest Marks in Zoology) 5. T. J.Kharbhih Memorial Scholarship (Highest marks in Chemistry @ Rs. 1000/- each) 6. Jaya Bhattacharjee Memorial Award (Highest Marks in Commerce) 7. Nirjharini Deb Roy and Biman Behari Deb Roy Memorial Scholarship 8. (For outstanding Girl students of Shillong College pursuing Post-Graduate studies) 9. N.S.S. Award, N.C.C. Award, Sports, Rovers and Rangers 10. Award for Academic Excellence in the Higher Secondary Section.</p>
8. Expansion of Infrastructure.	There is continuous expansion

of infrastructure and IQAC closely co-ordinates them all so as to enhance and sustain the overall academic and extra-curricular activities. An update on the expansion of infrastructure of the college are as follows: 1) Boys Hostel in the extended campus at Mawkasiang has been completed. 2) Construction of Sports Infrastructure in the extended campus at Mawkasiang and Swimming Pool partially funded by UGC has been completed and Swimming Pool was inaugurated on 19th February, 2021 at Extended Campus, Mawkasiang by Shri S.Dhar, Hon'ble Minister Department of Commerce & Industries, Transport, Urban affairs and Municipal Administration, Government of Meghalaya.. 3) Construction of Auditorium in the New Academic Block is complete. 4) Lift has been installed. 5) ICT Equipments, Science Equipments, furniture and library books have been procured. 6) Construction of Science Block is in progress. 7) Botanical Garden has been laid out. 8) Construction of new girls' wash room has been completed. 9) Indoor sports infrastructure has been upgraded. 10) Renovation of Boys' Common Room is complete.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Shillong College Governing Body	24/05/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	30/03/2022
15. Multidisciplinary / interdisciplinary	
<p>While Arts was the oldest discipline, with growth and expansion, the college has introduced multiple disciplines like Arts, Science, Commerce, BBA, BCA, Microbiology and Professional Courses.</p>	
16. Academic bank of credits (ABC):	
<p>Since the college is affiliated to the North-Eastern Hill University, the college acts in accordance with the rules and policy formulations of the affiliating University. The College will implement Academic Bank of Credits (ABC) as and when the University sends in instructions to do so.</p>	
17. Skill development:	
<p>In close pursuance of NEP 2020 suggestions, the college is planning on starting with a Six-Months Vocational Training Programme with Credit System in French, Tally with GST, Entrepreneurship Development, Android App Development and others.</p>	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
<p>It is well integrated as part of and into the Syllabus including MOOCS and SWAYAM.</p>	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
<p>Course Outcome are closely aligned and detailed out in the syllabus of every discipline each subject.</p>	
20. Distance education/online education:	
<p>The College has signed MoU with Indira Gandhi National Open University (IGNOU) and has been counselling students both UG and PG (Distance and Online) most successfully (with visible results) since 2013.</p>	

Extended Profile

1.Programme	
1.1	23
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	2952
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	NA
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	885
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	108
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	108
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	19246331.92
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	223
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

1. Departments meet for course allocation as per master routine, the distribution of workload faculty wise including mentoring, internal assignment, tutorials and remedial class allocation.
2. Departments eager to organise programmes such as guest lectures, talks, seminars and workshops submit their proposals to IQAC, whereby each department is allocated a specific fund in every academic calendar to conduct various activities.
3. Every teacher prepares a lesson plan to guide and direct them in curriculum delivery.
4. With the ongoing Pandemic, classes are conducted using different ICT tools. Teachers and Students are encouraged to acquaint themselves with portals like MOOCS and self-learning portals. But, the major problem faced this academic year is that most rural students have no internet connectivity.
5. Students are encouraged to use the rich resources available

at the central library including e-resources.

6. Mentoring of students has been adopted to guide the student in an attempt to improve performance.
7. The Heads of Departments ensure that at the end of every semester, the Course Completion Certificates is submitted to the Principal.
8. Every Saturday of the week is set aside specifically for conducting remedial classes, Unit tests, and other extra-curricular activity of the college/departments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. Academic Calendar is prepared at the beginning of the year with specific schedule for academic and extra-curricular activities as well as internal examinations. The end-semester examination schedule is prepared by the affiliating university and held during April-May and October-November. The calendar highlights all holiday and major activities to be carried out throughout the year.
2. In preparing the Academic Calendar and setting the action plan, a meeting of Heads of Departments is held wherein views of the departments are given due importance.
3. Teaching Staff Meeting is held and a detailed discussion on academic schedule and action plan takes place. This meeting provides a platform for each teacher to express themselves and to discuss and address concerns put forth for better curriculum delivery for the academic year.
4. Each department meticulously maintains student's attendance, internal assessments records, feedbacks and also other activities of the departments.
5. Each department is allotted a specific fund in every academic calendar to conduct various activities.
6. Accordingly, the Routine Committee prepares the Master Routine for all courses offered by the college. The Exam Committee is entrusted with finalizing dates for internal assessments based on which the Principal notifies the date

of course completion.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

35

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

35

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The courses affiliated to the University comprise streams such as Arts, Science, Commerce, Microbiology, Business Administration, and Computer Application and each stream entails the knowledge and issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Students' seminars, workshops and conferences are organized on a yearly basis which takes into account all the current issues involving gender equity, women empowerment, environmental issues, ethical issues and current affairs impacting our lives. The curriculum design includes the recent trends whereby the faculty of different subjects' updates and discusses topics which are relevant, to ensure that students are made aware of the happenings and

developments in the environment in different fields across the sciences, social sciences, and humanities. With various scientific and technological advances, such as the rise of big data, machine learning, artificial intelligence, climate change, and many issues emitting from such changes, the various course curriculum encourages both teachers, and students to undertake projects and research into such areas thereby enriching their fields of activity. Students are encouraged to take part in extracurricular activities and Community Outreach Programmes where they can showcase and contribute to social welfare through NSS, Red Cross, NCC and Rangers and Rovers.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

293

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://shillongcollege.ac.in/igac/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2952

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2952

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

On admission, it is mandatory for the students to attend an Orientation Programme organised by the institution. A mentor from the faculty is assigned to each student whose role is to monitor, and cater the overall requirements of the student. The mentor-mentee relationship is an important strategy where slow learners and advanced learners are identified. Once the learners are identified, the following mechanism takes place.

Slow learners: For slow learners, various assessment components such as teacher-student interaction, group discussions, extra classes, class assignments, seminars, enable assessment of learning levels of students effectively. Mentors monitor the growth of their mentees which is reviewed and discussed in the departmental meetings. Vernacular language is used to clear their doubts. Simplified Reading materials are provided.

Advanced learners: They are provided with several platforms to enhance their knowledge and skills, such as, to read reference books by providing links to e-library, creating awareness about available online courses such as SWAYAM, Departmental Add On

Courses, provide guidance to prepare for various entrance exams and to work on small research projects. They are deputed to attend College, State and National level seminars/workshops conducted in their special areas and encouraged to take part in exhibitions, quizzes, elocution, debate etc

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2952	108

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student enrichment and learning outcomes are important aspects in education. Teaching methods are becoming more activity based and practical. Industrial visits, field trips, group discussions, real live case studies, projects and student centric seminars are undertaken to help students associate the theory with the practical world. These methods will enhance the learning experiences of the students and at the same time cater to the overall knowledge and personality development to ensure that the students at the end of the course will be more job ready or industry ready. Students are encouraged to take part in many extracurricular activities and community outreach programmes where they can showcase, contribute to social welfare and sharpen their skills programmes like NSS, Red Cross, NCC, Rangers and Rovers and many others. Each of the different teaching and learning methodologies has a complementary way of teaching.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The current pandemic situation has forced many institutions to come out of the comfort zone, and adopt online mode of education and teaching. The college organized training programs for the teachers to enable them to take classes and teach students using many ICT enabled tools for effective teaching-learning. Many hardware tools such as stylus pen, writing graphics tables, microphones and many apps such as Google classroom, G suite, OBS, Google meet, Zoom, screen recorder, PowerPoint, Learning Management System(Moodle) and so on are being used depending upon the individual teacher choice of what will ensure more efficiency and effectiveness in teaching learning process. As the situation improved a blended mode (Online& Offline) of teaching learning has beenmade operational.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

