

ANNUAL QUALITY ASSURANCE REPORT OF SHILLONG COLLEGE

YEARLY STATUS REPORT 2021 – 2022

PART – A

DATA OF THE INSTITUTION

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| 1. Name of the Institution: | SHILLONG COLLEGE |
| • Name of the Head of the institution: | DR. (MRS.) EVAKORLANG KHARKONGOR |
| • Designation: | PRINCIPAL |
| • Does the institution function from its own campus? | YES |
| • Phone no./Alternate phone no.: | 03643562083 |
| • Mobile No: | 9436922273 |
| • Registered e-mail: | <u>shillcoll@yahoo.co.in</u> |
| • Alternate e-mail: | <u>iqac.sc@gmail.com</u> |
| • Address: | BOYCE ROAD, LAITUMKHRAH,
EAST KHASI HILLS DISTRICT
SHILLONG
MEGHALAYA
793003 |
| • City/Town: | |
| • State/UT: | |
| • Pin Code: | |
| 2. Institutional status | |
| • Affiliated / Constitution Colleges: | AFFILIATED COLLEGE |
| • Type of Institution: | CO-EDUCATION |
| • Location: | URBAN |
| • Financial Status: | UGC 2f and 12(B) |
| • Name of the Affiliating University: | North-Eastern Hill University |

- Name of the IQAC Coordinator: **Dr. Sankar Sarma**
- Phone No.: **03643562083**
- Alternate phone No.: -----
- 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/2022/09/AQAR-2020-2021.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-2021-22.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
1	B	72.60	2003	16-09-2003	16-09-2008
2	B	2.92	2010	04-09-2010	03-09-2015
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.

Sl. No.	Institutional/ Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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1	Entrepreneurship Development Cell, Shillong College	Five-Day Workshop on Community Programme and Capacity Building for Women and Youth in the Un-organised Sector under Mawryngkneng C & RD Block, East Khasi Hills, Meghalaya held from the 10 th -14 th January, 2022	Chief Minister Youth Development Scheme (CMYDS) 2020-21	Letter No. DPL.61/CMYDS/2020-21EKH/2021-22 Dated July, 2022	Rs. 50,000/-
2	Department of Statistics, Shillong College	Seven-Day National Workshop on “Application of Statistics in Social Science Research” held from the 13 th - 19 th July, 2022	VAF 2016-17-reg	Letter No. DPL. 36/5/2017-2018/2019 Dated the 22 nd July, 2022	Rs 1,00000/-
3	Entrepreneurship Development Cell (EDC) Shillong College.	Entrepreneurship Promotion and Development Programmes and Incubators in Academic Institutions in Meghalaya	MBMA-PRIME-Capital Fund-Construction Fund Current Financial Year 2022-23	No. PH/2022/1073/743 Dated 1 st September, 2022	Rs. 100,000/- First Installment out of the proposed Budget of Rs 30.00,000/- for a period of Three Years for implementatio n
4	Internal Quality Assurance Cell(IQAC), Shillong College	Two-Day National Workshop on “Translating Vision into Action NEP 2020: An Implementation Perspective”	Chief Minister’s Secretariat, Govt of Meghalaya		Rs. 200, 000/-

		27 th & 28 th July, 2022			
5	Internal Quality Assurance Cell(IQAC), Shillong College	Two Day National Workshop on “Translating Vision into Action NEP 2020: An Implementation Perspective” held on the 27 th and 28 th July, 2022	Indian Council of Social Science Research(ICSSR), NERC, NEHU	Letter No. F.4.906/NERC/SEM/2022 Dated 21 st July, 2022	Rs. 70, 000/-
6	Co-curricular Academic development Committee and Department of Environmental Science in collaboration with Internal Quality Assurance Cell(IQAC), Shillong College and Meghalaya Basin Management Agency(MDMA)	“Two-Day National Conference on “The Issue of Electronic Waste: Environmental Concerns, Management and opportunities for Entrepreneurship” held on the 29 th -30 th September, 2022	State Council of Science, Technology & Environment(SCSTE), Meghalaya Power Grid Corporation of India Limited VAF 2016-17, Deputy Commissioner East Khasi Hills	Letter No. CST 13/2022/47 Dated 23 rd August, 2022 Letter No. NESH/HR-PR/Misc/1204 Dated 26.09.2022 Letter No. DPL.36/5/2017-2018/358/2814 Dated 20 th September, 2022	Rs. 28,000/- Rs. 25,000/- Rs. 60,000/-

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

VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
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9. No. of IQAC meetings held during the year: **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **YES**

Minutes of the Meeting held on 30-07-2021	<u>LINK</u>
Minutes of the Meeting held on 11-12-2021	<u>LINK</u>

- If No, please upload the minutes of the meeting(s) and Action Taken Report

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

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

- The IQAC conducted Academic and Administrative Audit (AAA) from 01-11-2021 till 15-11-2021 to strengthen the Data Validation and Verification process. The Cell conducted Academic and Administrative Audit (AAA) to evaluate the performance of various departments including the institution and give suggestions for further improvement of the quality of research, administration, teaching, curricular and extra-curricular activities. AAA ensured that all departments collect the requisite data, conduct data verification and data validation of all activities during the last five academic years and instil confidence in the teaching staff. The AAA gave an overview of all accomplishments of the institutional structure and office administration and to advice the management on the best moves forward such as development of Management Information System.
- The college in consultation with IQAC is working steadily towards implementation of NEP 2020. The Internal Quality Assurance Cell (IQAC) of the college is working at a frantic pace to organise a two-day

National Workshop on “Translating Vision into Action NEP 2020: An Implementation Perspective” on the 27th and 28th July, 2022 with the twin objective of finding solutions and seeking suggestions for the implementation of NEP with the involvement and participation of major stakeholders of the New Education Policy 2020.

- The IQAC spearheaded various publications and four (ISBN) publications on Research Methodology, Cross Border Connectivity and Inclusive Growth: Possibilities and Challenges with Special Reference to the North Eastern Region” ,Changing Dynamics of Tribal Society in India with Special Reference to North Eastern Region” and proceedings volume Ka Jaitbynriew Hynniew Trep ha ka Jingiaid Lynti Ba 50 Snem Fifth Volume of the peer reviewed Journal Echoes from the Hills themed Interdisciplinarity and Innovation 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 has introduced PG programmes in other subjects besides English. Post Graduate Programme in Khasi 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 (SMS), conduct better Student Satisfaction Survey (SSS), making systematic and concerted efforts for entrepreneurship development while 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.
- IQAC initiated signing of MoUs with institutions of higher learning (HEIs), and Dispur College.

