The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)*

2014-15

1. Details of the Institution

1.1 Name of the Institution

SHILLONG COLLEGE

1.2 Address Line 1

BOYCE ROAD

Address Line 2

LAITUMKHRAH

City/Town

SHILLONG

State

MEGHALAYA

Pin Code

793003

Institution e-mail address

shillcoll@yahoo.co.in

Contact Nos.

0364-2224903 Fax: 0364-2502143

Name of the Head of the Institution:

DR. K. D. RAMSIEJ

Tel. No. with STD Code:

0364-2224903

9863065988

Mobile:

Name of the IQAC Co-ordinator:

DR. M. N. BHATTACHARJEE

Mobile:

9436160592

IQAC e-mail address:

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

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MLCOGN10415

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/53/RAR/65 dated 04-09-2010

1.5 Website address:

www.shillongcollege.ac.in

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

16-06-2004

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

   i. AQAR _2011-12 submitted online on 29/09/2012_____
   ii. AQAR__2012-13 submitted online on 27/09/2013

iii. AQAR__2013-14 submitted online on 27/07/201)

iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

     Urban ☑   Rural ☐   Tribal ☑

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

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

1.10 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☑

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify)   .   **BBA, BCA**

1.11 Name of the Affiliating University *(for the Colleges)*   **NORTH EASTERN HILL UNIVERSITY, SHILLONG**

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	X
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers

15

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

03

2.4 No. of Management representatives

06

2.5 No. of Alumni

05

2. 6 No. of any other stakeholder and

community representatives

03

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

27

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No. 02   Faculty 02

Non-Teaching Staff Students 01   Alumni X   Others X

2.12 Has IQAC received any funding from UGC during the year?   Yes YES   No [ ]

If yes, mention the amount   Rs. 3, 00.000.00

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. x   International x   National x   State x   Institution Level 01

Credit Based Choice System and Semester system

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Taking initiative for 3rd Cycle of Accreditation of the College and spearheading all activities in this direction. Major initiative taken in preparing the Self Study Report, helping various in updating the Department profiles and improving the facilities for the department.
2. Providing lap tops to all departments and insisting on use of ICT in teaching learning process.
3. Sensitising teachers to adapt to the Semester system being implemented from this year and also collaborating with Academic Committee to hold a seminar on 'Choice Based Credit System'.
4. Delinking of Higher Secondary (Class XII) Section.
5. Initiatives for starting of new courses/subjects of studies.
6. Sensitisation of the faculty members on taking new research proposals. Taking initiatives and making the teachers apply for Minor Research Project.
7. Initiating steps for different departments/centres to hold seminars/workshops.
8. Coordinating with the college administration for holding classes for various entrance examinations.
9. Updating database of the college.
10. Initiatives taken for expansion of campus, expanding the infrastructure etc.
11. Creating a benchmark in expenditures of the College including estimation of fund allocation for various activities by instituting a 'Fund Allocation Committee', the IQAC Coordinator being the Convener of the said committee.
12. Verification of ASAR, PBAS and API scores of eligible teachers and taking up the process of their placement in higher grades.
13. Informal orientation and counselling of teachers, particularly the new recruits, from time to time. Maintenance and updating of Service Books of the Teaches.
14. Improvement of facilities for students, teachers and non-teaching staff.
15. Functioning of the IGNOU Study Centre in the College with programmes such as B. Sc., M. A. (Sociology and English), M. Com., etc.
16. Taking initiative for developing Software for maintaining student data base, along with the Computer Science and Applications department, this is now in place.
17. Taking initiative for planning and implementing Social Maintenance Scheme for the Staff of the College.
18. Taking initiative for opening Student Service Centre in the College.
19. Taking initiative for organising Seminars, workshops etc. by various departments and cells, and three national level seminars and one stage level seminar have been organised during this period up to 31st July, 2015.
20. Organising Memorial Lectures in honour of the founder Principal of the College, Late Shri S. C. Datta. Two memorial lectures have been organised during this period – one by the Mathematics department in November, 2014, and other by the Political Science department in May, 2015.
21. Considering the range of activities performed in the institution, Principal and the Governing Body have made it a practice that every activity in the College is routed through collaborative effort of the University.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Holding of seminars/workshop.	1. Three National level Seminars were organised during this period up to 31st July, 2015.
2. New Courses	2. New Courses viz. B. Sc. (TIT), Bachelor of Physical Education (B.P.E.) and B. Sc. (Environment Science) are schedule to start from 2016-17. Necessary permission from the University has been obtained. Some PG Courses are being planned. Certificate Course on Entrepreneurship Development is continuing. One course per year.
3. Research proposals.	3. Out of six research proposals submitted to UGC, five have been sanction. Four new proposals are being prepared.
4. Plans to hold two new National Level Seminars during the year.	4. Initiatives are being taken in this direction.
5. Action on improvement of infrastructure of the College.	5. Extra land has been procured and improvement of infrastructure is in progress. 5 new class rooms have been constructed during the year.
6. Major Construction work for infrastructure	6. Major construction work has started which will have provision for academic as well as extra-curricular activities. Expansion science building is in progress.
7. Staff and Students Welfare.	7. A novel scheme called "Shillong College Employees Social Maintenance Scheme' has been started. Also, Students Service Centre is also started functioning.
8. Students Data Base –software	8. New software has been developed by the teachers of Computer Science and Application department, which has been installed and student data are being updated.
9. Accounting System	9. Accounting system of the college is being computerised in collaboration with a private organisation.
10. 3rd Cycle of Reaccreditation of the College.	10. 3rd Cycle of Reaccreditation of the college has been initiated, LOI as well as SSR submitted.. IQAC has played a lead role in this direction.