108

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

108

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

108

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

1. Continuous assessments are done by all departments through regular assignments, internal examination, tests and presentations.
2. All teachers are assigned topics for assignments/class tests and a date is fixed for the submission of all assignments, and records are maintained by the department.
3. For Internal examination, the topics or units for the exams are given to the students well in advance and the routine for the internal examination is prepared by the examination cell of the college.
4. During the Pandemic the routine for the internal examination was prepared by the Examination Cell, and every department created email ids for each subject for the students to submit their scripts. Due to problems such as bad network or internet connectivity, students are given ample time to submit their scripts, to ensure that all students are catered to.
5. The declaration of internal marks based on assignments, tests, and internal examinations are then prepared, maintained, and informed to the students well in advance, before submitting to the university, in order to give time to the students to address issues if any.
6. Regular departmental meetings are held to ensure continuous monitoring, evaluation which give scope to adapting to the system in place.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As per the mechanism in place, all students are assigned topics for assignments, class tests, and internal examination by the subject teachers. The last date of submission is fixed by the teachers taking into consideration the problems which students may encounter during the pandemic year. Since most of the assignments are submitted online either in the Google Classrooms, email ids, or Whatapps, the teachers are able to monitor which student have submitted and keep track of the students. Any students facing problems in submission can call the respective teachers for help. For the internal examination scripts an email id or google form is generated by the departments to submit the scripts, so as to enable the teachers to track of submission. After the evaluation of the assignments and internal exam scripts the students are given their marks well in advance before the submission of the same to the university, to ensure that the students are given ample time to address their queries or grievances and the respective subject teachers can make modifications or explanations with respect to the marks allotted to each student. Once all issues are settled, the internal marks are finally submitted to the University portal.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme outcome and course outcomes for all programmes adopted as per updated NEHU guidelines. The curriculum for all courses are framed in accordance with the current relevant scenario, in order to enable the students to achieve their goals and realize career dreams. Hence, the institution prioritized on the learning outcomes with a clear vision, mission and objective. The vision is to impart thorough knowledge to the learners that can be implemented in their lives. The avowed mission of the college is to provide the best infrastructure, knowledge based information and a good learning environment. The learning objectives are made known through the Principal's address to students and parents during the Orientation Programmes and through

the teachers in classrooms where the students are informed about the course-specific outcomes. Teachers are deputed to attend Refresher Courses, Orientation Programmes, short-term courses, workshops and seminars to enhance their skills and well accomplish the desired outcomes. Often, successful alumni are invited to interact with both students and teachers and asked to share their successful stories of how their determined efforts shaped their career thus motivating existing students, enabling them to associate with the course and work sincerely in close pursuance of their goals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Assessment of the programme outcomes and programmespecific outcomes are done through a direct evaluation process.As per the guidelines given by the University, assessments are madethroughassignments, presentations, seminars, tutorials and end semester examinations. The internal assessments of every student is recorded in the respective departments.Out of 100% of total marks of the written examination, 75% evaluation is done through university examination and 25% through internal assessment which includes, internal tests and assignments.CertificateCourses offered by the college are assessed by the college itself. Monitoring the student's knowledge base and acquisition of skills arealso done throughout the year through seminars, group discussions and quiz. Students' progression onto higher studies,in reputed educational institutionsare recorded in the departments of the college which are also waysof measuring attainment of programme outcomes,programmespecific outcomes and course outcomes. Student's employment after graduation is the most important parameter for measuring the attainment of programmeoutcomes,programmespecific outcomes and course outcomes.The Placement Cell of the college plays an active role in mentoring and training the students for placement in reputed Companies,offices and business establishments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

885

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://shillongcollege.ac.in/wp-content/uploads/2022/09/ANNUAL-REPORT-2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://drive.google.com/file/d/1P6iwx-BFdWaz-ozIy3Ud8OplHnIZ9oqg/view>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.55

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

10

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

25

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

27

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

31

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college is actively involved in many community extension and outreach programmes. It adopted the village of Mawkasiang where the extended campus is located and organized many programmes, like cleaning drive, health camps, sports and games, etc. to show the community, the institution's commitment towards their development and concern for livelihood. Every year on the 5th of June i.e., World Environment Day, the college organizes different programmes/competitions for schools and colleges, and this year, due to lockdown restrictions imposed by the government the observation was done in a different manner. Volunteers planted tree saplings in their own residences endorsing the theme "My Tree in the Backyard". The objective of promoting the theme was to encourage students to spend some of their time in nurturing and

caring for the environment around their backyards. This was in tune with this year's theme "Time with Nature". NSS Unit, Shillong College, organized a One Week Special Camping programme at Nongtyngur Village from 1st to 6th March, 2021. Nongtyngur Village is one of the adopted villages of the unit. During this Special Camp, various programmes which include Awareness Programme, Cleaning Drives and Sports & Games were organised for the children of the village.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

29

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1999

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

8

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate facilities for teaching-learning. There are a total of 59 classrooms, 9 laboratories, 2 seminar halls and a language lab. Expansion of Girls' Hostel has been completed with grants received from UGC and 8 rooms have been added. Renovation, laying of tiles in classrooms, laboratories, library, fitting of gas pipeline in chemistry and others funded under RUSA has been completed. Construction works in the new Academic Block C (Diamond Jubilee Annex) have almost been completed with spacious parking space. An update on the expansion of infrastructure of the college is as follows:

1. Boys Hostel in the extended campus at Mawkasiang.
2. Construction of auditorium in the new academic block is on-going and nearing completion.
3. Construction and installation of the lift is underway.
4. Procurement of ICT Equipment, Science Equipment, furniture and library books.
5. Matters' relating to construction of Science Block is under process and will start soon.
6. Development of Botanical Garden in the Campus is undergoing.
7. Construction of new girls' wash room is completed.
8. Further improvement of indoor sports infrastructure in undergoing.
9. Renovation of boys' common room is under process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college provides adequate facilities for sports and games. In the college premises (main campus), there is an Indoor Sports Infrastructure funded by UGC-NERO, Guwahati where the games like Badminton (2 Courts of prescribed standard size), Basketball (One Court of international standard size) are being played in this indoor infrastructure (both for practice sessions and tournaments). Yoga sessions have been conducted in this indoor sports infrastructure from time to time. As the college is in the process of starting with a professional course in Bachelor of Physical Education and Sports (BPES), there is well equipped gymnasium for the students as well as for the staff of the college and next to the gymnasium, there is a space for Table Tennis Board. At the extended campus of the college at Mawkasiang (New Shillong Township), the college has a standard size natural turf football ground and recently the Swimming pool of dimension 25metres by 21 metres has been completed meeting all the requirements as per the instruction of the concerned experts and the funding agency UGC-NERO, Guwahati.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19246331.92

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS Software Nature of Automation (Fylly or Partially)

Version Year of Automation KOHA Fully 18.11 2014

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the C. Any 2 of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

108500

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

2570

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Initially the College was set up with 2 (two) broad band

connections from BSNL of 2 mbps speed that was available at that time. However with better connection speed plans coming up, the College upgraded its number and speed of connections in the year 21st March 2019. Six(6) new connections were installed with the following plans :

ISP

Plan

No of Connections

BSNL

Fiber TB Plan@ 100 mbps

2

BSNL

Fiber Premium Plus Plan @ 200mbps

3

BSNL

Fiber Premium @200mbps

1

By August 2021, with the coming of Jio Fiber in the State, another connection was installed with the following specification :

ISP

Plan

No of Connections

BSNL

Jio Fiber Plan@ 1gbps

1

By December 2022, to further improve the internet connectivity in the campus, a proposal was made by the ICT & Website Updating Cell as follows:

- To revamp some of the existing connections which is to disconnect 5 (five) of the BSNL connections and in their place, three Jio Fiber connections will be set up of preferably, 1GBPS speed each.
- To set up a free wifi zone for the students.
- To set up a video conferencing suite in the Principal Conference room

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

223

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

910294

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Step 1: All Laboratories, Library, Gymnasium, etc, have Assistants or support staff who looks into the condition of all equipment's, etc.

Step 2: All departmental laboratories maintain a stock register and files and is regularly updated by the respective faculty.

Step 3: Committees/Cells consisting of 12 to 20 members set up by the management to supervise the maintenance and utilisation of the different facilities.