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>Organizing Seminars/ Conferences/ Workshops/ Training and others.</p>	<ul style="list-style-type: none"> • The IQAC has successfully conducted of AAA for Academic Year 2020-2021 to strengthen the Data validation and Verification process. • Shillong College Central Library commemorated 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. • Two-Day Workshop on “Origami in Mathematics” was organised by Department of Mathematics, Shillong College in Collaboration with SCSTE, Govt of Meghalaya on the 16th November, 2021. • “Meet the Author: A Lecture and Readings” was organised by the Department of English on the 20th of November, 2021. • S. C. Dutta Memorial Lecture on the theme “Accessing Inner Resources in Crisis Moments” was organised by the Department of Education, on 22nd November, 2021. • “Three-Week Students' Induction Programme on Exploring NLIST Consortium” was conducted by Shillong College Central Library from the 22nd November, to 13th December, 2021. • An Awareness Programme on “Importance of Oral Health” was organised by NSS Shillong College, in collaboration with the Dorbar Shnong Smit Village, Adopted Village NSS on the 25th November, 2021 at Smit Higher Secondary School. • Language and Communication Skills: The French Connection was organised by The Department of English (PG), Shillong College in collaboration with The Department of French Studies, The English and Foreign Languages University, and Shillong Campus on the 16th of December, 2021.

- Joining the celebration 50 years of Statehood of Meghalaya, the institution organised various Programmes, Talks and Panel discussions and cultural competitions to celebrate the occasion. The Programmes were 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 organised a Panel Discussion on the Theme “Higher Education in Post Pandemic World: Challenges in the New Normal” on the 22nd November, 2021.
- Celebrating 50th Anniversary of the Statehood of Meghalaya Department of History organised a Guest Lecture on “Forms of Consciousness and Creation of states in Modern India” organised by, Shillong College on the 6th of December, 2021.
- Webinar on “Overview of Climate Change in Meghalaya and Adaptation Initiatives” Department of Environmental Science & Ek Bharat Shrestha Bharat Club, Shillong College on the 8th December, 2021.
- Department of Khasi in collaboration with IQAC, Shillong College organised a two-day Webinar on the Theme “Ka Jaitbynriew Hynniew Trep haka Jingiaid lyntiba 50 Snem” on the 9th & 10th December, 2021.
- As part of the Celebrations of the 50th Anniversary of Statehood of Meghalaya, the Department of Chemistry organized a National Webinar on “Recent development in Nanomaterials Chemistry and Natural products Chemistry” on 10th December, 2021.
- To commemorate 50 years of Statehood of Meghalaya, Department of Economics, Shillong College in collaboration with Meghalaya Economic Association (MEA) organised S.C. Dutta Memorial Lecture on the topic “Education and Economic Growth: Perspectives on National Education Policy, 2020” on 14th December, 2021.

- Department of Zoology in collaboration with IQAC organised a Popular Talk on “Diversity and Conservation of Birds in North East India with special reference to Meghalaya” on 15th December, 2021.
- As part of the Celebrations of the 50th Anniversary of Statehood of Meghalaya, a “Talk on Khasi Religion” was organized by Department of Philosophy, Shillong College on the 15th of December, 2021.
- As a part of the celebration of the 50th year of Statehood of Meghalaya, the Department of Physics, Shillong College, Shillong organized a National Webinar on the theme “From Basic Science to Nanotechnology” on 17th December, 2021.
- A COVID Vaccination Session in the College Campus for students and Staff of the college was organised by Swasth Bharat (Health Care Cell).The Vaccination Session commenced 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.
- Future Plan of action:
- A seven-day Workshop on “Application of Statistics in Social Science Research” will be organized by the Department of Statistics in collaboration with the Internal Quality Assurance Cell(IQAC), Shillong College from the 13th -19th September, 2022
- The Internal Quality Assurance Cell (IQAC) will be organising a two-day National Workshop on “Translating Vision into Action NEP 2020: An Implementation Perspective” tentatively on the 27th and 28th July, 2022.
- Two-Day National Conference on “The Issue of Electronic Waste: Environmental Concerns, Management and Opportunities for Entrepreneurship” will be held on the 29th -30th September, 2022 by the Co-curricular Academic Development Committee and Department of Environmental Science in collaboration with Internal Quality Assurance Cell, Shillong College and Meghalaya Basin

	<p>Management Agency.</p> <ul style="list-style-type: none"> • Information Career Guidance and Placement Cell (ICGPC) has been actively collaborating with TCS, SBI Regional, Shillong, IBS Business School, Hyderabad and others for carrying out Youth Employability Training (YET) Programme for the final year students of the college. This Programme aims at equipping students with skills such as communication skills, analytical skills, interview skills and personality development to name a few. On successful completion of the Programme, students are allowed to sit for the National Qualifying Test (NQT), for recruitment into companies that have vacancies. Students completing the training programme have an edge over others in such NQTs (without paying for the test). Considering the positive feedback received from students who have completed the (YEP) training, the Placement Cell is set to continue with the training for as long as TCS can provide with such training. • The College is wholeheartedly working towards implementation of New Education Policy (NEP) 2020. Several rounds of meetings have been held in the college, task force formed and suggestions sought. The Internal Quality Assurance Cell (IQAC) of the college is working at a frantic pace to organise a two-day National Workshop on “Translating Vision into Action NEP 2020: An Implementation Perspective” on the 27th and 28th July, 2022 with the twin objective of finding solutions and seeking suggestions for the implementation of NEP with the involvement and participation of major stakeholders of the New Education Policy 2020. • Classes were held as per the Standard Operating Procedure issued by the State Government from time to time.
Publications	<ul style="list-style-type: none"> • 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.

- A Publication “Research Methodology” by IQAC & Research Innovation and Publication Cell on the theme with ISBN is to be released shortly.
- 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.
- 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 will be released shortly.
- Proceedings of the two-day Webinar on the Theme “Ka Jaitbynriew Hynniew Trep ha ka Jingiaid Lynti Ba 50 Snem” as part of the celebration of 50 Years of Statehood will be released by the Hon’ble Chief Minister, Govt of Meghalaya on the 27th August, 2022.
- College Publications- Annual e-Magazine (available in college website) The Lamp, NSS Magazine Vignettes of Oneness, Departmental Magazines/Newsletters by some departments will be brought out soon.
- 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.

Affiliation of courses/
subjects / academic
programmes

- The College Development Council(CDC) of North Eastern Hill University(NEHU) 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 (BBA) 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

	<p>by North Eastern Hill University, Letter No. CDC/6/Sh.C(PG)/2014/Vol.I/-956.</p> <ul style="list-style-type: none"> • Admission for 35 PG Khasi seats are on. • The college is in the process of introducing Bachelor of Physical Education and Sports (BPES) at the UG Level.
<p>Enabling skill development and entrepreneurship training.</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. • Herman Lyngdoh has ventured into Catering Business, supplying food to organisations, like MATTI, Mawdiangdiang, which served as Quarantine Centres

during the pandemic.