*Academic Calendar of the year in **Annexure I.**

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

1. The Governing Body appreciated the plan of the IQAC to strengthen the effort to sustain and maintain the present infrastructure of the College and hence plan for further expansion which becomes a launching pad for further enhancement of academic programmes of the college.
2. The AQAR was approved by the Governing Body of the College in its meeting held on 14-08-2015.
3. The Governing Body/Management of the College is in agreement with AQAR, and appreciated the efforts being taken.
4. The Governing Body/Management urged for more interactive programmes and further improvement of academic aspects of the institution.
5. The Governing Body /Management authorised the IQAC to draw plans for further expansion of scope of higher education in different areas including possibility of starting PG courses in select subjects.
6. The Governing Body approved the draft SSR and authorised the Steering Committee to forward the same to NAAC.
7. The Governing Body approved the proposals for new Courses and asked the Principal to work systematically along with the IQAC so that the courses can start as schedule.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	1	1	1	1
Innovative	1	1	-	-

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

Curriculum is decided by the affiliating University. Semester System has been introduced from the Current academic Session (i.e., 2015-16). At present, both semester and annual systems are operating. CBCS system is going to be introduced in a phased manner, as and when notified by the University.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	X
Annual	6

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

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

*Please provide an analysis of the feedback in the Annexure

Feedback received from the students are being analysed by an external expert – report has not been obtained so far. Parents and alumni are mobilised to submit feedback either online or manually. However, no such feedback has been obtained

though many verbal submissions have been made during interaction such as Alumni meet, Parents meeting etc.

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

- Yes, as Semester has been introduced the syllabus in each subject has been recast under the new regulation of the University.
- Most the faculty members of the College are actively involved in such processes.
- For add-on courses, members of the faculty are only involved in designing and revision of the syllabus.
- The Entrepreneur Development Cell of the College is now engaged in developing a PG course in Entrepreneurship development.

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

YES.

Two new departments came into existence and they are: Department of Information Technology and Department of Management.

The College is in the process of introducing B. Sc. (IT) from the next academic session and hence a new department called Information Technology Department has been started. New appointment of teachers has been made and some more will be appointed progressively.

The erstwhile Commerce and Management Department has been segregated to Department of Commerce and Department of Management, so that such departments can now plan for new courses as per their need. Hence such, the Department of Commerce is formulating plans to start PG course in Commerce. Management department is deliberating on enhancement of academic programmes.