Step 4: For purchase of materials upto Rupees Five Lakhs only procurement procedure is as follows:

Step 5: For Bill Payment:

Below Five lakhs only

Principal

Above Five lakhs only

Principal approved and countersigned by

President Governing Body

Step 6: For major construction work, Building Committee study the matter and requirements, suggests the Principal and writes a forward letter to Governing Body for approval. On approval, office issues a Tender Notice in well-established newspaper, and college website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

798

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

798

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

686

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

686

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

48

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

274

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

36

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Shillong College follows a democratic process in the Election of the Shillong College Students' Union. Students' Union Election under the active supervision of a Senior Faculty acting as overall In-Charge of the Union gives them ample scope to inculcate leadership qualities. The duly constituted Students' Union meets and discusses issues pertaining to student welfare and interacts with the management giving their suggestions for all round growth of the institution. The Students' Union is made in-charge for organizing programmes especially during annual week-long sports, games, social & cultural fiesta, as regular programmes. They work in close coordination with the Co-curricular Academic Development Committee and Discipline Committee which comprise teachers and some members of the Students' Union and are responsible for maintaining discipline in the campus which is very much evident especially during the admission process and also during the Annual Social Week. The Union is a major support system of the institution and lends its assistance and support in every activity organized by the college for example, when seminars/conferences are organized, rendering help in monitoring the green campus initiatives of the college, in extension activities, sports and cocurricular. Their participation helps build up confidence, improves student-teacher relation and promotes a feeling of belongingness with the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a registered Alumni Association with about 3000 active members, called the "Shillong College Alumni Association". The alumni meet at least once a year. The association is very active and organizes programmes on College Foundation Day in the month of August, extend financial grants or scholarship to students, donation of books to college library amongst others. Their activities and contribution towards the college have added to the dynamics of curricular and co-curricular activities of the institution.

- The Governing Body of the College has two alumni as committee members - one in-house and one external.
- Alumni who are eminent personalities and who have distinguished themselves in their chosen fields are invited to deliver guest lectures and have interactive sessions with the students.
- A number of alumnus are employed as faculty in different departments and support staffs in the college. They play an important role in academic and institutional development.

The college is proud to have distinguished alumni who are holding or held responsible positions in their public/professional life in the field of academics, politics, social service, administration and many others.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In order to pursue its vision and mission, management by objectives and participative decision making is adopted by the institution. It is administered by a duly constituted Governing Body and is well represented by all stakeholders. With the Principal as Secretary, it has representatives from the teachers, parents and alumni besides others. This body collectively takes decisions pertaining to academic, administrative and operational policies. The Principal monitors the day-to-day functioning of the college in close coordination with the Vice Principals, IQAC and non-teaching staff. Cells and Committees involving teachers from different departments are set up, to look into the various aspects of the institution which are directly related with the mission and vision of the college. To mention few such Committees and Cells:

1. Library Advisory Committee
2. Sports Development Cell
3. Hostel Advisory Committee
4. Building Committee
5. Green Campus Development Committee
6. ICT and Website Updating Cell
7. Purchase and Fund Allocation Committee
8. Anti-Ragging Cell
9. Gender Equality Monitoring Cell
10. Entrepreneurship Development Cell
11. Anti -Sexual Harassment Cell

12. Women's Cell
13. Swachh Bharat Cell
14. Information and Career Guidance Cell(ICGC)
15. Research and Innovation Publication Cell
16. Grievance Redressal Cell
17. Internal Account Audit Committee
18. Equal Opportunity Cell
19. Disaster Management Cell
20. Swasth Bharat Cell

The Committees and Cells organizes programmes throughout the year and works in close coordination with the management for the welfare of the students, teachers and the Institution as a whole.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal delegates power to faculty and different Committees/Cells constituted by a judicious mix of senior and junior faculty which helps the latter to gain requisite experience. Students and Non-teaching staff are made members wherever they are related. These committees/cells organize programmes and are given ample scope to participate in the decision-making process.

Relevant issues are discussed in meetings of IQAC, meetings of Heads of Department and Staff Meetings. These meetings provide the basic outline for an action plan to be adopted for the year, and the Vice Principals along with IQAC prepares the detailed draft action plan which is notified after approval of the Governing Body. Execution of action plan is monitored continuously by the management and IQAC. Assignment of workload, planning and purchase of departmental requirements are done at the Departmental level. Departments are given freedom to organize field trips and other events outside the college. The teachers and students work in close coordination thereby motivating and encouraging each other to grow. By

working in close coordination with the Principal and Vice

Principals the IQAC reviews and monitors implementation of the growth strategies and suggests measures for qualitative improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan with respect to academic matters is as follows:

- Curriculum designing and development is decided by the affiliating University and senior faculty members are part of the Board of Studies and offer their valuable suggestions related to curriculum development.
- The IQAC initiates strategies and encourages faculty members to design syllabus/curriculum for certificate and value-added courses.
- Class routines are revised every year to accommodate maximum hours for class room teaching.
- The College has started and is making rapid progress in upgradation of ICT enabled classrooms.
- Examinations in the College are centrally managed by an Examination Committee, formed every year for the specific purpose.
- The teachers lend their counsel and mentor students for helping them achieve academic excellence and accomplish career goals.
- College has a Research, Innovation Publication Cell to enhance research and publication.
- The college extends Welfare Schemes for all staffs
- MOUs are signed with other institutions with specific objectives and goals
- Separate Admission Committees are constituted for each stream:

Arts, Science, Commerce, and

- Professional Courses. Heads of Departments and faculties supervise and co-ordinate the entire admission process.
- Development of Management Information System to ensure smooth and fast flow of information at all levels and functions of the institute.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Shillong College registered under education society, is administered by a duly constituted Governing Body and is well represented by all stakeholders. With the Principal as Secretary it has representatives from the teachers, parents and alumni besides others. This body collectively takes decisions pertaining to academic, administrative and operational policies. The Principal monitors the day-to-day functioning of the college in close coordination with the vice principals, IQAC and non-teaching staff. Decentralization of decision making is done at every level. The Principal delegates power to the faculty and different Committees/Cell are constituted with a judicious mix of senior and junior faculty in the organization of various programmes. Students and Non-teaching staff are made members wherever they are related.

- Relevant issues are discussed in the meetings of the IQAC, Heads of Department meetings and staff meetings
- Appointment of staff is done through a duly constituted interview board following UGC Guidelines and policy of the Government of Meghalaya. Appointments are made strictly based on merit.
- IQAC facilitates the process for Career Advancements/placements of faculties smoothly without any undue delays.
- Service rules in print, is available in the IQAC office, and is available to all employees.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1N9Jh08B8qkfQxmvMEMOj-cG9wU3Xj7qG/view?usp=sharing
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1Dvp-05FAxfh_iudSSIJT_K2txx5JTq2D/view?usp=sharing
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The college in its effort towards welfare of its teaching and non-teaching staff has provided many Statutory and Voluntary measures such as:

1. Working hours - 9.00 A.M. - 5.00 P.M. for non-teaching staff and more flexible timing for the teaching staff i.e., 6 hours/day
2. Infirmary facility - A full time qualified nurse is appointed.
3. Canteen facility- Two canteens and one coffee stand shop are within the college campus
4. Drinking water facility - Aquaguard RO are installed for all.

5. Sanitation and washing facility- Separate washroom are provided for the ladies and gents, non-teaching staff and teaching staff of the college.

6. Maternity Leave - As per the State Government Order six months maternity leave is sanctioned for child birth and child care.

7. Recreational facility - Staff picnics are organized every year and Carom Boards and LCDs are installed in the Teachers' Common Room.

8. Library facilities - Up to date textbooks and journals including e-resources are made available for the teachers.

9. Staff quarter - Staff quarters for non-teaching staff are provided within the college Campus.

NPS for college post teachers and non-sanctioned non-teaching staff, CPF for sanctioned post teachers, Earned leave for Office Staff, Shillong College Employees' Welfare Fund for all college staff are other important welfare measures taken by the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by

the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

68

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal System for Teaching Staff includes Academic and Professional Performance Indicators, under criteria of Teaching, Learning and Evaluation related activities, which include reading or instructional material consulted and additional knowledge resources provided to students, use of participatory and innovative training-learning methodologies, updating of subject content, course improvement, examination duties assigned and performed. Co-curricular, extension, professional development related activities include extension work or community service. Participation in corporate life is another criterion for assessment. In the category for research, publication and academic contributions, the teacher is assessed and API scores are allotted accordingly. Research projects, development of MOOCs, e-content and development of new and innovative courses and curricula, training courses such as Orientation /Refresher Courses, methodology workshops, soft-skill development programmes, FDPs, seminars organized or attended are also taken into consideration. This includes delivering invited lectures as Resource Person, Chairmanship at Conferences and Seminars. Teachers fill the ASAR forms given by IQAC and assessment for placement is conducted by the IQAC and screening committee as per the rules and regulation of the UGC. Non-teaching staff are promoted according to their seniority against the vacancies available. When there is a vacancy, the senior most staff is promoted to the vacant post.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- An Internal Audit is conducted annually by a duly constituted Internal Accounts Audit Committee.
- A Chartered Accountant is appointed to audit the college accounts. Utilization Certificates for various grants received from UGC and others are audited and submitted to the respective authorities.
- The Director of Local Accounts, Government of Meghalaya

periodically conducts audit for Grants-in-Aid. The last audit by Examiner of Local Accounts was conducted in 2018.