- Five-Day 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.
- Taking into consideration the positive response to the Five-Day Workshop at Smit Village, the cell decided to continue its effort to help the youth under Mawryngkneng C&RD Block, by organising the UGC Sponsored Three months Certificate Course funded by MIE, Govt of Meghalaya, for the current batch which commenced on 23rd February, 2022.
- The course outputs at the end are business plans in various sectors viz. Bakery, Piggery, Poultry, Cattle Rearing, Food processing, Bee-keeping, etc.
- Two of the participants – Ms. Philakyntiew Mawroh and Ms. Basngewhun Mawroh, have started their business and enterprise before the completion of the course.
- Philakyntiew Mawroh: Philakyntiew has started her own Bakery “Na la Rympei Bakery” from home at Smit. During the course, Philakyntiew learned many aspects related to business and entrepreneurship. She had done some research and scanned the business environment around her area. Thereby, she was capable in identifying a business opportunity in her locality and nearby places; where no bakery was present. Philakyntiew, turned here hobby into a business in no time. She convinced many shops in Smit to sell her products and penetrated the market with her pricing strategy. She also takes order for special occasions and deliverthem to her customers.
- Basngewhun Mawroh: Basngewhun had a hobby in cooking especially in Pickle-Making. During the course, she saw an opportunity that what she loves to do can help her earn money. So she did an analysis on many aspects related to Pickle-Making and came to a conclusion to start a business on it. With the Page 2 of 8

	<p>training and exposure in the two-day Residential Workshop at RRTC, Umran in Food Processing, she became more determined to start her venture. Currently, Basngewhun is distributing samples to family and friends and is making room for improvement for her finished product through suggestions and feedbacks. For now she is selling her products based on orders only.</p> <ul style="list-style-type: none"> • Out of the 18 participants, many others have already had their ventures before joining the course. Mr. Nangmait Shaphrang Nongkhlaw is into Piggery and also makes and sells samosas from home as per orders he gets on daily basis. Ms. Fairly Bahun Mawroh and Ms. Miiarcy Marbaniang are into Poultry. Ms. Darity Nongkynrih is also into Piggery. With the training, knowledge and exposure during the Course, especially in marketing, accounts, and others; these participants are upgrading and formalising their ventures. However, the participants who have started as well as those who are willing to start their ventures are having many constraints with regards to capital, funding, infrastructure, etc. which should be looked upon in the hand- holding and follow-up process. • Collaboration with PRIME Meghalaya • Entrepreneurship Development Cell (EDC) formed in 2011 received seed money of Rs.7, 00,000/- (Seven Lakhs) in 2013 from UGC which was well utilized by the Cell to grow to a stature where it has tied up recently with MBMA, PRIME, Govt. of Meghalaya which has sanctioned Rs.30,00,000/- (Thirty Lakhs) as financial assistance for setting up Entrepreneurship Promotion and Development Programmes and Incubators in academic institutions. • Department of Khasi, Shillong College will start the Six Month Certificate Course on Khasi Traditional Music for the Session 2022-2-23 soon.
<p>Community Participation and Asset Creation.</p>	<ul style="list-style-type: none"> • Concerted efforts for community participation programmes and extension activities are an ongoing affair and a few of them are:

- The Rovers and Rangers Cell, Shillong College, organised a program at Laitjem village on the 13th of December 2021. The Convenor Mrs I. Kharkongor and 5 other teachers (Mrs O. L. Syiemlieh, Ms B. M. L. Wanswett, Ms K. G. Nengnong, Ms D. Kharsati and Mrs B. Syiemlieh) who are members of the cell together with some students who are Rovers and Rangers attended this program which was held in the Community Hall of the village. The objective of this program was to perform some social service in this village through distribution of food items to some of the needy families residing here.
- In one of its latest initiatives, Entrepreneurship Development Cell (EDC), Shillong College conducted a five-day Workshop on Entrepreneurship Development and Capacity Building for Women and Youth from 10th to 14th January, 2022 at Smit College, Smit. The target area was Mawryngkneng Block with special focus on the women and youth in the unorganized sector of the Block. The aim of having the workshop in the village was to encourage, train and equip them with entrepreneurial competencies, market linkages, innovative business ideas, access finance/loans and introduce them to different entrepreneurial ventures so as to empower them thereby contributing to capacity building, sustainability and development of the village.
- Taking into consideration the positive response to the five –day 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. The UGC Sponsored Three Months Certificate Course on Entrepreneurship Development, 2022 conducted by the Entrepreneurship Development Cell (EDC), Shillong College commenced on 23rd February, 2022 with an Inaugural Programme at Smit Higher Secondary School, Smit Village; where Shri. Habapan Sing Syiem, Syiem Khynnah, Hima Khyrim graced the occasion as the Chief Guest. Shri. P L Nongbri, Sordar, Smit village, members from the Dorbar Shnong, Smit village along with the Principal

	<p>of Smit Higher Secondary School, the Principal and Faculty of the College were also present. Classes for the said course took place at Smit Higher Secondary School, Smit Village and Shillong College, Shillong. The total number of enrolment of the 8th Batch (2022) were 20 participants and out of these 18 participants completed the course and two participants gradually drop-out as they have continued further studies.</p> <ul style="list-style-type: none"> • The NSS Unit, Shillong College, observed Azadi Ka Amrit Mahotsav (AKAM) by organizing the Har Ghar Tiranga Campaign on the 10th August, 2022. In this Programme 20 volunteers were selected where 2 (two) volunteers each visited different households in different localities of Shillong, to sensitize and make residents of these localities aware of the Har Ghar Tiranga Campaign. The volunteers distributed the tricolor to each household to be hoisted in their houses between 13th to 15th August, 2022 to mark 75 years of the Country's independence. They also urge every resident of the locality to observe this event with enthusiasm and pride but ensure that the National Flag is respected and not to be misuse as most people do not know the importance of maintaining the decorum and sanctity of the National Flag due to lack of awareness.
Administration.	<ul style="list-style-type: none"> • Computerization of administrative work and online admission process is underway. • 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). • Internet connectivity improved with fibre-optic technology. • CCTV coverage of the whole campus. • WIFI connectivity has been extended to cover the new Block- Block C of the college. • Continuous strengthening of the Shillong College Employees Staff Welfare Fund.

	<ul style="list-style-type: none"> • 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>Endowments & Scholarships</p>	<ul style="list-style-type: none"> • S.C. Dutta Memorial Award • N. K. Sarkar Award (Highest Marks in English) • D. Mukherjee Award (Highest Marks in Physics) • Rekha Devi Award (Highest Marks in Zoology) • T. J. Kharbhih Memorial Scholarship (Highest marks in Chemistry @ Rs. 1000/- each) • Jaya Bhattacharjee Memorial Award (Highest Marks in Commerce) • Nirjharini Deb Roy and Biman Behari Deb Roy Memorial Scholarship (For outstanding Girl students of Shillong College pursuing Post-Graduate studies) • N.S.S. Award, N.C.C. Award, Sports, Rovers and Rangers • Award for Academic Excellence in the Higher Secondary Section.
<p>Expansion of Infrastructure.</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Boys Hostel in the extended campus at Mawkasiang has been completed. • Construction of Sports Infrastructure in the extended campus at Mawkasiang and Swimming Pool 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..