Department of Environment Science and Physical Education have been strengthen with appointment of more staff, and new academic programmes are planned to be started from the next academic session.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others
110	34	34	-	42

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	2	-	-	-	-	12	-	14	2

2.4 No. of Guest and Visiting faculty and Temporary faculty   04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	88	45
Presented papers	-	14	4
Resource Persons	-	02	-

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

1. Providing lap-tops to all departments and creating opportunities for ICT enabled classes.
2. Semester system and regular assignments to students along with internal assessment.
3. Periodic orientation/counselling of the students.
4. Departmental Students seminar for the Degree final year students.
5. Registration of students admitted with honours papers in a subject by the respective departments so that the students become more interactive, shares the responsibility and feels at home at the college environment.
6. Students respective departments being asked to participate in all National level seminar organised by the college as Student delegates.

2.7 Total No. of actual teaching days
during this academic year   193

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

Display of answer scripts to the students in internal examinations

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop   10

2.10 Average percentage of attendance of students

89.7%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (No. of Students)				
		Distinction/ Rank Holder	I Class	II Class	Simple Pass	Pass %
B. A. (Hons.)	172	3	06	82	78	96.51%
B. Com. (Hons.)	31	-	-	05	22	87.1%
B. Sc. (Hons.)	56	3	16	38	-	96.43%
B. B. A.	28	1	06	15	06	96.43%
B. C. A.	13	3	12	01	-	100%
B. Sc. (Genl.)	01	-	-	-	01	100%
B. A.(Genl.)	105	-	-	08	76	80.0%
B. Com. (Genl.)	21	-	-	-	19	90.48%
B. Sc. (Microbiology)	24	10	15	08	-	95.83%
B. Sc. (Comp. Science)	03	-	01	02	-	100%

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

1. Through regular interaction with teachers, particularly with the Head of Departments. In the staff meeting with Principal and meeting of the Head of the Departments, annul progress of the students are reviewed.
2. Study of departmental profiles and providing feedback on them.
3. Considering the recommendations of the Research and Publications Cell and Teachers' Grievance Cell.
4. Feedback from the students and periodic interaction of the management with the Students Union and considering suggestions of such interactions.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	06
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	08
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	42	-	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Research and Publications cell constituted by the College, as per the recommendations the College, has been active since 2009, and sensitising the teachers to take up research projects in local, regional, national and international level. IQAC coordinator is a member of this cell and continuously infuses ideas for expansion of research activities. Five Minor Research Projects have sanctioned by UGC during this period, and more teachers are applying of fresh MRPs.
2. Research and Publications cell constituted by the College is also engaged in granting local level research projects taken up by the Teachers along with students and grants are met from college fund. As the instance of IQAC, the college has enhanced the grants from Rs. 6000/- to Rs. 20,000/-, on the recommendation of fund Allocation committee from the current year.
3. Faculty members opting for Ph. D. And M. Phil. work are given appropriate support by the College, and the IQAC is encouraging the teachers to get engaged in such higher studies.
4. IQAC is constantly encouraging teachers to take up minor and major research project under the provisions of UGC, and even from other funding agencies – both national and international.
5. The R & P Cell is now engaged in publication of compilation volume of the abstracts of the Ph. D. Thesis, which will serve as incentive for teachers for pursuing Ph. D. Degree.
6. Proceedings of National and other seminar, organised by various departments and cells of the College are being published as ISBN coded books which acting as impetus for the teachers in research activities, and also presenting papers in Seminars.
7. A multi-disciplinary ISSN coded journal will be published from this year, and IQAC is acting as main motivating force towards this endeavour.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			5	3
Outlay in Rs. Lakhs			17 lakhs	10 lakhs

3.4   Details on research publications

	International	National	Others
Peer Review Journals	15	2	4
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range 1-10   Average 05   h-index -   Nos. in SCOPUS -

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2 years	UGC	17 Lakhs	10.5 Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1 year	College	40,000.00	40,000.00
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 07 |

ii) Without ISBN No. | 10 |

3.8 No. of University Departments receiving funds from

UGC-SAP | x | CAS | x | DST-FIST | x |

DPE | x | DBT Scheme/funds | x |

3.9 For colleges   Autonomy | x | CPE | x | DBT Star Scheme | x |

INSPIRE | x | CE | x | Any Other (specify) | x |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	03	01	-	5
Sponsoring agencies	-	UGC, ICSSR, Sahitya Akademi, Government of Meghalaya,			College