- Tally has been adopted for the accounting process of the college and staff training is conducted for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NA

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

College has two main sources of funding agencies namely, 1. RUSA
2. UGC

The procedure for resource mobilization are as stipulated by the funding agencies, the steps are as follows:

RUSA:

Stage 1 - Preparation of Detail Project Report (DPR)

Stage 2 - Approval of DPR by RUSA Committee constituted by the college

Stage 3 - Submission of DPR to RUSA Office, Meghalaya

Stage 4 - Approval of DPR by the State Higher Education Committee

Stage 5 - Submission of approved DPR from government to RUSA Office, Delhi.

Stage 6 - Screening of DPR by RUSA Office, Delhi. If approved it pass on to the next stage, otherwise back to stage 1.

Stage 7 - If approved, an approved order for sanctioned is given from RUSA Office, Delhi to RUSA Office, Meghalaya.

Stage 8 - Finally a sanctioned letter is issued from the RUSA Office, Meghalaya to the College.

UGC Scheme:

Stage 1 - Project Proposal and estimation is prepared

Stage 2 - Submission of proposal to UGC Office, Gauhati, NER for processing.

Stage 3 - If approved, approval and sanctioned letter issued to college

Stage 4 - Execution of project

Stage 5 - Midterm Inspection by committee constituted by CDC, NEHU and approved by UGC Office

Stage 6 - Final Inspection.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Besides the usual activities of IQAC of collaborating with departments to organize seminars, workshops, conferences, ensuring

smooth conduct of the teaching learning process, this year, considering the next cycle of NAAC accreditation, the IQAC took initiative to conduct Academic and Administrative Audit. The purpose of the Academic and Administrative Audit was to evaluate the performance of the various departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. AAA ensured that all departments collect the requisite data, conduct data verification and data validation of all the activities during the last five academic years i.e., from 2016 onwards, and instill confidence in the teaching staff. The AAA gives an overview of all accomplishments and helps in planning better for improvement in the future. The Administrative Audit was conducted with the intention of making a complete review of the institutional structure and office administration and to advise the management on the best moves forward such as development of Management Information System. This initiative of the IQAC will pave the path for departments and administration and standardize the entire process to be maintained and followed in the future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching and Learning reforms:

- Class routines are revised every year to accommodate maximum hours for class room teaching.
- More practical classes have been included in the routine for Science departments so that the students may be provided with intensive care and individual interaction.
- Due to the pandemic, the College is making rapid progress in upgradation of ICT enabled classrooms. Teacher workshop on ICT is also organised by the college. The College Library is continually upgraded and is digitalised through KOHA software. E- resources are being made available.
- All science laboratories including computer lab have been extended and renovated with provisions for ICT based

teaching-learning

- 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.
- Extra emphasis is laid on continuous internal assessments, assignments, and evaluation, and also presentation of seminars, project works, case studies etc. by the students, particularly for the final year degree students.
- Departments arrange field trips, study tours within the State and outside to enhance exposure
- A new building with additional classroom to accommodate the increase number of students and improve the teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://shillongcollege.ac.in/wp-content/uploads/2022/09/ANNUAL-REPORT-2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A Gender Equality Monitoring Cell along with the Women's' Cell and Equal Opportunity Cell are the institutional mechanisms to tackle gender issues such as prevention of sexual harassment and discrimination. Awareness about sexual harassment, gender sensitization and such related issues are conducted every year by these cells both in the college and also outside involving the community. The institution constituted the Gender Equality Monitoring Cell which looks into matters relating to gender equity. The cell conducts Awareness Programmes for sensitization. There are separate common rooms for girls and boys. To support this cell, other cells and committees are formed as per norms laid by University/UGC: Institution Grievance Redressal Committee, Anti-Ragging Cell, Sexual harassment prevention cell, Students' Disciplinary Committee, Disaster Management Committee. Mentoring of students is an ongoing process to ensure their well-being. The functions of these committees are displayed on the website of the institution and information disseminated to the students through Orientation and Induction programs. The institution provides safety and security for the staffs and students through CCTV Surveillance. Students wear ID cards at all times and entries are restricted for outsiders. An infirmary with a full time qualified nurse is hired to look into the health issues.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1zMgwwksVu21RZj-qmludDJpcherA2Hv/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>NA</u>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Green Campus Development Committee is in charge of these aspects:

Solid waste management: The college made provisions for segregation of waste at the source using separate bins for biodegradable and non-biodegradable waste. These wastes are then taken by the municipal waste collection unit for disposal. Posters on waste segregation were designed by and placed at the main entrance. A simple compost pit for managing biodegradable waste from the hostel was constructed.

Liquid waste management: Waste water treatment units have been installed at some of point sources of waste water. Each liquid waste management unit is a three stage system. In the first stage large debris are filtered out, secondly, the waste water is allowed to sediment and in the final stage further sedimentation and treatment if required. The Committee along with management has laid out the ground work to establish more water treatment units at all those point sources where there is none.

E waste management: The college, from the year 2019 has assigned a staff to look after the e-wastes generated by the college. Unused or non-functioning electronic items from the laboratories, college office, classrooms, are collected, stored properly and given to a dealer when there are enough wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	NA
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has students and staff belonging to different communities, caste and professing diverse faiths and few international students. To develop the emotional bond, affinity and tolerance among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support

of the management to generate a feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like teacher's day, Orientation and Farewell programmes, Social Freshers' Week, Yoga Day and many others. Departments organize talks, field trips, and webinars on many issues. Besides academic and cultural activities, the institution has built infrastructures for a variety of sports activities for the physical development of the students and students' common room where students can meet and gain social acceptance. Cells/committees such as gender equality and monitoring cells and equal opportunity cell has been constituted by the institution to ensure tolerance and harmony among students from various backgrounds, NSS conducts cultural exchange programme at national and regional level. This way the institution invests its efforts and initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the staff to the constitutional obligations about values, rights, duties and responsibilities and constantly works towards nurturing them as better citizens of the country through the curriculum and extra-curricular activities. Throughout the year, many programmes are organized and conducted by different departments such as talks or lectures such as Talks on Gandhian philosophy and its relevance in the modern world, Unsung Heroes of the State, Sixth Schedule and Role of District Council with Reference to North Eastern Region. The NCC, NSS, Rangers and Rovers, and other cells and committees are also involved in organizing programmes such as competitions, flag hoisting during national festivals, pledge taking ceremonies, voters Awareness Programmes and so on, which inculcates values to become responsible citizens of the country. Students are encouraged to participate in all such events to strengthen the feeling of brotherhood and social relationship amongst others. The

institution takes pride in raising successful leaders among the students by conducting the Student Council election every year. The elected representatives assume the leadership role and delegate the responsibilities of organizing college programmes with the support of other student volunteers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The year 2020 - 2021 was crippled by the raging Pandemic where lockdowns and curfews were imposed by the state and institutions asked to follow the Standard Operating Procedures issued by the State Government from time to time. But even under these

constraining circumstances, the college took initiatives to celebrate important National/International commemorative days, events and festivals namely:

- Observation of 150th Birth Anniversary of Mahatma Gandhi
- Online Regular NSS Activities International Anti-tobacco Day On 31st May, 2020
- Online Regular NSS Activities International Day Against Drug Abuse And Illicit Trafficking
- Azadi Ka Amrit Mahotsav to commemorate 75 Years of India's Independence
- Celebration of 50th Anniversary of Statehood of Meghalaya
- Observance of Constitution Day
- International Yoga Day
- World Environment Day
- College Foundation Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Meeting/ Battling the Pandemic