- Construction of Auditorium in the New Academic Block is complete.
- Lift has been installed.
- Construction of Science Block is in progress.
- Botanical Garden has been laid out.
- Construction of new girls' wash room has been completed.
- Indoor sports infrastructure has been upgraded.
- 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 Meetings
Shillong College Governing Body	24-05-2022

14. Whether institutional data submitted to AISHE: **YES**

Year	Date of Submission
2021-2022	19-01-2023

15. Multidisciplinary / interdisciplinary:

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.

16. Academic bank of credits (ABC):

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.

17. Skill development:

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.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):

It is well integrated as part of and into the Syllabus including MOOCS and SWAYAM.

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

Course Outcome are closely aligned and detailed out in the syllabus of every discipline each subject.

20. Distance education/online education:

The College has signed MoU with Indira Gandhi National Open University (IGNOU) and has been counselling students with UG and PG (Distance and Online) most successfully with visible results since 2013.

EXTENDED PROFILE

1. Programme

1.1 Number of courses offered by the institution across all programs during the year.

Answer: 23

VIEW TEMPLATE	<u>LINK</u>
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2. Student

2.1 Number of students during the year.

Answer: 2964

VIEW TEMPLATE	<u>LINK</u>
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2.2 Number of seats earmarked for reserved category as per GOI/ State Govt, rule during the year

Answer: 1250

VIEW TEMPLATE	<u>LINK</u>
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2.3 Number of outgoing/ final year students during the year

Answer: 885

VIEW TEMPLATE	<u>LINK</u>
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3. Academic

3.1 Number of full-time teachers during the year.

Answer: 108

VIEW TEMPLATE	<u>LINK</u>
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3.2 Number of Sanctioned posts during the year

Answer: 108

VIEW TEMPLATE	<u>LINK</u>
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4. Institution

4.1 Total number of Classrooms and Seminar halls

Answer: 40

4.2 Total expenditure excluding salary during the year (INR in lakhs)

Answer: 239.64

4.3 Total number of computers on campus for academic purposes

Answer: 286

PART B

CRITERION 1 – 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. The Master Routine is first prepared; then, Departments meet for course allocation, class allotment, distribution of workload faculty wise including mentoring, internal assignment, tutorials and remedial class allocation. There is flexibility of routine at department level where modifications are allowed.
2. Departments organising programmes such as guest lectures, talks, seminars, workshops, study/field trips, etc, are asked to submit their proposals to IQAC, whereby each department is allotted a specific fund in every academic calendar to conduct these activities.
3. Every teacher prepares a Lesson Plan to guide them in curriculum delivery.
4. Blended mode is adopted, whereby teachers maintain their Google Classroom for study materials and explanations, in case students are absent, they can access the topics taught in their e-classrooms.
5. Students are enrolled and encouraged to use the rich resources available at the central library including e-resources.
6. Mentoring of students has been adopted to guide each student and help in improved performance.
7. The Departmental Heads ensure that at the end of every semester, the Course Completion Certificate 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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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 assessment 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 in coordination with the IQAC.
 6. Accordingly, the Routine Committee prepares the Master Routine for implementation. The Exam Committee is entrusted with finalizing dates for internal assessments based on which the Principal notifies the date of course completion.

VIEW SUPPORTING DOCUMENTS	LINK
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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.

1. Academic council/ BOS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Answer: ANY 3 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS	LINK
ADDITIONAL INFORMATION	LINK

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.

	VIEW SUPPORTING DOCUMENTS	LINK
	VIEW TEMPLATE	LINK

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:

Answer: 1 ADD ON COURSES

	VIEW SUPPORTING DOCUMENTS	LINK
	VIEW TEMPLATE	LINK

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

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

Answer: 18 STUDENTS

	VIEW SUPPORTING DOCUMENTS	LINK
	VIEW TEMPLATE	LINK

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 Programmes and courses affiliated to the university comprise 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, conferences, etc are organized annually taking into account the current issues involving gender equity, women empowerment, environmental issues, ethical issues, current affairs, etc, which impact our lives. The curriculum design includes the recent trends and faculty of different subjects' updates and discussed relevant topics to ensure that students are aware with the happenings and developments in their respective 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 curriculum encourages both teachers, and students to undertake projects and research into such areas thereby enriching their discovery and knowledge. Students are encouraged to take part in extracurricular activities and community outreach programmes where they can empathize and contribute to human values, social welfare and sharpen their skills through the NSS, Red Cross, NCC, Rangers and Rovers, etc.

VIEW SUPPORTING DOCUMENTS	LINK
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1.3.2. Number of courses that include experiential learning through project work/field work/internship during the year

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

Answer: 5 COURSES

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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

1.3.3.1 Number of students undertaking project work/field work/ internships

Answer: 187 STUDENTS

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

1.4 Feedback System

1.4.1. Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders:

- 1. Students*
- 2. Teachers*
- 3. Employers*
- 4. Alumni*

Answer: ANY 4 OF THE ABOVE

URL TO FEEDBACK REPORTS	LINK
VIEW SUPPORTING DOCUMENTS	LINK

1.4.2 Feedback process of the Institution may be classified as follows (Choose Any One 1)

- A. Feedback collected, analyzed and action taken and feedback available on website*
- B. Feedback collected, analyzed and action has been taken*
- C. Feedback collected and analyzed*
- D. Feedback collected*
- E. Feedback not collected*

Answer: ANY 2 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS	LINK
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CRITERION 2 – TEACHING - LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Enrolment Number

2.1.1.1 Number of sanctioned seats during the year

Answer: 1250 SEATS

2.1.1.2 - Number of students admitted during the year

Answer: 1281 SEATS

VIEW TEMPLATE

LINK

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

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

Answer: 1281 SEATS

VIEW SUPPORTING DOCUMENTS

LINK

VIEW TEMPLATE

LINK

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, students are to mandatorily attend an Orientation Programme. A mentor from the faculty is assigned to each student whose role is to monitor, and cater to 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, assignments, etc. 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 and remedial classes are conducted.

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, online courses from LMS Platforms such as SWAYAM etc. 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. in each of which they can exhibit their abilities.

VIEW SUPPORTING DOCUMENTS

<u>LINK</u>

2.2.2. Student- Full time teacher ratio

Total Number of Students	Total Number of Full Time Teachers	Student : Teacher Ratio
2956	108	27:1

NO. OF STUDENTS

<u>LINK</u>

NO. OF TEACHERS

<u>LINK</u>

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 of education. An enrichment program enables students to realize their potential in a variety of settings beyond the classroom. Teaching methods are becoming more activity based and practical. Industrial visits, field trips, group discussions, real live case studies, projects, student centric seminars, etc. 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 and empowered with information and knowledge for life skills. Students are encouraged to take part in extracurricular activities and community outreach programmes where they can learn, empathize, and contribute to social welfare and sharpen their skills like the NSS, Red Cross, NCC, Rangers and Rovers, etc. Each of the different teaching and learning methodologies has a complementary way of teaching.

