

ANNUAL QUALITY ASSURANCE REPORT OF SHILLONG COLLEGE

YEARLY STATUS REPORT 2022 – 2023

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: | shillcoll@yahoo.co.in |
| • Alternate e-mail: | iqac.sc@gmail.com |
| • 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/2025/03/AQAR_2021_2022.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/2022/02/ACADEMIC-CALENDER-2022-23.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
4	A+	3.33	2023	24-06-2023	23-06-2028

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	Link
1	Shillong	National Conference on "The Issue of	Indian Overseas Bank,	09-09-2022	21000	Document

	College	Electronic Waste: Environmental Concerns, Management and Opportunities for Entrepreneurship”	Shillong			
2	Shillong College	First Tranche of Funds (1 st Instalment) Implementation of Setting Up Entrepreneurship Promotion and Development Programme as Incubators in Academic Institutions in Meghalaya	MBMA, PRIME Start Up Hub, Govt. of Meghalaya	01-09-2022	1000000	Document
3	Shillong College	National Conference on “The Issue of Electronic Waste: Environmental Concerns, Management and Opportunities for Entrepreneurship”	State Council of Science, Technology and Environment, Meghalaya (SCSTE)	23-08-2022	28000	Document
4	Shillong College	5 Day Workshop on Community Programme and Capacity Building for Women and Youth in the Unorganised Sector under Mawryngkneng	Chief Minister Youth Development Scheme (CMYDS)	18-05-2022	50000	Document
5	Shillong College	Translating Vision into Action NEP 2020: An Implementation Perspective	Indian Council of Social Science Research - ICSSR NER	No. F. 4.906/NERC/SEM/2022-114 Dated 21-07-2022	70000	Document
6	Shillong College	Introduction of French Language Course	Meghalaya State Skill Development Society (MSSDS), Govt of Meghalaya	Memo No. MSSDS/486/FLT/2022/51 dated 06-12-2022	130000	Document
7	Shillong College	3 Months Certificate Course on Entrepreneurship Development	Meghalaya Institute of Entrepreneurship, Govt of Meghalaya	No. MIE/95/Pt-IV/2018-19 dated 26-10-2022	45691	Document
8	Shillong College	National Seminar on “The Issue of Electronic Waste: Environmental Concerns, Management and Opportunities for Entrepreneurship”	Power Grid Corporation of India Limited	NESH/HR-PR/Misc/ 1204 dated 26-09-2022	25000	Document
9	Shillong College	International Seminar on “ Sustainability Development: Business Policy and Management Practices”	Office of the Deputy Commissioner, East Khasi Hills (VAF	DPL.46/VAF 16-17/2019-2020/Pt-I33/332 dated 05-	50000	Document

			Financial Assistance)	06-2023		
10	Shillong College	National Conference on “The Issue of Electronic Waste: Environmental Concerns, Management and Opportunities for Entrepreneurship”	Office of the Deputy Commissioner, East Khasi Hills (VAF Financial Assistance)	DPL.36/5/2017-2018/358/2814 dated 20-09-2022	60000	Document
11	Shillong College	Workshop on “ Application of Statistics in Social Science Research”	Office of the Deputy Commissioner, East Khasi Hills (VAF Financial Assistance)	DPL.36/5/2017-2018/2019 dated 22-07-2022	100000	Document
12	Shillong College	Grants-in-Aid (GIA)	Government of Meghalaya	Attached	151821863	Document

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

VIEW SUPPORTING DOCUMENTS	LINK
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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**

VIEW ACTION TAKEN REPORT (1) <i>Minutes 14th March, 2022</i>	LINK
VIEW ACTION TAKEN REPORT (2) <i>Minutes 11th June, 2022</i>	LINK