Objectives of the Practice

The main objective of accessibility to higher education is enshrined in the very vision of inception of the college. This year, in an unprecedented situation, consequent upon a COVID ravaged world with worst hit education sector, health crisis, death of kin, resultant mental health issues, fear, paranoia and loss of livelihood, cutting edge approach was demanded of the institution to tackle the crisis. The college met the challenge squarely, drafted plans and policies targeting holistic development of students, empowered teachers with new skills for benefits to percolate down to the students. Essential and relevant

infrastructures were streamlined, upgraded and kept future-ready.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- Founded on the 15th of August, 1956 the college had its genesis in a particularly pressing historical situation. The institution was born of the vision of a few dedicated intellectuals led by Late S.C. Dutta the Founder-Principal who wanted to make collegiate education at low cost feasible and accessible to the underprivileged and the disadvantaged. Staying true to its avowed vision and mission, in the next six decades the college stayed at the forefront, imparting quality collegiate education to students of the region with majority of student population hailing from rural areas.
- All along growth has been all round particularly in sports and research and publication the twin areas where the college excelled. The Institution was awarded Grade 'A' with in a progressive score.
- With its major thrust on Skill Development in complete sync with the envisioned benefits in the New Education Policy 2020, the college has made Entrepreneurship Development an integral part of its teaching training with EDP inputs. With EDC becoming a mobile Unit the college is reaching out to the rural youth taking expertise and experience to their doorsteps, enabling and empowering them with entrepreneurship skills opening new avenues and vistas of life and livelihood.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

1. Departments meet for course allocation as per master routine, the distribution of workload faculty wise including mentoring, internal assignment, tutorials and remedial class allocation.
2. Departments eager to organise programmes such as guest lectures, talks, seminars and workshops submit their proposals to IQAC, whereby each department is allocated a specific fund in every academic calendar to conduct various activities.
3. Every teacher prepares a lesson plan to guide and direct them in curriculum delivery.
4. With the ongoing Pandemic, classes are conducted using different ICT tools. Teachers and Students are encouraged to acquaint themselves with portals like MOOCS and self-learning portals. But, the major problem faced this academic year is that most rural students have no internet connectivity.
5. Students are encouraged to use the rich resources available at the central library including e-resources.
6. Mentoring of students has been adopted to guide the student in an attempt to improve performance.
7. The Heads of Departments ensure that at the end of every semester, the Course Completion Certificates is submitted to the Principal.
8. Every Saturday of the week is set aside specifically for conducting remedial classes, Unit tests, and other extra-curricular activity of the college/departments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

1. Academic Calendar is prepared at the beginning of the year with specific schedule for academic and extra-curricular activities as well as internal examinations. The end-semester examination schedule is prepared by the affiliating university and held during April-May and October-November. The calendar highlights all holiday and major activities to be carried out throughout the year.
2. In preparing the Academic Calendar and setting the action plan, a meeting of Heads of Departments is held wherein views of the departments are given due importance.
3. Teaching Staff Meeting is held and a detailed discussion on academic schedule and action plan takes place. This meeting provides a platform for each teacher to express themselves and to discuss and address concerns put forth for better curriculum delivery for the academic year.
4. Each department meticulously maintains student's attendance, internal assessments records, feedbacks and also other activities of the departments.
5. Each department is allotted a specific fund in every academic calendar to conduct various activities.
6. Accordingly, the Routine Committee prepares the Master Routine for all courses offered by the college. The Exam Committee is entrusted with finalizing dates for internal assessments based on which the Principal notifies the date of course completion.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation

C. Any 2 of the above

process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
24	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
1	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
35	

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

35

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The courses affiliated to the University comprise streams such as Arts, Science, Commerce, Microbiology, Business Administration, and Computer Application and each stream entails the knowledge and issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Students' seminars, workshops and conferences are organized on a yearly basis which takes into account all the current issues involving gender equity, women empowerment, environmental issues, ethical issues and current affairs impacting our lives. The curriculum design includes the recent trends whereby the faculty of different subjects' updates and discusses topics which are relevant, to ensure that students are made aware of the happenings and developments in the environment in different fields across the sciences, social sciences, and humanities. With various scientific and technological advances, such as the rise of big data, machine learning, artificial intelligence, climate change, and many issues emitting from such changes, the various course curriculum encourages both teachers, and students to undertake projects and research into such areas thereby enriching their fields of activity. Students are encouraged to take part in extracurricular activities and Community Outreach Programmes where they can showcase and contribute to social welfare through NSS, Red Cross, NCC and Rangers and Rovers.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

293

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://shillongcollege.ac.in/igac/
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
2952	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,	

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2952

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

On admission, it is mandatory for the students to attend an Orientation Programme organised by the institution. A mentor from the faculty is assigned to each student whose role is to monitor, and cater the overall requirements of the student. The mentor-mentee relationship is an important strategy where slow learners and advanced learners are identified. Once the learners are identified, the following mechanism takes place.

Slow learners: For slow learners, various assessment components such as teacher-student interaction, group discussions, extra classes, class assignments, seminars, enable assessment of learning levels of students effectively. Mentors monitor the growth of their mentees which is reviewed and discussed in the departmental meetings. Vernacular language is used to clear their doubts. Simplified Reading materials are provided.

Advanced learners: They are provided with several platforms to enhance their knowledge and skills, such as, to read reference books by providing links to e-library, creating awareness about available online courses such as SWAYAM, Departmental Add On Courses, provide guidance to prepare for various entrance exams and to work on small research projects. They are deputed to attend College, State and National level seminars/workshops conducted in their special areas and encouraged to take part in exhibitions, quizzes, elocution, debate etc

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2952	108

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student enrichment and learning outcomes are important aspects in education. Teaching methods are becoming more activity based and practical. Industrial visits, field trips, group discussions, real live case studies, projects and student centric seminars are undertaken to help students associate the theory with the practical world. These methods will enhance the learning experiences of the students and at the same time cater to the overall knowledge and personality development to ensure that the students at the end of the course will be more job ready or industry ready. Students are encouraged to take part in many extracurricular activities and community outreach programmes where they can showcase, contribute to social welfare and sharpen their skills programmes like NSS, Red Cross, NCC, Rangers and Rovers and many others. Each of the different teaching and learning methodologies has a complementary way of teaching.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write

description in maximum of 200 words

The current pandemic situation has forced many institutions to come out of the comfort zone, and adopt online mode of education and teaching. The college organized training programs for the teachers to enable them to take classes and teach students using many ICT enabled tools for effective teaching-learning. Many hardware tools such as stylus pen, writing graphics tables, microphones and many apps such as Google classroom, G suite, OBS, Google meet, Zoom, screen recorder, PowerPoint, Learning Management System(Moodle) and so on are being used depending upon the individual teacher choice of what will ensure more efficiency and effectiveness in teaching learning process. As the situation improved a blended mode (Online& Offline) of teaching learning has been made operational.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

108

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

108

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

108

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

1. Continuous assessments are done by all departments through regular assignments, internal examination, tests and presentations.
2. All teachers are assigned topics for assignments/class tests and a date is fixed for the submission of all assignments, and records are maintained by the department.
3. For Internal examination, the topics or units for the exams are given to the students well in advance and the routine for the internal examination is prepared by the examination cell of the college.
4. During the Pandemic the routine for the internal examination was prepared by the Examination Cell, and every department created email ids for each subject for the students to submit their scripts. Due to problems such as bad network or internet connectivity, students are given ample time to submit their scripts, to ensure that all students are catered to.
5. The declaration of internal marks based on assignments, tests, and internal examinations are then prepared, maintained, and informed to the students well in advance, before submitting to the university, in order to give time to the students to address issues if any.
6. Regular departmental meetings are held to ensure continuous monitoring, evaluation which give scope to adapting to the system in place.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

As per the mechanism in place, all students are assigned topics for assignments, class tests, and internal examination by the subject teachers. The last date of submission is fixed by the teachers taking into consideration the problems which students may encounter during the pandemic year. Since most of the assignments are submitted online either in the Google Classrooms, email ids, or Whatapps, the teachers are able to monitor which student have submitted and keep track of the students. Any students facing problems in submission can call the respective teachers for help. For the internal examination

scripts an email id or google form is generated by the departments to submit the scripts, so as to enable the teachers to track of submission. After the evaluation of the assignments and internal exam scripts the students are given their marks well in advance before the submission of the same to the university, to ensure that the students are given ample time to address their queries or grievances and the respective subject teachers can make modifications or explanations with respect to the marks allotted to each student. Once all issues are settled, the internal marks are finally submitted to the University portal.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme outcome and course outcomes for all programmes adopted as per updated NEHU guidelines. The curriculum for all courses are framed in accordance with the current relevant scenario, in order to enable the students to achieve their goals and realize career dreams. Hence, the institution prioritized on the learning outcomes with a clear vision, mission and objective. The vision is to impart thorough knowledge to the learners that can be implemented in their lives. The avowed mission of the college is to provide the best infrastructure, knowledge based information and a good learning environment. The learning objectives are made known through the Principal's address to students and parents during the Orientation Programmes and through the teachers in classrooms where the students are informed about the course-specific outcomes. Teachers are deputed to attend Refresher Courses, Orientation Programmes, short-term courses, workshops and seminars to enhance their skills and well accomplish the desired outcomes. Often, successful alumni are invited to interact with both students and teachers and asked to share their successful stories of how their determined efforts shaped their career thus motivating existing students, enabling them to associate with the course and work sincerely in close pursuance of their goals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Assessment of the programme outcomes and programmespecific outcomes are done through a direct evaluation process.As per the guidelines given by the University, assessments are madethroughassignments, presentations, seminars, tutorials and end semester examinations. The internal assessments of every student is recorded in the respective departments.Out of 100% of total marks of the written examination, 75% evaluation is done through university examination and 25% through internal assessment which includes, internal tests and assignments.CertificateCourses offered by the college are assessed by the college itself. Monitoring the student's knowledge base and acquisition of skills arealso done throughout the year through seminars, group discussions and quiz. Students' progression onto higher studies,in reputed educational institutionsare recorded in the departments of the college which are also waysof measuring attainment of programme outcomes,programmespecific outcomes and course outcomes. Student's employment after graduation is the most important parameter for measuring the attainment of programmeoutcomes,programmespecific outcomes and course outcomes.The Placement Cell of the college plays an active role in mentoring and training the students for placement in reputed Companies,offices and business establishments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