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

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

Lessons from the recent pandemic situation have led to an adoption of blended mode of education and teaching. ICT has become an essential tool in offering students a comprehensive education at all times, enabling them to develop all their digital skills and abilities, thus enriching the teaching-learning process with dynamic and innovative methodologies. To implement ICT in the classroom, it is necessary to train and know the tools that new technologies provide us with, as well as to define the needs of the students and the curricular objectives. The college organized training programs for the teachers to enable them to take classes by using ICT enabled tools for effective teaching-learning process. Many hardware tools were used such as smart boards, laptops, stylus pen, writing graphics tables, microphones and apps such as Google classroom, G suite, OBS, Google meet, zoom, screen recorder, Power Point, Learning Management System (Moodle), etc. are being used as per individual teacher choice of what will deliver more efficiency and effectiveness in teaching learning process. On the other hand, students are also encouraged to use ICT tools for their presentations and assignments. ICT infrastructure, students' engagement and participation in online mode of teaching still remains a challenge.

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

2.3.3 Ratio of mentor to students for academic and other related issues

2.3.3.1 Number of mentors.

Answer: 108 MENTORS

NUMBER OF STUDENTS	<u>LINK</u>
NUMBER OF MENTORS	<u>LINK</u>
MENTOR / MENTEE RATIO	<u>LINK</u>

2.4 Teacher Profile and Quality

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

Answer: 108

VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
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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

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

Answer: 27

VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
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2.4.3 Number of years of teaching experience of full time teachers in the same institution

2.4.3.1 Total experience of full-time teachers

Answer: 108

VIEW TEMPLATE	<u>LINK</u>
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2.5. Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

1. Continuous assessments are adopted by all departments through regular assignments, internal examination, presentations, tests etc.

2. All teachers assign 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 and conduct of the internal examination is undertaken by the examination cell of the college.
4. The break-up of internal marks are based on attendance, assignments, tests/internal examinations. Total internal marks 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.
5. The final marks are then submitted to the examination cell for record keeping and uploading in the university Online Admission and Student Information system (OASIS)
6. Regular department meetings are held to ensure continuous monitoring, and evaluation of students' performance.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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

As per the existing mechanism, 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. The routine and conduct of the internal examination are undertaken by the Examination Cell. The teachers are asked to prepare respective subjects question papers to the exam cell for photocopying and distribution. Invigilation duty is assigned to all teachers and the exams are conducted on dates specified in the routine. The exam cell distributes the scripts to respective teachers for evaluation of scripts. 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. Any grievances outside the purview of the department or exam cell are referred to the management for redressal.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

2.6 Student Performance and Learning Outcome

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 are adopted as per updated NEHU guidelines. The course curriculum are framed in accordance with the current relevant scenario, to enable the students to achieve their goals and realize their 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. The teachers are deputed to attend Orientation Programmes, Refresher Courses, Faculty Development 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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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

Assessment of the programme outcomes and programme specific outcomes are done through a direct evaluation process. As per the guidelines given by the University, assessments are made through assignments, presentations, seminars, tutorials and end semester examinations. The internal assessments of every student are 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 attendance, internal tests and assignments. Certificate Courses offered by the college are assessed by the college itself. Monitoring the students' knowledge base and

acquisition of skills are also done throughout the year through seminars, group discussions and quiz. Students' progression onto higher studies, in reputed educational institutions are recorded in the departments of the college which are also ways of measuring attainment of programme outcomes, programme specific outcomes and course outcomes. Students' employment after graduation is another important parameter for measuring the attainment of programme outcomes, programme specific outcomes and course outcomes. The Placement and Information and Career Guidance Cell of the college plays an active role in disseminating information regarding stream-wise career scope, and training the students for placement in reputed Companies, offices and business establishments.

VIEW SUPPORTING DOCUMENTS	LINK
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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

Answer: 885

VIEW TEMPLATE	LINK
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2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire)

WEBLINK	LINK
VIEW SUPPORTING DOCUMENTS	LINK

CRITERION 3- 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)

Answer: Rs. 122000

VIEW TEMPLATE	LINK
VIEW SUPPORTING DOCUMENTS	LINK

3.1.2 Number of departments having Research projects funded by government and non-government agencies during the year (Data As Above)

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

Answer: 4

VIEW TEMPLATE	LINK
VIEW SUPPORTING DOCUMENTS	LINK

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

Answer: 23

VIEW TEMPLATE	LINK
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3.2- Research Publication 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:

Answer: 14

[VIEW TEMPLATE](#)

[LINK](#)

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

Answer: 17

[VIEW TEMPLATE](#)

[LINK](#)

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. The NCC and NSS units of the college and various Cells/Committees of the college organized and took part in many programmes sensitizing students to social issues for their holistic development and help to the upliftment. The Programmes include Blood Donation Camps, health awareness programmes, Quiz Competitions on India's Freedom Struggles, observance of International Yoga Day, Road Safety Week, Essays/Art/Poetry/Slogan Competitions on Environmental issues, Walkathons on Eat Right Meal. Cleaning Drive and Awareness Programme at Smit Village, Special Camping programme at Nongtyngur Village. One Day Awareness Programme on "Career Opportunities in Beauty and Wellness Sector". The NSS Unit, organized the "Har Ghar Tiranga Campaign" on 10th August, 2022 where 20 volunteers visited different households in different localities of Shillong, to sensitize and make residents of these localities aware of 'the meaning of Har Ghar Tiranga'. On International Youth Day -a talk with a focus on meaning of intergenerational solidarity and its sociological impact at the family level was held. The Rovers and Rangers Cell, Shillong College, organised a social service programme at Laitjem village through distribution of food items to some of the needy families residing there. Entrepreneurship Development Cell organized a "Capacity Building for women and Unemployed Youth" at Smit Village.

VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
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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.

Answer: 4

VIEW TEMPLATE	<u>LINK</u>
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3.3.3. Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc.,

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.

Answer: 20

VIEW TEMPLATE	<u>LINK</u>
VIEW REPORTS	<u>LINK</u>

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

Answer: 1588

VIEW TEMPLATE	<u>LINK</u>
VIEW REPORTS	<u>LINK</u>

3.4 – Collaboration (20)

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

Answer: 9

VIEW TEMPLATE	<u>LINK</u>
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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

Answer: 3

VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
VIEW TEMPLATE	<u>LINK</u>

CRITERION 4 - 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, an auditorium and a language lab with state- of- the -art facilities. Expansion of Girls' Hostel has been completed with grants received from UGC and 8 new 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) has been completed facilitating more 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) Auditorium in the new Academic Block. (3) Installation of the lift. (4) Procurement of ICT Equipment, Science Equipment, furniture and library books. (5) Construction of Science Block/Block D completed. (6) Development of Botanical Garden in the Campus is nearing completion. (7) Construction of new girls' wash room is completed. (8) Indoor sports infrastructure is completed. (9) Renovation of boys' common room completed. (10) Construction of Training cum multipurpose Room is nearing completion. (10) Library has been renovated and updated with latest facilities. (11) Extension of the computer laboratory to install more computer terminals for students.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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. 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.