3.12 No. of faculty served as experts, chairpersons or resource persons - 05

3.13 No. of collaborations   International | 01 | National | 05 | Any other | 05 |

3.14 No. of linkages created during this year | 02 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 17 Lakhs | From Management of University/College | 1.6 Lakhs |

Total | 18.6 Lakhs |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	-	-	-	03 (Ph. D.)	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

X

X

3.19 No. of Ph.D. awarded by faculty from the Institution   03

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

JRF   X   SRF   X   Project Fellows   01   Any other   -

3.21 No. of students Participated in NSS events:

University level   200   State level   50

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   40   State level   40

National level   20   International level   01

3.23 No. of Awards won in NSS:

University level   02   State level   02

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   05

National level   05   International level   -

3.25 No. of Extension activities organized

University forum	X	College forum	10		
NCC	02	NSS	08	Any other	02

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

- Celebration of World Environment Day on 5th June 2014 with number student oriented programmes in collaboration with Shillong College Academic Society.
- Shillong College in collaboration with Rufford Foundation for Nature Conservation, UK; Global Water for Sustainability Program, Florida International University, USA and Foundation for Ecological Research, Advocacy and Learning, Pondicherry, INDIA is going to organize a Training Program on Capacity Building for Freshwater Ecosystem Conservation from 14th-21st July, 2014 for Under-graduates Science students of different colleges in the College premises. The Program will have two parts: the first part will be on Practical Eco-hydrology for Watershed Ecosystem Conservation which is from14th to 16th July 2014 followed by the GIS in Conservation of Aquatic Ecosystem on 18th, 19th and 21st July 2014. The instructors are Dr Sonali Saha and Dr Amartya Saha of GLOWS, Florida International University; and Dr R. S. Bhalla, GIS expert, FERAL, Pondicherry.
- National Seminar on "Emerging trends in Advanced Networking and Cloud Computing", was organised on 31st October and 1st November, 2014by the Computer Science and Applications department in association with Internal Quality Assurance Cell of the College and sponsored by University Grants Commission and others. The Seminar was held, with participation from number of resource person and delegates from different parts of the country and the State itself. All the students of the Computer Science department and B.C.A. were the student delegates in the seminar. The Seminar was inaugurated by Prof. Dilip Kr, Saikia, Director, National Institute of Technology, Meghalaya, Shillong on 31st October and the valedictory address on 1st November was graced by Dr. K. D. Ramsiej, Principal of the College.
- A National Seminar on "Translation: Transcending Barriers" was organised from November 20 to November 22, 2014, at the College campus and was organised by the Literary Circle of the College in collaboration with all the literature departments of the college. There was a special session of Performing Arts which included display as well as on various aspects local cultural traditions on the last day of the seminar. All the students of the literature departments were the student delegates in the seminar.
- "Youth and Entrepreneurship" Entrepreneur Development Cell, Shillong College10th & 11th December, 2014.
- The NSS Unit organized a One week special Camping Programme at Laitkseh, at Smit Village from 21th to 26th April, 2014. Several Programmes were organized which include Awareness Programme on Rain water harvesting, construction of Village footpath and a Cleaning Drive; (iii) NSS Unit celebrated World Environment Day 2014 by organizing a two days programme on the 4th and 5th June 2014. A cleaning drive was organized on the 4th June in the college campus. On the 5th June a Clean River Umiew campaign was organized which is situated at Smit Village which is one of the adopted villages of the Unit. (iv) The NSS Unit organized a One week special Camping Programme at Nongpathaw Village from 28th September to 4th October, 2014. Several Programmes were organized which include construction of Village footpath and a Cleaning Drive.
- A National Seminar cum Workshop on "Creative Writing in English", organised by English Department on 21st and 22nd May, 2015.
- A National Seminar on "Exploring Recent Advances in Chemistry in Service of Mankind", organised by the Department of Chemistry, on 30th and 31st July, 2015.
- S. C. Dutta Memorial Lecturers – two lecturers organised during the period – first one by Mathematics Department on 18th November, 2014, and the second by the Political Science Department on 18th May, 2015.