- 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 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 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 in August.
- 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 introduced PG programme in Khasi to become operational by 2022.
- IQAC is also trying to develop a standardized Student Mentoring System (SMS), has been conducting 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.
- 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 (NEP) 2020.
- Committees were constituted to prepare the Draft Syllabus for the Vocational Courses under FYUP structure of NEP 2020.
- 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 successfully conducted Annual Academic Audit (AAA) for Academic Year 2020-2021 to strengthen the Data validation and Verification process. Based on findings, IQAC instructed Departments, Cells and Committees for a revised/improved/better preparedness for NAAC. • It was informed to all concerned on 14th February, 2023 that the college has successfully submitted the Institutional Information for Quality Assurance (HQA) to NAAC on 3rd January, 2023 and is in the process of submitting the Self Study Report. • A meeting of all teaching staff was held on the 31st May, 2023, at 1:00 P.M. in the Principal's Conference Room to discuss about the NAAC PEER team visit on 12th and 13th June, 2023. • Shillong College observed the 8th International Yoga Day on 21st June, 2022. The programme was organised by NCC, NSS Shillong College in collaboration with Directorate of Census operations, Meghalaya and Arunachal Pradesh, Ministry Home Affairs, Government of India. • The College is working towards implementation of New Education Policy (NEP) 2020 with full vigour. Several rounds of meetings have been held, 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. • The two-day National Workshop on Translating Vision into Action NEP 2020: An Implementation Perspective was organized by Internal Quality Assurance Cell

(IQAC), Shillong College on 27th July, 2022. The function was graced by the Hon'ble Chief Minister Shri Conrad K. Sangma, Hon'ble Education Minister, Shri L. Rymbui, Shri D.P. Wahlang, IAS, Addl. Chief Secretary to the Government of Meghalaya.

- Chief Guest Shri Conrad K. Sangma and Guest of Honour Shri Lahkmen Rymbui inaugurated the new building (partially funded by RUSA), lift and auditorium. Dr. (Mrs.) E. Kharkongor, Principal, Shillong College, Dr. Kandarpa Kumar Deka, Former Vice-Chancellor, Dibrugarh University, Dr. Kiran Hazarika, Member, University Grants Commission, New Delhi, Ministry of Education, Government of India, Chairperson of UGC Experts group on formulation of Implementation Plan for National Education Policy, 2020, Prof. S.M. Sungoh, Professor, Department of Education, North Eastern Hill University (NEHU), Shillong and Dr. Sankar Sarma, IQAC Coordinator, Shillong College and Convener, National Workshop were dignitaries seated on the dias. The hall was packed to capacity with Principals and teacher-delegates and IQAC Coordinators from different colleges of Meghalaya, participants, students, teachers, and members of print and electronic media attending the Programme.
- Orientation Programme for the 1st Semester BA, B.Sc, B.Com, BBA and BCA was held on the 15th July, 2022
- An Awareness Talk on Anti Ragging was held on 3rd August, 2022 for the students of First Semester.
- As part of the National Library Day, Shillong College organised A two-day Orientation Programme on the theme "Connect with your Library" held on the 12th and 13th August, 2022 for the students of First Semester.
- Poster Campaign themed "My Library My Temple of Knowledge" was also held on the same day.
- Formation of Reader's Club.
- A seven-day Workshop on "Application of Statistics in Social Science Research"

was organized by the Department of Statistics in collaboration with the Internal Quality Assurance Cell (IQAC), Shillong College from the 13th -19th September, 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(IQAC), Shillong College and Meghalaya Basin Management Agency(MBMA).
- 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.
- Some of the programmes organised included
- Awareness Programme on “Career Project in SBI” on 24th August, 2022, Orientation Programme on Campus Recruitment with Always Designing for People (ADP) on 30th August, 2022,
- Student Development Programme on “College to Corporate” in collaboration with BS Business School Hyderabad on 6th September, 2022,
- Recruitment Drive for Redbirt Pilot Training Academy on 17th October, 2022.
- Free Youth Employability Training (YET) Programme for the final year students of the college was conducted by Information Career Guidance (ICG) and Placement Cell, Shillong College, on 8th February, 2023.
- A three-month Certificate Course on French The French Connection was conducted by the Department of English.The Course commenced on the 22nd of October, 2022.
- Awareness cum registration session on NCS portal was conducted on 13th April,

2023, at 2:00 P.M by Employment exchange, in collaboration with Information Career Guidance (ICG) and Placement Cell, Shillong College.