885

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://shillongcollege.ac.in/wp-content/uploads/2022/09/ANNUAL-REPORT-2021.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://drive.google.com/file/d/1P6iwx-BFdwaz-ozIy3Ud8OplHnIZ9oqg/view>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

3.55

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non

government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

10

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

25

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

27

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

31

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college is actively involved in many community extension and outreach programmes. It adopted the village of Mawkasiang where the extended campus is located and organized many programmes, like cleaning drive, health camps, sports and games, etc. to show the community, the institution's commitment towards their development and concern for livelihood. Every year on the 5th of June i.e., World Environment Day, the college organizes different programmes/competitions for schools and colleges, and this year, due to lockdown restrictions imposed by the government the observation was done in a different manner. Volunteers planted tree saplings in their own residences endorsing the theme "My Tree in the Backyard". The objective of promoting the theme was to encourage students to spend some of their time in nurturing and caring for the environment around their backyards. This was in tune with this year's theme "Time with Nature". NSS Unit, Shillong College, organized a One Week Special Camping programme at Nongtyngur Village from 1st to 6th March, 2021. Nongtyngur Village is one of the adopted villages of the unit. During this Special Camp, various programmes which

include Awareness Programme, Cleaning Drives and Sports & Games were organised for the children of the village.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

29

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1999

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

8

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate facilities for teaching-learning. There are a total of 59 classrooms, 9 laboratories, 2 seminar halls and a language lab. Expansion of Girls' Hostel has been completed with grants received from UGC and 8 rooms have been added. Renovation, laying of tiles in classrooms, laboratories, library, fitting of gas pipeline in chemistry and others funded under RUSA has been completed. Construction works in the new Academic Block C (Diamond Jubilee Annex) have almost been completed with spacious parking space. An update on the expansion of infrastructure of the college is as follows:

1. Boys Hostel in the extended campus at Mawkasiang.
2. Construction of auditorium in the new academic block is on-going and nearing completion.
3. Construction and installation of the lift is underway.
4. Procurement of ICT Equipment, Science Equipment, furniture and library books.
5. Matters' relating to construction of Science Block is under process and will start soon.
6. Development of Botanical Garden in the Campus is undergoing.
7. Construction of new girls' wash room is completed.
8. Further improvement of indoor sports infrastructure in undergoing.
9. Renovation of boys' common room is under process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college provides adequate facilities for sports and games. In the college premises (main campus), there is an Indoor Sports Infrastructure funded by UGC-NERO, Guwahati where the games like Badminton (2 Courts of prescribed standard size), Basketball (One Court of international standard size) are being played in this indoor infrastructure (both for practice sessions and tournaments). Yoga sessions have been conducted in this indoor sports infrastructure from time to time. As the college is in the process of starting with a professional course in Bachelor of Physical Education and Sports (BPES), there is well equipped gymnasium for the students as well as for the staff of the college and next to the gymnasium, there is a space for Table Tennis Board. At the extended campus of the college at Mawkasiang (New Shillong Township), the college has a standard size natural turf football ground and recently the Swimming pool of dimension 25metres by 21 metres has been completed meeting all the requirements as per the instruction of the concerned experts and the funding agency UGC-NERO, Guwahati.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19246331.92

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS Software Nature of Automation (Fylly or Partially)
Version Year of Automation KOHA Fully 18.11 2014

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above
--	------------------------------

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

108500

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

2570

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Initially the College was set up with 2 (two) broad band connections from BSNL of 2 mbps speed that was available at that time. However with better connection speed plans coming up, the College upgraded its number and speed of connections in the year 21st March 2019. Six(6) new connections were installed with the following plans :

ISP

Plan

No of Connections

BSNL

Fiber TB Plan@ 100 mbps

2

BSNL

Fiber Premium Plus Plan @ 200mbps

3

BSNL

Fiber Premium @200mbps

1

By August 2021, with the coming of Jio Fiber in the State, another connection was installed with the following specification :

ISP

Plan

No of Connections

BSNL

Jio Fiber Plan@ 1gbps

1

By December2022, to further improve the internet connectivity in the campus, a proposal was made by the ICT & Website Updating Cell as follows:

- To revamp some of the existing connections which is to disconnect 5 (five) of the BSNL connections and in their place, threeJio Fiberconnections will be set up of preferably, 1GBPS speed each.
- To set up a free wifi zone for the students.
- To set up a video conferencing suite in the Principal Conference room

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

223

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

910294

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Step 1: All Laboratories, Library, Gymnasium, etc, have Assistants or support staff who looks into the condition of all equipment's, etc.

Step 2: All departmental laboratories maintain a stock register and files and is regularly updated by the respective faculty.

Step 3: Committees/Cells consisting of 12 to 20 members set up by the management to supervise the maintenance and utilisation of the different facilities.

Step 4: For purchase of materials upto Rupees Five Lakhs only procurement procedure is as follows:

Step 5: For Bill Payment:

Below Five lakhs only

Principal

Above Five lakhs only

Principal approved and countersigned by

President Governing Body

Step 6: For major construction work, Building Committee study the matter and requirements, suggests the Principal and writes a forward letter to Governing Body for approval. On approval, office issues a Tender Notice in well-established newspaper, and college website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

798

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

798

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

686

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

686

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

48	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
274	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
00	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

36

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Shillong College follows a democratic process in the Election of the Shillong College Students' Union. Students' Union Election under the active supervision of a Senior Faculty acting as overall In-Charge of the Union gives them ample scope to inculcate leadership qualities. The duly constituted Students' Union meets and discusses issues pertaining to student welfare and interacts with the management giving their suggestions for all round growth of the institution. The Students' Union is made in-charge for organizing programmes especially during annual week-long sports, games, social & cultural fiesta, as regular programmes. They work in close coordination with the Co-curricular Academic Development Committee and Discipline Committee which comprise teachers and some members of the Students' Union and are responsible for maintaining discipline in the campus which is very much evident especially during the admission process and also during the Annual Social Week. The Union is a major support system of the institution and lends its assistance and support in every activity organized by the college for example, when seminars/conferences are organized, rendering help in monitoring the green campus initiatives of the college, in extension activities, sports and cocurricular. Their participation helps build up confidence, improves student-teacher relation and promotes a feeling of belongingness with the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

18

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a registered Alumni Association with about 3000 active members, called the "Shillong College Alumni Association". The alumni meet at least once a year. The association is very active and organizes programmes on College Foundation Day in the month of August, extend financial grants or scholarship to students, donation of books to college library amongst others. Their activities and contribution towards the college have added to the dynamics of curricular and co-curricular activities of the institution.

- The Governing Body of the College has two alumni as committee members - one in-house and one external.
- Alumni who are eminent personalities and who have

distinguished themselves in their chosen fields are invited to deliver guest lectures and have interactive sessions with the students.

- A number of alumnus are employed as faculty in different departments and support staffs in the college. They play an important role in academic and institutional development.