- Panel Discussion on "Juvenile Delinquency" on 3rd November, 2014, organised by Political Science Department and Sociology Department jointly.
- A discourse on "Emotional Intelligence – Why It matters?" organised by the Departme nt of Education on 10th November, 2014.
- One day Wokshop on "Philosophy and its relevance in the Contemporary Society" organised by Philosophy Department on 6th December, 2014.
- Hindi Diwas Day celebration on 19th September, 2014.
- Screening and interactive programme on the documentary "Where the Cloouds End", organised by the Sociology Department on 16th August, 2014.
- One day workshop on "Statistics for Knowledge Exploration" organised by the Statistics Department on 13th September, 2014.
- Celebration of World Environment Day, 2015, on June 2015 in collaboration with Shillong College Academic Society.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.5 acres	-	-	1105 acres
Class rooms	43	-	-	43
Laboratories	6	-	-	6
Seminar Halls	2	-	-	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	16	6	College	24
Value of the equipment purchased during the year (Rs. in Lakhs)	65.5	7.0	College	72.5
Others – (a) Extension of Laboratory etc. (b) Extended Campus – Boys Hostel and Play Ground	-	3	UGC and College UGC and College	10.00 15.00

4.2 Computerization of administration and library

Administration

Administration has been further streamlined. New software developed by the Faculty members of Computer Science and Applications Department of the College has been installed for maintaining student data. It is expected that this will greatly help in administrative work. Further, new software has been obtained to maintain accounts of the college. Staffs are being trained in this respect.

Library
Library expansion has been taken up and one spacious room has been added. Library work, maintenance work and records of books are totally computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1038	2,88.215/-	1987	14,37,663/-	3025	17,25,878/-
Reference Books	359	1,47,679/-	963	6,23,962/-	1322	7,71,641/-
e-Books						
Journals	24	48,139/-	12	20,670/-	36	68,809/-
e-Journals					NLIST (INFLIBNET)	5,000/-

Digital Database						
CD & Video	50		65		115	
Others (specify) 1. Photocopier – (Reprography Section)	2	1,98,555	-	-	2	1,98,555
2. Computer for Students with internet facility	7	3,05,071/-	3	1,34,529/-	10	4,39,600/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres and Library	Computer Centres	Office	Depart-ments	Others
Existing	106	72	78	5	1	18	14	2
Added	57	-		12	-	-	17	22
Total	163	72		17	1	18	31	24

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

1. Short Training programme for employees and teachers was conducted.
2. In general, employees of the College, particularly the teaching staff, are encouraged to use computers in every level of teaching and learning process and also to be familiar with all internet facilities and provisions.
3. A National Seminar on "Networking and Cloud Computing" was organised on 31st October and 1st November, 2014.
4. Fifteen Computers in the Library are meant for students and these are provided with broadband facilities.
5. Two computers in the Staff Common Room are placed with internet facilities.
6. Campus is in the process of being made Wi-Fi enabled.

4.6 Amount spent on maintenance in lakhs :

i) ICT

5, 79,956.00

ii) Campus Infrastructure and facilities

83, 02,926.00

iii) Equipments

9, 20,434.00

iv) Others

66,015.00

Total :

98, 69,331.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

1. Formation of Discipline Committee and tracking the student-activities continuously.
2. Regular monitoring of performance of students in various examinations through the respective departments as well the Examination Committee of the College.
3. Meeting with Parents/Guardians at least twice in a year.
4. Analysis of the University Examination results and discussion of the progress of the students in the meeting of the Head of the Departments and also Staff meeting and hence to plan future strategies.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2486	-	-	1250

(b) No. of students outside the state

101

(c) No. of international students

12

Men

No	%
1630	65.57

Women

No	%
856	34.43

	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
45	15	2849	-	1	2910	130	04	2349	15	-	2498