- This Programme aimed at equipping students with skills such as communication skills, analytical skills, interview skills and personality development to name a few. Also, on successful completion of the Programme, students are allowed to sit for the
- National Qualifying Test (NQT).
- An Awareness Programme on “North East Entrepreneurship Awareness Programme” was organised in Shillong College in Collaboration with PRIME, Meghalaya IIM Kolkata and North Eastern Council (NEC) on 13th September, 2022.
- The Department of Computer Science and Applications, Shillong College, hosted an Inaugural Function, to mark the commencement of the Short-Term Course on Mobile Technology in collaboration with NIELIT, Shillong, on 20th February, 2023.
- The two-month Certificate Course on Tally and GST, conducted by the Department of Commerce, Shillong College, in collaboration with ANUDIP Foundation, commenced on 6th March, 2023.
- Inauguration of Extension of Library (Funded by RUSA), Art and Culture Gallery, Release of College Publications and Interactive session on Research and NEP 2020 was organised by Research, Innovation and Publication Cell in Collaboration with Internal Quality Assurance Cell, (IQAC)Shillong College, on 15th March, 2023.
- The Khadi and Village Industries Commission (KVIC) State Office Shillong organised an Awareness Camp on PMEGP (Prime Minister Employment Generation Programme) on 17th March, 2023, in the College Auditorium.
- Future Plan of Action:

	<ul style="list-style-type: none"> • The iHUB Divya Sampark, IIT Roorkee in collaboration with the Department of Computer Science and Applications Shillong College will be organizing a Six-Day Summer Training Camp for Scheduled Tribe students in partnership with DST, the Government of India from 3rd July to 8th July, 2023. • The Inaugural Programme for Diamond Jubilee of Teaching Science in Shillong College will be held on 20th July, 2023. As part of the celebration, the college organised various Programmes, Talks, Panel Discussions and cultural competitions to mark the occasion. A number of Programmes will also be conducted in collaboration with the State Council of Science, Technology and Environment (SCSTE) Meghalaya and other government agencies in the ensuing months. • Entrepreneurship Development Cell (EDC), Shillong College will be organising various Skill and Training Programmes which will be funded by PRIME, Meghalaya, for setting up of Entrepreneurship Promotion and Development Programme as incubators in academic institutions in Meghalaya. • Three Months Certificate Course on Entrepreneurship Development (9th Batch) will commence from the 24th of July to 22nd November, 2023. • To commemorate the 75th year of India's Independence and the 67th Foundation Day of the College the College will be conducting programmes on the 15th of August, 2023 in the college premises. • A five-day Students' Induction and Orientation Programme will be conducted by Shillong College Central Library for all First Semester students of BA, B. Com, B. Sc, BBA, BCA and Post Graduate students of English and Khasi. • Classes were held as per the Standard Operating Procedure issued by the State Government from time to time.
<p>Publications</p>	<ul style="list-style-type: none"> • Proceedings of the two-day Webinar on the Theme “Ka Jaitbynriew Hynniew Trep ha ka Jingiaid Lynti Ba 50 Snem” was released by the Hon’ble Chief

	<p>Minister, Shri Conrad K Sangma, Govt. of Meghalaya on the 27th of August, 2022.</p> <ul style="list-style-type: none"> • Fourth Edition of the Peer Reviewed Annual Interdisciplinary Journal Echoes from the Hills, Volume IV on the Theme-“Society in a Frantic habitat” with ISSN No. 2581-5253 registered under the Registrar National Press of India, New Delhi, RNI No. MEGENG/2017/74583 will be released shortly. • The Editorial Board for the Fifth Edition of the Peer Reviewed Annual Interdisciplinary Journal Echoes from the Hills, Volume IV on the Theme-“Higher Education in Meghalaya: Vision 2047-The Changing Landscape” with ISSN No. 2581-5253 registered under the Registrar National Press of India, New Delhi, RNI No. MEGENG/2017/74583 has announced Call for Papers for the next edition. • A Publication “Research Methodology” with ISBN brought out by IQAC & Research Innovation and Publication Cell will 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 also be released in • A Publication titled “The Changing Dynamics of Tribal Society in India with Special Reference to North Eastern Region” an outcome of the two-day National Seminar organised by the Department of Sociology and IQAC held on 5th & 6th November, 2019 is working on the release. • College Publications– Annual e-Magazine (available in college website) The Lamp, NSS Magazine Vignettes of Oneness, Departmental Magazines/ Newsletters by some departments were published.
<p>Affiliation of courses/ subjects / academic programmes</p>	<ul style="list-style-type: none"> • 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:

	<ul style="list-style-type: none"> • Grant of Permanent Affiliation for Bachelor of Business Administration (BBA) Honours w.e.f. January. Letter No. CDC/6/Sh.C/2014/Vol.V-1719 dated 7th of March 2023 • Grant of Permanent Affiliation for B.Sc Microbiology w.e.f. January. Letter No. CDC/6/Sh.C/2014/Vol.V-1719 dated 7th of March 2023 • Renewal of Provisional Affiliation for B.Sc Computer Science for a period of 3 (Three) Years w.e.f. January 2022. Letter No. CDC/6/Sh.C/2014/Vol.VI-1721 dated 7th March 2023. • Renewal of Provisional Affiliation for B.A. (Honours) in Hindi and Garo for a period of three years w.e.f January 2024. Letter No. CDC/6/Sh.C/2014/Vol.VI-1720 dated 7th March 2023.
<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(EDC)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(MIE). 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. • UGC Sponsored Three months Certificate Course funded by MIE, Govt. of Meghalaya, commenced on 23rd February, 2022 and concluded on 9th July, 2022

with a Felicitation Programme for the participants.

- **Philakyntiew Mawroh:** Philakyntiew 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 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.
- 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,

	<p>infrastructure, etc. which should be looked upon in the hand- holding and follow-up process.</p> <ul style="list-style-type: none"> • 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. • On 28th October, 2022 Shillong College collaborated with PRIME, Meghalaya to set up Entrepreneurial Promotion and Development Programme and Incubator to promote entrepreneurial ecosystem in the state. • The Entrepreneurship Development Cell (EDC), Shillong College has been conducting programmes to strengthen the core entrepreneurial potential of students and youths. • 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"> • The extension activities undertaken by the college have been well appreciated by the state government, government agencies, and the community as a whole. The various Outreach Programmes conducted by various committees and clubs has empowered the underprivileged and the needy. Programmes like Blood Donation Camps, Workshop on Drug Abuse Prevention, Cleaning Drive, World AIDS Day, and others have helped create awareness amongst the youth. • Various workshops and trainings organized by the institution have enabled students to explore career options in their field of study. • Events of national importance like International Yoga Divas, Independence Day are regularly observed to instill feelings of national integration and make

	possible nation-building.
Administration.	<ul style="list-style-type: none"> • Computerization of administrative work is under process. Admission process is fully online. • Appointment of teaching faculty includes 2 UGC Sanctioned Posts in Department of Commerce and 1 College Post in the Department of Garo • Internet connectivity improved with fibre-optic technology. • CCTV coverage of the whole campus is complete. • WIFI connectivity has been extended to the entire Campus. • Shillong College Employees Staff Welfare Fund has been bettered with additional fund. • Scholarship Schemes and a number of Endowment Awards for academic excellence besides awards for NSS & NCC have been instituted for students. Free studentship for deserving students have also been instituted.
Endowments & Scholarships	<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.

Expansion of
Infrastructure.

- There is continuous expansion of infrastructure and IQAC closely co-ordinates and monitors them so as to enhance and sustain the overall academic and extra-curricular growth potential.
- An update on the expanded infrastructure of the college:
- Boys' Hostel in the extended campus at Mawkasiang (yet to be functional) 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..
- Permanent site for Botanical Garden
- Construction of Auditorium in the New Academic Block is complete.
- Lift has been installed.
- ICT Equipments, Science Equipments, furniture and library bookshave been procured.
- 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	07-07-2023

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

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

15. Multidisciplinary / interdisciplinary:

The college offers a wide range of programs in Humanities, Social Sciences, Commerce and Management, Physical Sciences, and Life Sciences, providing significant opportunities for an interdisciplinary approach to education as outlined in NEP 2020. With robust infrastructure and a qualified faculty, the college is well-equipped to implement this approach. However, as an affiliated institution, curriculum revisions by North-Eastern Hill University are required to facilitate interdisciplinarity. The college has also enhanced its infrastructure by acquiring ICT equipment, strengthening internet connectivity, and expanding its library collection with a variety of books, ensuring a comprehensive learning environment that supports modern educational practices.

16. Academic bank of credits (ABC):

The affiliating university (North-Eastern Hill University) is yet to implement /make it functional the Academic Bank of Credits (ABC). However once the affiliating university adopts the same, the college is ready and remains committed and rule bound to implement the Academic bank of Credits (ABC)

17.Skill development:

In preparation for NEP 2020, the college has directed its departments to offer skill sets aligned with the National Skill Development Fund standards. Several skills-oriented certificate courses are already available, including EDC-run programs, Android App Development, a three-month French language course, Khasi Traditional Music, and Personality Development. Additionally, new courses are under development, such as Tally with GST, Solid Waste Management with EDP inputs, and Beekeeping/Vocational Studies from the Life Science departments, further expanding opportunities for students to gain valuable, industry-relevant skills.