The college is proud to have distinguished alumni who are holding or held responsible positions in their public/professional life in the field of academics, politics, social service, administration and many others.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In order to pursue its vision and mission, management by objectives and participative decision making is adopted by the institution. It is administered by a duly constituted Governing Body and is well represented by all stakeholders. With the Principal as Secretary, it has representatives from the teachers, parents and alumni besides others. This body collectively takes decisions pertaining to academic, administrative and operational policies. The Principal monitors the day-to-day functioning of the college in close coordination with the Vice Principals, IQAC and non-teaching staff. Cells and Committees involving teachers from different departments are set up, to look into the various aspects of the institution which are directly related with the mission and vision of the

college. To mention few such Committees and Cells:

1. Library Advisory Committee
2. Sports Development Cell
3. Hostel Advisory Committee
4. Building Committee
5. Green Campus Development Committee
6. ICT and Website Updating Cell
7. Purchase and Fund Allocation Committee
8. Anti-Ragging Cell
9. Gender Equality Monitoring Cell
10. Entrepreneurship Development Cell
11. Anti -Sexual Harassment Cell
12. Women's Cell
13. Swachh Bharat Cell
14. Information and Career Guidance Cell(ICGC)
15. Research and Innovation Publication Cell
16. Grievance Redressal Cell
17. Internal Account Audit Committee
18. Equal Opportunity Cell
19. Disaster Management Cell
20. Swasth Bharat Cell

The Committees and Cells organizes programmes throughout the year and works in close coordination with the management for the welfare of the students, teachers and the Institution as a whole.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal delegates power to faculty and different Committees/Cells constituted by a judicious mix of senior and junior faculty which helps the latter to gain requisite experience. Students and Non-teaching staff are made members wherever they are related. These committees/cells organize programmes and are given ample scope to participate in the decision-making process.

Relevant issues are discussed in meetings of IQAC, meetings of Heads of Department and Staff Meetings. These meetings provide the basic outline for an action plan to be adopted for the year, and the Vice Principals along with IQAC prepares the detailed draft action plan which is notified after approval of the Governing Body. Execution of action plan is monitored continuously by the management and IQAC. Assignment of workload, planning and purchase of departmental requirements are done at the Departmental level. Departments are given freedom to organize field trips and other events outside the college. The teachers and students work in close coordination thereby motivating and encouraging each other to grow. By

working in close coordination with the Principal and Vice Principals the IQAC reviews and monitors implementation of the growth strategies and suggests measures for qualitative improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan with respect to academic matters is as follows:

- Curriculum designing and development is decided by the affiliating University and senior faculty members are part of the Board of Studies and offer their valuable suggestions related to curriculum development.
- The IQAC initiates strategies and encourages faculty members to design syllabus/curriculum for certificate and value-added courses.
- Class routines are revised every year to accommodate maximum hours for class room teaching.
- The College has started and is making rapid progress in upgradation of ICT enabled classrooms.

- Examinations in the College are centrally managed by an Examination Committee, formed every year for the specific purpose.
- The teachers lend their counsel and mentor students for helping them achieve academic excellence and accomplish career goals.
- College has a Research, Innovation Publication Cell to enhance research and publication.
- The college extends Welfare Schemes for all staffs
- MOUs are signed with other institutions with specific objectives and goals
- Separate Admission Committees are constituted for each stream: Arts, Science, Commerce, and
- Professional Courses. Heads of Departments and faculties supervise and co-ordinate the entire admission process.
- Development of Management Information System to ensure smooth and fast flow of information at all levels and functions of the institute.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Shillong College registered under education society, is administered by a duly constituted Governing Body and is well represented by all stakeholders. With the Principal as Secretary it has representatives from the teachers, parents and alumni besides others. This body collectively takes decisions pertaining to academic, administrative and operational policies. The Principal monitors the day-to-day functioning of the college in close coordination with the vice principals,

IQAC and non-teaching staff. Decentralization of decision making is done at every level. The Principal delegates power to the faculty and different Committees/Cell are constituted with a judicious mix of senior and junior faculty in the organization of various programmes. Students and Non-teaching staff are made members wherever they are related.

- Relevant issues are discussed in the meetings of the IQAC, Heads of Department meetings and staff meetings
- Appointment of staff is done through a duly constituted interview board following UGC Guidelines and policy of the Government of Meghalaya. Appointments are made strictly based on merit.
- IQAC facilitates the process for Career Advancements/placements of faculties smoothly without any undue delays.
- Service rules in print, is available in the IQAC office, and is available to all employees.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1N9Jh08B8qkfQxmvMEMOj-cG9wU3Xj7qG/view?usp=sharing
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1Dvp-05FAxfh_iudSSIJT_K2txx5JTq2D/view?usp=sharing
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The college in its effort towards welfare of its teaching and non-teaching staff has provided many Statutory and Voluntary measures such as:

1. Working hours - 9.00 A.M. - 5.00 P.M. for non-teaching staff and more flexible timing for the teaching staff i.e., 6 hours/day

2. Infirmary facility - A full time qualified nurse is appointed.

3. Canteen facility- Two canteens and one coffee stand shop are within the college campus

4. Drinking water facility - Aquaguard RO are installed for all.

5. Sanitation and washing facility- Separate washroom are provided for the ladies and gents, non-teaching staff and teaching staff of the college.

6. Maternity Leave - As per the State Government Order six months maternity leave is sanctioned for child birth and child care.

7. Recreational facility - Staff picnics are organized every year and Carom Boards and LCDs are installed in the Teachers' Common Room.

8. Library facilities - Up to date textbooks and journals including e-resources are made available for the teachers.

9. Staff quarter - Staff quarters for non-teaching staff are provided within the college Campus.

NPS for college post teachers and non-sanctioned non-teaching staff, CPF for sanctioned post teachers, Earned leave for Office Staff, Shillong College Employees' Welfare Fund for all college staff are other important welfare measures taken by the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

68

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal System for Teaching Staff includes Academic and Professional Performance Indicators, under criterions of Teaching, Learning and Evaluation related

activities, which include reading or instructional material consulted and additional knowledge resources provided to students, use of participatory and innovative training-learning methodologies, updating of subject content, course improvement, examination duties assigned and performed. Co-curricular, extension, professional development related activities include extension work or community service. Participation in corporate life is another criterion for assessment. In the category for research, publication and academic contributions, the teacher is assessed and API scores are allotted accordingly. Research projects, development of MOOCS, e-content and development of new and innovative courses and curricula, training courses such as Orientation /Refresher Courses, methodology workshops, soft-skill development programmes, FDPs, seminars organized or attended are also taken into consideration. This includes delivering invited lectures as Resource Person, Chairmanship at Conferences and Seminars. Teachers fill the ASAR forms given by IQAC and assessment for placement is conducted by the IQAC and screening committee as per the rules and regulation of the UGC. Non-teaching staff are promoted according to their seniority against the vacancies available. When there is a vacancy, the senior most staff is promoted to the vacant post.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- An Internal Audit is conducted annually by a duly constituted Internal Accounts Audit Committee.
- A Chartered Accountant is appointed to audit the college accounts. Utilization Certificates for various grants received from UGC and others are audited and submitted to the respective authorities.
- The Director of Local Accounts, Government of Meghalaya periodically conducts audit for Grants-in-Aid. The last audit by Examiner of Local Accounts was conducted in 2018.
- Tally has been adopted for the accounting process of the

college and staff training is conducted for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NA

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

College has two main sources of funding agencies namely, 1. RUSA 2. UGC

The procedure for resource mobilization are as stipulated by the funding agencies, the steps are as follows:

RUSA:

Stage 1 - Preparation of Detail Project Report (DPR)

Stage 2 - Approval of DPR by RUSA Committee constituted by the college

Stage 3 - Submission of DPR to RUSA Office, Meghalaya

Stage 4 - Approval of DPR by the State Higher Education Committee

Stage 5 - Submission of approved DPR from government to RUSA Office, Delhi.

Stage 6 - Screening of DPR by RUSA Office, Delhi. If approved it pass on to the next stage, otherwise back to stage 1.

Stage 7 - If approved, an approved order for sanctioned is given from RUSA Office, Delhi to RUSA Office, Meghalaya.

Stage 8 - Finally a sanctioned letter is issued from the RUSA Office, Meghalaya to the College.

UGC Scheme:

Stage 1 - Project Proposal and estimation is prepared

Stage 2 - Submission of proposal to UGC Office, Gauhati, NER for processing.