Demand ratio: 1:1.6   Dropout %: 02%

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

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

No. of students beneficiaries   195

5.5 No. of students qualified in these examinations

| NET | - | SET/SLET | - | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 05 |

5.6 Details of student counselling and career guidance

1. Information and Career Guidance Cell (ICGC) of the College is engaged in organising counselling and career guidance activities in the college through the year though the counselling session is generally organised for the fresh students.
2. Three (4) counselling session have been organised in 2014 and two (2) in 2015, so far.
3. Career guidance programmes are also conducted periodically by the ICGC, Placement Cell and also Entrepreneur Development Cell.
4. The EDC has developed close relationship with number of organisations like NIIT. A good number of students have been placed in respectively jobs through NIIT.

No. of students benefitted | Counselling: 1012;   Career Guidance: 333 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	213	11	67

5.8 Details of gender sensitization programmes

1. Gender Equality Monitoring Cell of the College takes care of gender sensitisation activities.
2. Women Cell of the College, which was formed in 2010, is conducting number of activities in respect of gender sensitization every year.
3. Two girl students are elected every year in the Women Cell.
4. During Annual College Social Week and Student Union Activities, gender sensitisation programmes are conducted every year.
5. Some departments like Sociology, Political Science etc. also conduct interactive sessions which highlight the issue of gender equality, awareness of stakeholders regarding any sort of gender discrimination in society and so on.

5.9 Students Activities

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

State/ University level | 69 | National level | 10 | International level | - |

No. of students participated in cultural events

State/ University level | 15 | National level | 02 | International level | - |

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

Sports: State/ University level | 4 | National level | 01 | International level | - |

Cultural: State/ University level | 2 | National level | 01 | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	21	Rs. 64,000/-
Financial support from government	2511	Rs. 1,14,88,645/-
Financial support from other sources	3	15,000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | - | International level | - |

Exhibition: State/ University level | 01 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 08 |

5.13 Major grievances of students (if any) redressed:

01 – Regarding Canteen, Toilet and Drinking Facilities. The grievances have been resolved. Further, as the present major construction activities are going, all such facilities are going to be upgraded once the construction activities are over.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

> IQAC initiates strategies to start new courses/subjects/programmes and the same, when approved by the respective subject experts (faculty of the college and from universities) are sent to the affiliating University for approval and according affiliation of the curriculum. Curriculum on Physical Education, IT have been formulated. Similarly, a curriculum for Entrepreneurship Course has also been developed.
> Presently working on formulating curriculum on PG course in Entrepreneurship, B. Sc. in Environmental Sciences, P. G. Courses in English and Commerce.

6.3.2 Teaching and 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.
- On the suggestion forwarded by IQAC, innovations in Teaching and Learning processes are formulated, upgraded and implemented.
- ICT is used to the best extent possible.

6.3.3 Examination and Evaluation

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

Evaluation system for internal examinations are thoroughly transparent and answer scripts are displayed to the students.

Continuous evaluation is also done through assignments given to the students from time to time.

6.3.4 Research and Development

- College has a Research Cell constituted by the Management which is engaged in sensitising the teachers to take up research projects as per the infrastructure available.
- College has also earmarked some amounts wherein the faculty member may take local level research projects each carrying a total amount of Rs. 20,000.00. Students projects in this category is also encouraged with amount of Rs. 10,000.00.
- Teachers encouraged to pursue for research leading to Ph. D. And M. Phil. Degrees.
- Teachers are also encouraged to obtain MRP from UGC and other funding agencies.
- Institution provides all necessary support, including furnishing of laboratories to the extent possible and providing leave.
- Teachers pursuing Ph. D. are encouraged to opt for FIP.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Each department is allotted an amount of Rs. 20,000.00 – 30,000.00 every year to purchase new books in the subjects and upgrade the library.
- Library has been renovated with one additional spacious room, more books and journals and more computer with internet facilities.
- Computer Laboratory is well furnished and every step is taken time to time so that it remains up to the mark for any advanced courses. Numbers of institutions are conducing on-line examinations in the college taking advantage of the facilities available in this institution.
- Computer laboratory is further extended to accommodate newly opened IT department.
- Equipment/instruments for the science laboratory are purchased every year according to the demands of the department either from own resources of the college or through grants obtained from UGC or elsewhere.
- Interactive Boards are placed in selected class rooms which are helping the teachers and students in teaching-learning process.
- Institution is in the process of providing lap-tops and LCD projectors to all the departments. Lap-top and LCD projectors have already provided to all the Departments during this year.