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

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 50

VIEW SUPPORTING DOCUMENTS	LINK
VIEW SUPPORTING DOCUMENTS	LINK

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)

Answer: 396.29

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

4.2 Library as a learning Resource

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

The Shillong College Central Library spans 465 sq.m. It offers diverse resources, including books, journals, and digital sources. It features a Virtual Learning Centre with 26 PCs, and designated sections for reading, research, and web browsing. With a 120-seat capacity and Wi-Fi lounge, it provides seamless access to e-resources. The library has been partially automated using ILMS-KOHA since 2014,

with barcode-based circulation since 2018. An e-gate entry system, SMS & email alerts, and extensive journal subscriptions enhance user experience. Regular awareness programs ensure effective resource utilization by students and teachers.

VIEW SUPPORTING DOCUMENTS	LINK
PASTE LINK FOR ADDITIONAL INFORMATION	LINK

4.2.2 The institution has subscription for the following e-resources e-journals eShodhSindhu Shodhganga Membership ebooks Databases Remote access toe-resources

Answer: ANY 2 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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)

Answer: 5.9

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

4.2.4 Number per day usage of library by teachers and students (foot falls and login data for online access)

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

Answer: 157

VIEW SUPPORTING DOCUMENTS	LINK
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4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi. Describe 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 :

Girls Hostel- JIO Fibre@300 mbps -2 connections

As proposed in 2020-21 action has been taken and internet connection with the proposed bandwidth has been upgraded accordingly as per the proposal made by the ICT& Website Updating Cell. Free wifi zone has also been set up in the vicinity of the library area. Setting up of a video conferencing suite in the Principal Conference room has also been done.

VIEW SUPPORTING DOCUMENTS	LINK
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4.3.2 Student – Computer ratio

Answer: 15 Students: 1 Computer (No. of Computer = 286)

NUMBER OF COMPUTER	LINK
NUMBER OF STUDENTS	LINK
STUDENT TO COMPUTER RATIO	LINK

4.3.3. Bandwidth of internet connection in the Institution

1. $\geq 50\text{MBPS}$
2. 30 - 50MBPS
3. 10 - 30MBPS
4. 10 - 5MBPS
5. $< 5\text{MBPS}$

Answer: 500 mbps

VIEW SUPPORTING DOCUMENTS	LINK
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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)

VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
VIEW TEMPLATE	<u>LINK</u>

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.

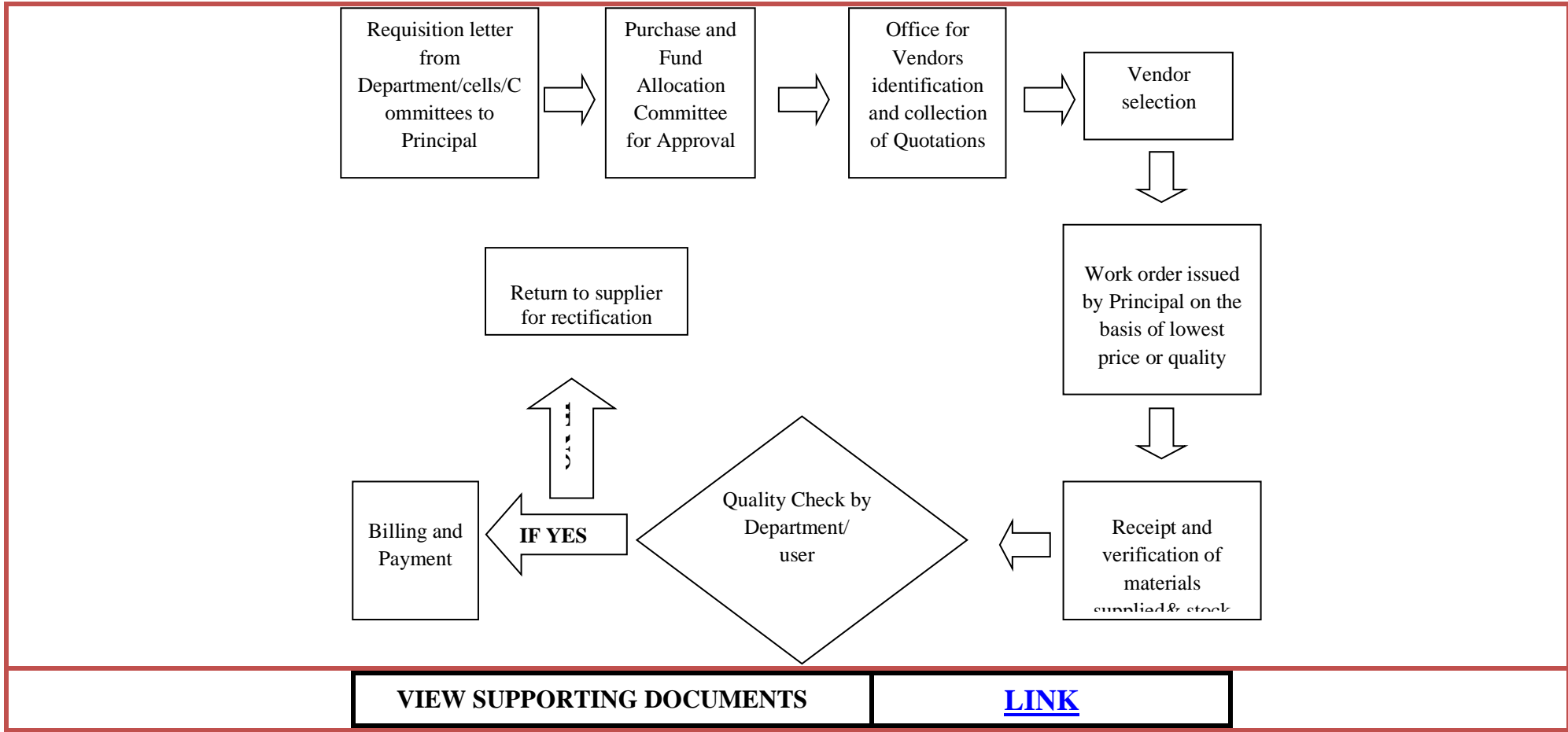
Step 3: Committees/Cells consisting of 12 to 20 members set up by the management to supervise the maintenance and utilisation of the different facilities.

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.



CRITERION 5 - 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

Answer: 1989

VIEW TEMPLATE	LINK
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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

Answer: 0

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

Answer: 9

VIEW TEMPLATE	LINK
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5.1.4 Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year

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

Answer: 481

VIEW TEMPLATE	LINK
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5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies ()
2. Organization wide awareness and undertakings on policies with zero tolerance()
3. Mechanisms for submission of online/offline students' grievances()
4. Timely redressal of the grievances through appropriate committees()

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Answer: ANY 2 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS	LINK
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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

Answer: 3

VIEW TEMPLATE	LINK
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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

Answer: 104

VIEW SUPPORTING DOCUMENTS	LINK
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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

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year

Answer: 3

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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) duringtheyear.

Answer: 7

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation in 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.