Stage 3 - If approved, approval and sanctioned letter issued to college

Stage 4 - Execution of project

Stage 5 - Midterm Inspection by committee constituted by CDC, NEHU and approved by UGC Office

Stage 6 - Final Inspection.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Besides the usual activities of IQAC of collaborating with departments to organize seminars, workshops, conferences, ensuring smooth conduct of the teaching learning process, this

year, considering the next cycle of NAAC accreditation, the IQAC took initiative to conduct Academic and Administrative Audit. The purpose of the Academic and Administrative Audit was to evaluate the performance of the various departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. AAA ensured that all departments collect the requisite data, conduct data verification and data validation of all the activities during the last five academic years i.e., from 2016 onwards, and instill confidence in the teaching staff. The AAA gives an overview of all accomplishments and helps in planning better for improvement in the future. The Administrative Audit was conducted with the intention of making a complete review of the institutional structure and office administration and to advice the management on the best moves forward such as development of Management Information System. This initiative of the IQAC will pave the path for departments and administration and standardize the entire process to be maintained and followed in the future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching and Learning reforms:

- Class routines are revised every year to accommodate maximum hours for class room teaching.
- More practical classes have been included in the routine for Science departments so that the students may be provided with intensive care and individual interaction.
- Due to the pandemic, the College is making rapid progress in upgradation of ICT enabled classrooms. Teacher workshop on ICT is also organised by the college. The College Library is continually upgraded and is digitalised through KOHA software. E- resources are being made available.
- All science laboratories including computer lab have been

extended and renovated with provisions for ICT based teaching-learning

- 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.
- Extra emphasis is laid on continuous internal assessments, assignments, and evaluation, and also presentation of seminars, project works, case studies etc. by the students, particularly for the final year degree students.
- Departments arrange field trips, study tours within the State and outside to enhance exposure
- A new building with additional classroom to accommodate the increase number of students and improve the teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://shillongcollege.ac.in/wp-content/uploads/2022/09/ANNUAL-REPORT-2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A Gender Equality Monitoring Cell along with the Women's' Cell and Equal Opportunity Cell are the institutional mechanisms to tackle gender issues such as prevention of sexual harassment and discrimination. Awareness about sexual harassment, gender sensitization and such related issues are conducted every year by these cells both in the college and also outside involving the community. The institution constituted the Gender Equality Monitoring Cell which looks into matters relating to gender equity. The cell conducts Awareness Programmes for sensitization. There are separate common rooms for girls and boys. To support this cell, other cells and committees are formed as per norms laid by University/UGC: Institution Grievance Redressal Committee, Anti-Ragging Cell, Sexual harassment prevention cell, Students' Disciplinary Committee, Disaster Management Committee. Mentoring of students is an ongoing process to ensure their well-being. The functions of these committees are displayed on the website of the institution and information disseminated to the students through Orientation and Induction programs. The institution provides safety and security for the staffs and students through CCTV Surveillance. Students wear ID cards at all times and entries are restricted for outsiders. An infirmary with a full time qualified nurse is hired to look into the health issues.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1zMgwwksVuu21RZj-qmludDJpcberA2Hv/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NA

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Green Campus Development Committee is in charge of these aspects:

Solid waste management: The college made provisions for segregation of waste at the source using separate bins for biodegradable and non-biodegradable waste. These wastes are then taken by the municipal waste collection unit for disposal. Posters on waste segregation were designed by and placed at the main entrance. A simple compost pit for managing biodegradable waste from the hostel was constructed.

Liquid waste management: Waste water treatment units have been installed at some of point sources of waste water. Each liquid waste management unit is a three stage system. In the first stage large debris are filtered out, secondly, the waste water is allowed to sediment and in the final stage further

sedimentation and treatment if required. The Committee along with management has laid out the ground work to establish more water treatment units at all those point sources where there is none.

E waste management: The college, from the year 2019 has assigned a staff to look after the e-wastes generated by the college. Unused or non-functioning electronic items from the laboratories, college office, classrooms, are collected, stored properly and given to a dealer when there are enough wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	NA
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has students and staff belonging to different communities, caste and professing diverse faiths and few international students. To develop the emotional bond, affinity and tolerance among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management to generate a feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like teacher's day, Orientation and Farewell programmes, Social Freshers' Week, Yoga Day and many others. Departments organize talks, field trips, and webinars on many issues. Besides academic and cultural activities, the institution has built infrastructures for a variety of sports activities for the physical development of the students and students' common room where students can meet and gain social acceptance. Cells/committees such as gender equality and monitoring cells and equal opportunity cell has been constituted by the institution to ensure tolerance and harmony among students from various backgrounds, NSS conducts cultural exchange programme at national and regional level. This way the institution invests its efforts and initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the staff to the constitutional obligations about values, rights, duties and responsibilities and constantly works towards nurturing them as better citizens of the country through the curriculum and extra-curricular activities. Throughout the year, many programmes are organized and conducted by different departments such as talks or lectures such as Talks on Gandhian philosophy and its relevance in the modern world, Unsung Heroes of the State, Sixth Schedule and Role of District Council with Reference to North Eastern Region. The NCC, NSS, Rangers and Rovers, and other cells and committees are also involved in organizing programmes such as competitions, flag hoisting during national festivals, pledge taking ceremonies, voters Awareness Programmes and so on, which inculcates values to become responsible citizens of the country. Students are encouraged to participate in all such events to strengthen the feeling of brotherhood and social relationship amongst others. The institution takes pride in raising successful leaders among the students by conducting the Student Council election every year. The elected representatives assume the leadership role and delegate the responsibilities of organizing college programmes with the support of other student volunteers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this

D. Any 1 of the above

regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The year 2020 - 2021 was crippled by the raging Pandemic where lockdowns and curfews were imposed by the state and institutions asked to follow the Standard Operating Procedures issued by the State Government from time to time. But even under these constraining circumstances, the college took initiatives to celebrate important National/International commemorative days, events and festivals namely:

- Observation of 150th Birth Anniversary of Mahatma Gandhi
- Online Regular NSS Activities International Anti-tobacco Day On 31st May, 2020
- Online Regular NSS Activities International Day Against Drug Abuse And Illicit Trafficking
- Azadi Ka Amrit Mahotsav to commemorate 75 Years of India's Independence
- Celebration of 50th Anniversary of Statehood of Meghalaya
- Observance of Constitution Day
- International Yoga Day
- World Environment Day
- College Foundation Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Meeting/ Battling the Pandemic

Objectives of the Practice

The main objective of accessibility to higher education is enshrined in the very vision of inception of the college. This year, in an unprecedented situation, consequent upon a COVID ravaged world with worst hit education sector, health crisis, death of kin, resultant mental health issues, fear, paranoia and loss of livelihood, cutting edge approach was demanded of the institution to tackle the crisis. The college met the challenge squarely, drafted plans and policies targeting holistic development of students, empowered teachers with new skills for benefits to percolate down to the students. Essential and relevant infrastructures were streamlined, upgraded and kept future-ready.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- Founded on the 15th of August, 1956 the college had its genesis in a particularly pressing historical situation. The institution was born of the vision of a few dedicated intellectuals led by Late S.C. Dutta the Founder-

Principal who wanted to make collegiate education at low cost feasible and accessible to the underprivileged and the disadvantaged. Staying true to its avowed vision and mission, in the next six decades the college stayed at the forefront, imparting quality collegiate education to students of the region with majority of student population hailing from rural areas.

- All along growth has been all round particularly in sports and research and publication the twin areas where the college excelled. The Institution was awarded Grade 'A' with in a progressive score.
- With its major thrust on Skill Development in complete sync with the envisioned benefits in the New Education Policy 2020, the college has made Entrepreneurship Development an integral part of its teaching training with EDP inputs. With EDC becoming a mobile Unit the college is reaching out to the rural youth taking expertise and experience to their doorsteps, enabling and empowering them with entrepreneurship skills opening new avenues and vistas of life and livelihood.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Having introduced PG Programme in English successfully in 2018, the college plans to introduce new Programmes and Courses like Master of Computer Applications (MCA) and MA in Khasi. The MA Programme in Khasi is likely to take off from the current session.e., 2022. Meanwhile, the college is taking initiatives to introduce B. Com, LLB an integrated Five -Year Programme.
2. Following a policy of continuous upgradation and expansion of infrastructure, with Science Block already under construction, the college has now come up with major plans to start with the construction of separate Commerce and Management Block soon.
3. Renovation and full automation of library features majorly in the future plan of action.
4. The college will organise National and International Seminars on National Education Policy (NEP) and Intellectual Property Rights (IPR)

5. Add-on Courses to be introduced
6. Ground work has already been completed for signing of MoUs with institutions of repute.
7. Faculty Development Programmes will be organised at regular intervals for faculty skilling, enabling and empowerment.
8. Add-on Course in Learning French for the students of the college titled TheFrenchConnection. The Initiation Programme was held on the 16th of December, 2021 collaborating with The English and Foreign Languages University, Shillong Campus
9. The college is in a state of extreme preparedness for implementation of the NEP2020.

NAAC