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

The institution has well integrated the Indian Knowledge system with its major initiatives and thrust on teaching of Hindi (offered as Honours and Elective subject).Other local languages of the state like Khasi was started in 1956 and Garo in 1999. Both are offered as Honours and Elective subjects at the Under-Graduate level. The faculty of these departments have the acumen and expertise to collaborate ,design and implement curricula that integrates IKS. The tech savvy faculty of these departments have the requisite expertise to design and deliver content for such courses in the online mode.

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

Since the implementation of the Learning Outcomes-based Curriculum Framework by the UGC, all HEIs have been instructed to adhere to and follow the same. At present all Programmes offered by the college follow their respective POs, PSOs, and COs for curricula. The same is discussed by Faculty in class rooms and are made available for viewing in the college website. The attainment of outcomes is measured from the performance of the students in the internal assessments and external examinations. The college however is in the process of fine tuning the Outcome based Education (OBE) since the affiliating university is yet to do so.

20.Distance education/online education:

The college facilitates distance education and online education in the best possible way. The college has signed MoU with IGNOU and is one of the Study Centres since 2013 offering Masters in Commerce, Sociology, English and in Science subjects. The institution is planning to activate some more subjects in the study centre. The college organized awareness programmes on e content to be developed by teachers such as e PG Pathsala, CEC (under e-PG Pathsala CEC Undergraduate)SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives and institutional (Learning Management System(LMS). Following these awareness programmes several departments have developed e content through MOOCs platform.

EXTENDED PROFILE

1. Programme

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

Answer: 24

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

2.1 Number of students during the year.

Answer: 3257

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: 1420

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

Answer:

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	LINK
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3.2 Number of Sanctioned posts during the year

Answer: 108

VIEW TEMPLATE	LINK
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4. Institution

4.1 Total number of Classrooms and Seminar halls

Answer: 61

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

Answer: 633.09

4.3 Total number of computers on campus for academic purposes

Answer: Computer: 286 / Student: 3257

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.
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 where suggestions given by the departments are taken note of and incorporated.
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 Prorammes 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.

Answer: 3 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: 71 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 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: 184 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

Answer: ANY 1 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 1 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

[LINK](#)

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: 1420 STUDENTS

[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 (exclusive of supernumerary seats)

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

Answer: ANY 1 OF THE ABOVE

[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

After admission, it becomes mandatory for students to 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](#)

[LINK](#)

2.2.2. Student- Full time teacher ratio

Total Number of Students	Total Number of Full Time Teachers	Student : Teacher Ratio
3257	108	30:1

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

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 theory with the practical world. These methods 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 complement each other.

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 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

LINK

NUMBER OF MENTORS

LINK

	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		
	VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
	VIEW TEMPLATE	<u>LINK</u>
2.4.2 Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)		
2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. /Superspeciality / D.Sc. / D.Litt. during the year.		
Answer: 33		
	VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
	VIEW TEMPLATE	<u>LINK</u>
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		
	VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
	VIEW TEMPLATE	<u>LINK</u>
2.5. Evaluation Process and Reforms		
2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode		
<ol style="list-style-type: none"> 1. Continuous assessments are done 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 subject) 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 scope 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](#)

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

VIEW TEMPLATE

[LINK](#)

2.7 Student Satisfaction Survey

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

WEBLINK

[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: 3

[VIEW TEMPLATE](#)

[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: 3

[VIEW TEMPLATE](#)

[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: 12

[VIEW TEMPLATE](#)

[LINK](#)

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: 5

[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: 15

[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. The Programmes include Blood Donation Camps, health awareness programmes, observance of International Yoga Day, Road Safety Week, Essays/Art/Poetry/Slogan Competitions on Environmental issues, 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.. Entrepreneurship Development Cell organized a “Capacity Building for women and Unemployed Youth” at Smit Village.