VIEW SUPPORTING DOCUMENTS	LINK
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5.3.3 Number of sports and cultural events/competitions in which students of the Institution participated during the year

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

Answer: 10

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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 most active and organizes programmes on College Foundation Day in the month of August, extends financial grants or scholarships to students, frequently donates books to college library a few amongst its many welfare measures. Their activities and contributions has 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 alumni 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 has held responsible positions (in the past) in their public/professional life in the field of academics, politics, social service, administration and many others.

5.4.2 Alumni contribution during the year (INR in Lakhs)

- A. ≥ 5Lakhs*
- B. 4 Lakhs - 5Lakhs*
- C. 3 Lakhs - 4Lakhs*
- D. 1 Lakhs - 3Lakhs*
- E. <1Lakhs*

Alumni association / Name of the alumnus	Quantum of contribution
Shillong College Alumni Association	200000

Answer: D

VIEW SUPPORTING DOCUMENTS

[LINK](#)

CRITERION 6 - 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, Innovation and 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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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.

As depicted in the Organogram, 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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

6.2.3 - Implementation of e-governance in areas of operation

- 1. Administration*
- 2. Finance and Accounts*
- 3. Student Admission and Support*
- 4. Examination*
 - A. All of the above*
 - B. Any 3 of the above*
 - C. Any 2 of the above*
 - D. Any 1 of the above*
 - E. None of the above*

The Statutory and Voluntary Welfare measures taken by the college for teaching and non-teaching staff 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 hired.
 3. Canteen facility– Two canteens and one coffee stand shop are within the college campus.
 4. Drinking water facility
 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 Carrom Boards and TV 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.

Answer: ANY 2 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

6.3 Faculty Empowerment Strategies

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

VIEW SUPPORTING DOCUMENTS	LINK
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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

Answer: 0

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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.

Answer: 3

VIEW TEMPLATE	LINK
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6.3.4 Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year

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

Answer: 38

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly.

The budgetary allocation for the College as a whole is projected at the beginning of every year and then approved by the Governing Body with provisions. This takes care of various activities and also allocation for each department by taking into consideration student strength, fees (library and laboratory), etc. There is a Fund Allocation Committee which earmarks provisions of grants for different activities including Seminars etc. This Committee has already earmarked extent of allocation funds for funds for different activities of the College. Building Committee scrutinizes the proposals for expansion and construction works and recommends the allocation of fund accordingly. This Committee is also responsible for finalizing the Master plans of all the three campuses of the College. Incomes and expenditures are closely monitored by the Accounts branch. Proper procedure for purchases is adopted with comparison of prices and inviting Quotations wherever required. The institution is liberal, yet, follows the policy of maximum restraint as far as the expenditure is concerned. The regular internal audit of the budget also exercises check on the expenditures. An internal audit is conducted annually by an appointed committee comprising the teachers mostly from Commerce and Management department and also others. The Governing Body has appointed a Chartered Accountant who along with his team conducts and verifies the audit and the audit is up to date as of now. Utilization

Certificates for various grants received from UGC and others are provided by the Chartered Accountant and submitted to the respective authorities time to time. In addition, the Director of Local Accounts under the Government of Meghalaya conducts periodically the audit of Grants-in-aid, and there is no adverse report till date excepting some minor mistakes which are sorted out. The last audit by Examiner of Local Accounts was conducted in 2021-22. College takes appropriate measures for maintaining the records of accounts, audit process of the seminar or other grants from UGC and other agencies, and Utilization Certificates are sent on time. Accounting process of the college is now under the process of computerization with software being installed by a private organization, and the Staff is also being trained for the same. The major of institutional receipts and funding constitute: Grant-in-aid received from the Education Department, Government of Meghalaya. This comprises salary (100%) grants for all the posts sanctioned by the Government of Meghalaya. Tuition fees and other development fees collected from students. Grants received from UGC for infrastructure development and also general development grant. Grants received from UGC, RUSA, ICSSR, Government of Meghalaya, NEC, Nationalized Banks and others for organizing Seminars/Workshops etc. College has not faced any major deficit as of now, and hence could utilize some of the savings for Staff and Students Welfare. The college has received grants under various schemes from the UGC such as purchase of books, general development, and construction activities etc.

VIEW SUPPORTING DOCUMENTS

<u>LINK</u>

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the year

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs) (Upload Annual statements of accounts, Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year)

Answer: 0

VIEW SUPPORTING DOCUMENTS

LINK

VIEW TEMPLATE

LINK

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.

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

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.

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

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.

The Library is conducting awareness for all students on how to register and accessed e-resources and teachers are equipped to teach in blended mode.

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 and also a training/multipurpose room is set for add on courses and training programmes. The computer laboratory is extended to accommodate more number of computers for students access in teaching -learning.

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

6.5.3 Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements*
- 2. Collaborative quality initiatives with other institution(s)*
- 3. Participation in NIRF*
- 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*

Answer: ANY 2 OF THE ABOVE

[VIEW TEMPLATE](#)

[LINK](#)

CRITERION 7 – 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.

- *Annual gender sensitization action plan*
- *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*

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 of the students.

Answer: ANY 1 OF THE ABOVE

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

Environmental Consciousness and Sustainability

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

5. *Solar energy*
6. *Biogas plant*
7. *Wheeling to the Grid*
8. *Sensor-based energy conservation*
9. *Use of LED bulbs/ power efficient equipment*

Answer: ANY 2 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste

- *Solid waste management*
- *Liquid waste management*
- *Biomedical waste management*
- *E-waste management*
- *Waste recycling system*
- *Hazardous chemicals and radioactive waste management*

Answer: ANY 2 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

7.1.4 Water conservation facilities available in the Institution:

1. *Rain water harvesting*
2. *Bore well /Open well recharge*
3. *Construction of tanks and bunds*
4. *Waste water recycling*
5. *Maintenance of water bodies and distribution system in the campus*

Answer: ANY 1 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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*

Answer: ANY 1 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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*

Answer: ANY 1 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.*
- 2. Disabled-friendly washrooms*
- 3. Signage including tactile path, lights, display boards and signposts*
- 4. 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*

Answer: ANY 1 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

Inclusion and Situatedness

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

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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*
- *Annual awareness programmes on Code of Conduct are organized*

Answer: ANY 2 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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

VIEW SUPPORTING DOCUMENTS

[LINK](#)

7.2 Best Practices

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

Best Practice - 1

Title - Strengthening Entrepreneurship Development

Objectives of the Entrepreneurship Development are:

- To create an entrepreneurial mindset amongst the students.
- To encourage students to be job creators rather than job seekers.
- To educate and empower students with the knowledge on identifying business opportunities and

managing resources.

- To facilitate, support and hand holding students with the network, linkages to funds and market for their startups.