[VIEW SUPPORTING DOCUMENTS](#)

[LINK](#)

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: 3

VIEW TEMPLATE

[LINK](#)

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: 9

VIEW TEMPLATE

[LINK](#)

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

3.4.4.1 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: 362

VIEW TEMPLATE

[LINK](#)

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: 10

VIEW TEMPLATE

[LINK](#)

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: 6

VIEW SUPPORTING DOCUMENTS

[LINK](#)

VIEW TEMPLATE

[LINK](#)

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. 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

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

Answer: 50

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 50

VIEW SUPPORTING DOCUMENTS

LINK

VIEW TEMPLATE

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: 352

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: 1.97

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

4.2.4 Number per day usage of library by teachers and students

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

The College is set up with the following infrastructure related to IT. The number of total fiber

connections is 6 (in the college) and 2 (in the Girl's hostel). Total No. of Projectors – 53 Nos, Smart Rooms – 3 Nos, Internet Provider JIO (Plan: Fiber TB Plan@ 1Gbps), 1 Connection, Internet Provider JIO (Fiber Premium Plus Plan @ 300mbps), 4 Connection , Internet Provider JIO (Fiber Premium Plus Plan @ 500mbps), 1 Connection, Girls Hostel- Internet Provider JIO (Fiber Premium Plus Plan @ 300mbps), 2 connections Free WIFI zone for the students in the vicinity of the library area. Video conferencing suite in the Principal Conference room has been setup. Internet Access Point in all Campus Block – A (6 Access Point), Block – B (6 Access Point), Block – C (8 Access Point), Block – D (4 Access Point),

VIEW SUPPORTING DOCUMENTS	LINK
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4.3.2 No. of Computer

Answer: 208

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

4.3.3. Bandwidth of internet connection in the Institution

- A. $\geq 50MBPS$
- B. 30 - 50MBPS
- C. C.10 - 30MBPS
- D. 10 - 5MBPS
- E. $E. < 5MBPS$

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)

Answer:

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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.

VIEW SUPPORTING DOCUMENTS	LINK
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CRITERION 5- STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

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

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

Answer: 2269

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 benefitted 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

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	LINK

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: 1214

VIEW SUPPORTING DOCUMENTS	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*

Answer: ANY 1 OF THE ABOVE

VIEW SUPPORTING DOCUMENTS

LINK

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: 14

VIEW SUPPORTING DOCUMENTS

LINK

VIEW TEMPLATE

LINK

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: 75

VIEW SUPPORTING DOCUMENTS

LINK

VIEW TEMPLATE

LINK

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

Answer: 0

VIEW SUPPORTING DOCUMENTS

LINK

VIEW TEMPLATE	LINK
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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: 0

VIEW SUPPORTING DOCUMENTS	LINK
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5.3 Student Participation and Activities

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

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

Answer: 7

VIEW SUPPORTING DOCUMENTS	<u>LINK</u>
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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 who is 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(Upload Report)

Answer: 15

VIEW SUPPORTING DOCUMENTS	LINK
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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. ≥ 5 Lakhs**
- B. 4 Lakhs - 5Lakhs**
- C. 3 Lakhs - 4Lakhs**
- D. 1 Lakhs - 3Lakhs**
- E. <1Lakhs**

Answer: <1 Lakhs

VIEW SUPPORTING DOCUMENTS	LINK
VIEW TEMPLATE	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 follows policy of decentralization and participative decision making. 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, 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. Important issues are discussed in IQAC meetings, meetings of Heads of Department and Staff Meetings. These meetings help frame the basic outline for an Action Plan to be adopted for the year, and the Vice Principals along with IQAC prepares the detailed draft action plan which is notified after approval of the Governing Body. Execution of Action Plan is monitored continuously by the management and IQAC. Assignment of workload, planning and purchase of departmental requirements are done at the Departmental level. Departments are given freedom to organize field trips and other events outside the college. The teachers and students work in close coordination thereby motivating and encouraging each other to grow. By working in close coordination with the Principal and Vice Principals the IQAC reviews and monitors implementation of the growth strategies and suggests measures for qualitative improvement.

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.
- The College is upgrading ICT enabled classrooms.
- Examinations in the College are centralized and is managed by an Examination Committee, formed every year for the specific purpose.
- The teachers counsel and mentor students for furthering academic excellence and accomplishing career goals.

- College has a vibrant Research, Innovation & Publication Cell to encourage and give a boost to research and publication. In the last decade teachers have published articles in SCOPUS indexed Journals, PEER Reviewed journals, authored and edited books in great numbers.
- All Staff are covered under Welfare Schemes.
- 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.

- Service rules in print, is available in the IQAC office, and is available to all employees.

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*

Answer: ANY 3 OF THE ABOVE

VIEW TEMPLATE

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VIEW TEMPLATE

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6.3 Faculty Empowerment Strategies

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

The Statutory and Voluntary Welfare measures taken by the college for teaching and non-teaching staff such as:

- 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
- Infirmary facility – A full time qualified nurse is hired.
- Canteen facility– Two canteens and one coffee stand shop are within the college campus.
- Drinking water facility
- Sanitation and washing facility– Separate washroom are provided for the ladies and gents, non-teaching staff and teaching staff of the college.
- Maternity Leave – As per the State Government Order six months maternity leave is sanctioned for child birth and child care.
- Recreational facility – Staff picnics are organized every year and Carrom Boards and TV are installed in the Teachers' Common Room.

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

VIEW SUPPORTING DOCUMENTS

LINK

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: 5

VIEW SUPPORTING DOCUMENTS

LINK

VIEW TEMPLATE

LINK

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

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

Answer: 31

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 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.

VIEW SUPPORTING DOCUMENTS	LINK
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6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly.

Internal Audit is conducted annually by a duly constituted Internal Accounts Audit Committee.
•A Chartered Accountant is appointed to audit the college accounts. Utilization Certificates for various

grants received from UGC and others are audited and submitted to the respective authorities.

- The Director of Local Accounts, Government of Meghalaya periodically conducts audit for Grants-in-Aid. There has been no adverse report till date.

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

VIEW SUPPORTING DOCUMENTS

LINK

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

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

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(AAA) 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. 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(MIS). 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 access 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

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*
any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Answer: Any 3 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.

A Gender Equity 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 Equity 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.

VIEW SUPPORTING DOCUMENTS

[LINK](#)

Environmental Consciousness and Sustainability

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

- 1. Solar energy*
- 2. Biogas plant*
- 3. Wheeling to the Grid*
- 4. Sensor-based energy conservation*
- 5. Use of LED bulbs/ power efficient equipment*

Answer: Any 3 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*

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

Liquid waste management: Point sources of waste water have been identified. Some of these have been equipped with waste water treatment units. The Green Campus Development Committee with the help of the management have laid out the ground work to establish more water treatment units at all those point sources which do not have one. Each liquid waste management unit is a three stage system. In the first stage large debris are filtered out. In the second the waste water is allowed to stand which results in sedimentation of waste and a third stage sedimentation unit enables further sedimentation and treatment if required.

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 2 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 2 OF THE ABOVE

GEO TAGGD PHOTO	LINK
PWD POLICY	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

The institution has students and staff belonging to different communities with different caste affiliations and professing diverse faiths .To develop emotional bond, affinity and tolerance among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management to generate a feeling of oneness and social harmony. The college celebrates the essence called India through music, dance, theatre, folk traditions, performing arts, paintings and writings that are known, as the 'Intangible Cultural Heritage' (ICH). Departments organize talks, field trips, and webinars on many issues. Besides academic and cultural activities, the institution has built infrastructures for a variety of sports activities for the physical development of the students and students' common room where students can meet and gain social acceptance. Cells/committees such as gender equality and monitoring cells and equal opportunity cell has been constituted by the institution to ensure tolerance and harmony among students from various backgrounds, NSS conducts cultural exchange programme at national and regional level. This way the institution invests its efforts and initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio -economic, and other diversities.

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

The institution sensitizes the students and the staff to the constitutional obligations about values, rights, duties and responsibilities and constantly works towards nurturing them as better citizens of the country through the curriculum and extra-curricular activities. Throughout the year, many programmes

are organized and conducted by different departments such as talks or lectures on meaning of inter-generational solidarity and its sociological impact at the family level, and Har Ghar Tiranga Campaign .The NCC, NSS, Rangers and Rovers, and other cells and committees are also involved in organizing programmes such as competitions, flag hoisting during national festivals, pledge taking ceremonies, voters Awareness Programmes, social service and so on, which inculcates values to become responsible citizens of the country. Students are encouraged to participate in all such events to strengthen the feeling of brotherhood and strengthen social relationship amongst others. The institution takes pride in raising successful leaders among the students by conducting the Student Council election every year. The elected representatives assume the leadership role and delegate the responsibilities of organizing college programmes with the support of other student volunteers.