The Context

Shillong College pioneered Entrepreneurship Development by setting up the Entrepreneurship Development Cell since 2013. The Cell have organized numerous activities including the UGC Sponsored Three Months Certificate Course on Entrepreneurship Development. It has collaborated with various departments and agencies to achieve its objectives. The success stories of the students have encouraged the cell to continue to create a bigger and better impact. To strengthen its pursuit of entrepreneurship development, the Entrepreneurship Development Cell has collaborated with PRIME (Promotion and Incubation of Market Driven Enterprises) Meghalaya, to set up Entrepreneurship Promotion and Development Programme (EPDP) and Incubator, to create and promote an entrepreneurial ecosystem in the state. This collaboration will enable the students to avail credit, relevant technology, skilling and mentoring support, and access to high-leverage markets. Students with business ideas are nurtured and supported to translate their innovative ideas into business and hand holding them to succeed.

Practice

- The entrepreneurship program envisions making entrepreneurship a preferred career choice. To encourage and motivate the youth with brilliant and innovative business ideas, and to create the right support mechanism for them to convert their ideas into reality, the cell has also collaborated with PRIME Meghalaya in its endeavours. To create an entrepreneurial mindset the cell will be organizing many training programs such as Student-run E cell, design thinking, hackathons, boot camps, personality development, business ideas competitions and entrepreneurship development course. With the partnership with PRIME, the college will have access to experts and resources which will enable them to motivate more students to become job creators instead of job seekers.

Sources of the Fund - PRIME is supporting the college with financial grant up to t. 10 Lakhs per year for 3 years. The college will be adding its contribution of at least 10%, i.e t 1 Lakh per year for 3 years.

Challenges-

- Scheduling all programs for each academic year.
- The financial support will be given for 3 years. Then, college has to come up with means to sustain itself in its endeavours.

Best Practice - 2

Title of the Practice- Shillong College Employees' Welfare Scheme 1995

Objectives of the practice

The objectives of the Shillong College Employees' Welfare Scheme are to:

- Give monetary benefit to all full time employees;
- Boost morale of employees and keep them motivated;
- Create a loyal, contented workforce in the organization;
- Create a better image of the institution;
- Enable workers to live comfortably post retirement;
- Develop efficiency of the workers;
- Practice philanthropic and benevolent activities of the institution;
- Foster a feeling of well being;
- Develop a sense of belonging to the institution;
- The Context
- To achieve these objectives the college created a comfortable "SURPLUS" from sources other than Government Grants-in aid or monthly tuition fees collected from students, (thus totally outside the purview of Government Grants in Aid rules) through efficient financial management and the Governing Body decided to extend monetary benefits to the employees of the institution in recognition of their services and contribution in various capacities towards development of the College. **Shillong College Employees Welfare Scheme, 1995** was thus framed by the Governing Body on 23-10-1995 and came into effect on 01-01-1995.

Practice

- The scheme has been formulated taking into account the resource position and liability.
- **The Welfare Scheme categorically states that all college employees would be entitled to the benefits under the Scheme provided they are** full time employees of Shillong College, duly appointed against substantive posts and approved by the Government of Meghalaya /(Assam). The benefit under this scheme is made available on (a) Retirement (b) Resignation (c) complete disablement or death.
- However, at least 10 (ten) years of uninterrupted and continuous service in this college is taken into account for giving full benefit under the scheme except on complete disablement or, death.
- **Sources of Fund**-Fund was initially created by transferring two Fixed Deposits set aside by the College out of Miscellaneous Fund, which does not include any amount received from the Government of Meghalaya in the form of Grants-in- aid. The FDs are renewed from time to time.
- Fund is managed by Shillong College Employees Welfare Scheme Committee constituted by the Governing Body. The Committee plans on how profitably the fund of the Scheme can be utilized and advises the Governing body accordingly.

Receipts to the Fund are as follows:

- The corpus contribution by the college Governing Body or such contribution as may be made from time to time.
- Contributions/ subscriptions as may be specified by the competent authority, made by the employees.
- Any contribution or donation by the public or any authority, institution, body or endowments.
- An amount of Rs.50/- (subject to increase from time to time) is collected from students during admission as “Staff Welfare Fee”.
- The Fund is vested in the college Governing Body.

Amount

- Shillong College Employees Welfare Scheme **sanctions a maximum amount of Rs.7, 00,000/- (Rupees Seven Lakhs Only) as emoluments/ex-gratia grant for teaching and Rs.6,50,000/- (Rupees Six Lakhs Fifty Thousand Only)for non- teaching staff of the college.**

- The calculation/Assessment of the admissible amount of benefits under the scheme are done on the basis of provisions of the Scheme.

Challenges-

- With increase in the number of members (both teaching and non-teaching) further enhancement of the present amount may become a major challenge.
- The investment in a profitable scheme has also become a hurdle because of liquidity and security reasons.
- Due to absence of a professional Fund Managing Committee, management of the enormous fund (running into crores) may become a problem.

BEST PRACTICE IN THE INSTITUTIONAL WEBSITE	LINK
BEST PRACTICE 1	LINK
BEST PRACTICE 2	LINK

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

- The college had its genesis in a particularly pressing historical situation. Founded on 15th August, 1956, the institution was born off the vision of a few dedicated intellectuals led by Shri.S. C. Datta the Founder-Principal who wanted to make collegiate education at low cost feasible, available and accessible to all. Staying true to its avowed vision and mission, in the following six decades, the college has been at the forefront, imparting quality collegiate education to students of the region with 80% constituent student population from rural areas and less affluent backgrounds
- The growth has been all round and the Institution was awarded Grade ‘A’ with a CGPA of 3.06 in a progressive score.
- The Institution has stayed relevant to the needs of students especially the rural youth. Post-Pandemic, Entrepreneurial Development Cell (EDC), from being stationed in the college has become a mobile unit imparting skills and trainings to rural youths enhancing their entrepreneurial energies providing

them with newer prospects of life and means of livelihood.

- In pursuance of its policy of continuous growth and expansion, the college has taken firm initiatives to pioneer courses like Bachelor of Physical Education and Sports (BPES).
- Social Welfare Scheme occupies pride of place amongst its plans and policies.

APPROPRIATE WEB IN THE INSTITUTIONAL WEBSITE	LINK
OTHER RELEVANT INFORMATION	LINK

7.3.2 Future Plans of action for next academic year

- Having introduced PG Programme in English successfully in 2018, the college is now working on 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 of 2022. Meanwhile, the college is taking initiatives to introduce B. Com, LLB an integrated Five -Year Programme.
- Following a policy of continuous up gradation 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.
- Renovation and full automation of library features majorly in the future plan of action.
- The college will organise National and International Seminars on National Education Policy (NEP) and Intellectual Property Rights (IPR) in the next few months.
- The institution plans on introducing many more Add-on Courses.
- The college is readying itself for signing Memorandum of Understanding (MoU)s with institutions of repute.
- Faculty Development Programmes (FDP)s will be organised at regular intervals for faculty skilling and empowerment.
- The college plans on starting with an Add-on Course in learning French for the students of the college

titled The French Connection. The Initiation Programme was held on the 16th of December, 2021. The college is collaborating with The English and Foreign Languages University, Shillong Campus using expertise from the university for the aforesaid course.

- The college is in a state of extreme preparedness for implementation of the New Education Policy, 2020.