VIEW SUPPORTING DOCUMENTS	LINK
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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

CODE OF CONDUCT	LINK
VIEW SUPPORTING DOCUMENTS	LINK

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

- The institute takes pride in celebrating many events and commemorative days on an annual basis namely:
- Shillong College NCC Unit celebrates the International Yoga Day on 21st June, 2022 in the college premises.

- Independence Day and College Foundation Day – Flag hoisting
- Shillong College NCC Unit celebrates the Independence Day and College Foundation Day – Flag hoisting on 15th August, 2022 in the college premises.
- The NSS Unit, Shillong College, observed Azadi Ka Amrit Mahotsav (AKAM) by organizing the “Har Ghar Tiranga Campaign” on the 10th August, 2022.
- NSS Unit, Shillong College, observed the 8th International Day of Yoga on the 21st June, 2022 by organising a Yoga Workshop and Yoga exercises.
- NSS Unit, Shillong College, organizes a Lecture on “Intergenerational Solidarity” as part of observation of the International Youth Day on the 12th August, 2022 in the College Campus.
- Clean India Campaign

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.

Title of the Practice - Fostering research and innovation within the institution through the Research, Innovation and Publication Cell, Shillong College

Objectives of the practice -

- To promote research activity of students and teachers.
- To empower teachers and learners to acquire more knowledge.
- To open opportunities to collaborate with institutions, organisation, corporates in and outside the country.
- To encourage analytical, practical and observation skills in the young minds in the scientific research.
- To introduce innovative mind in students in order to develop a learner-centric approach.
- To develop and improve skills more than just acquiring knowledge.
- To promote the spirit of scientific enquiry among teachers and students.
- To create awareness about the various schemes and sponsorships provided by the State and

Central Government agencies for major and minor research projects for teachers.

- To encourage students to participate and present their findings in scientific gatherings such as seminars, workshop, exhibitions at the college level.
- To facilitate learning outside the classroom through field work, study tour, projects among students.

The Context

- To foster research and innovation within the institution, the Research, Innovation, and Publication Cell was established to support teachers and students in undertaking research projects that may be sponsored by the College. Research in Higher Education promotes critical and analytical thinking and often leads to innovation which in turn contributes to the society and the economy.

Practice and Source of Funding

- Research proposals must follow specific guidelines established by the Research, Innovation, and Publication Cell. For resource mobilization for research, a committee called the Fund Allocation Committee has been constituted by the College Management.
- Currently, the College Management has enhanced the total allocation for pursuing College Funded Minor Research Projects (MRP) by teaching staff from 2 lakhs to 4 lakhs per annum. Henceforth, a teacher can utilise a maximum of Rs 50,000 for one project. This has come into effect from April 2019. All research projects recommended by the Screening Committee of the Research Innovation and Publication Cell are submitted to the Principal for the release of grants.

Challenges

- Lack of motivation in other disciplines apart from science for undertaking projects.
- Lack of infrastructural facilities to undertake major projects.
- Fund constraints and time constraints

BEST PRACTICE IN THE INSTITUTIONAL WEBSITE	LINK
OTHER RELEVANT INFORMATION	LINK

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust

Shillong College was established on August 15, 1956, to address the educational needs of marginalized communities in the capital city, offering affordable collegiate education under the leadership of Founder-Principal Shri S. C. Datta. It has since grown into a Grade 'A' institution with a CGPA of 3.06, emphasizing holistic student development. The college integrates skill development into its mission, notably establishing Meghalaya's first Entrepreneurship Development Cell and pioneering a UGC-sponsored Certificate Course in Entrepreneurship Development. Its efforts have been recognized by the Meghalaya Institute of Entrepreneurship.

The college remains committed to societal transformation, equipping students to face global challenges. It prioritizes inclusive education and multidisciplinary approaches, as highlighted in its Two-Day National Workshop on the National Education Policy 2020, organized by the Internal Quality Assurance Cell. This initiative aimed to address implementation challenges in the North Eastern region and promote an inclusive, skill-based education system. Shillong College continues to adapt to changing times, fostering all-round student development and societal progress.

APPROPRIATE WEB IN THE INSTITUTIONAL WEBSITE	LINK
OTHER RELEVANT INFORMATION	LINK

7.3.2 Future Plans of action for next academic year

Future Plan of Action

- 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.e.,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.