6.3.6 Human Resource Management

- Done through Teachers' Association for Faculty Members.
- Through Non-teaching Staff Association.
- Through properly elected Students' Union for the Students.
- Discipline Committee takes care of general discipline in the college, and also beautification of the campus.
- Excellent cordial environment is maintained through regular interactions among all section employees, students, alumni and other stakeholders.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

No scope exists for industry interaction/collaboration except that some firms/public sectors are involved in collaboration in conducting some seminars/workshop/other programmes which are related to academic, cultural or sports activities of students as well as teachers.
Chemistry department organised a study tour of the students at Magic Cement Company, Umiam during this period.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	1. Shillong College Employees Welfare Fund 2. Shillong College Employees Social Maintenance Scheme. 3. Staff cooperative Society. 4. Provident fund Benefits.
Non teaching	1. Shillong College Employees Welfare Fund 2. Shillong College Employees Social Maintenance Scheme. 3. Staff cooperative Society. 4. Provident fund Benefits.
Students	1. Scholarship by the College as well as from the Government. 2. Awards for academic achievements, achievements in Sports, Culture, NSS, NCC etc.

6.5 Total corpus fund generated

Rs. 2.40 crores

6.6 Whether annual financial audit has been done   Yes [v]   No [ ]

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

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

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

For UG Programmes   Yes [√]   No [-]

For PG Programmes   Yes [-]   No [-]

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

An very active and dynamic Shillong College Alumni Association exists which takes up number of programme every year such as Celebrating College Foundation Day, extending financial grants to students, donation of book to college library, etc.

President of the Shillong College Alumni Association is also a member of the Governing Body of the College. In fact, both the Principal and Vice Principal of the College are alumni. There are altogether five members of the Governing Body who are also alumni.

There are three alumni members in the IQAC, and college gets considerable support from the alumni.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association, as such.

Principal, Vice Principal and Teachers are easily accessible to the parents/guardian any time and they interact quite often and settle any issue that may crop up.

As such need for such association was never felt as stakeholders remain largely satisfied.

At least two meeting are held every year with the Parents where Principal, Vice Principal and Teachers are present. At the start of the academic session, Parents are also invited in the orientation programme.

6.13 Development programmes for support staff

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

Some of the staff, particularly belonging to Grade IV, are provided with quarter in the campus.

Non-teaching staff are also given facilities like advance in cases some financial constraints etc.

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

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

Criterion – VII

7. Innovations and Best Practices

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

- Progressive delinking of Higher Secondary Section.
- Organising more Seminars and Workshops which benefit not only the faculty member but the students.
- Initiative for starting Physical Education course in the college leading to B. P. Ed degree
- Monitoring of students through regular tests. Saturdays have earmarked for class tests.
- Putting stress on research activities and publications by the faculty members. A good number of teachers are applying for MRP and some of them received the sanction from UGC.
- Newly adopted Employees Maintenance Scheme has generated enthusiasms among the staff and they are feeling the enhanced security of job.
- Computerisation of most of the Administrative work and extending computer facilities to most of the departments.
- Introduction of Memorial Lecture has contributed towards intellectual debates among the Staff and the Students.
- A general friendly relationship between the teachers, between the teachers and students, and easy accessibility to Principal/Vice Principal/Management.
- Practice of democratic functioning and equity considerations in all levels of decisions of the Management as well as by the Principal in day to day work.
- Activities of IQAC and involving the teachers in making academic as well as administrative decisions.

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

- Major Construction work for Academic-cum-Multipurpose Annex has been started and considerable progress is made so far.
- Appointment of new teachers in Higher Secondary section and progressive de-linking.
- Physical Education as a subject is introduced. New Courses like B. Sc. (IT), B.P.E., B. Sc. (Environment Science) have been formulated, permission have been obtained from the University and would start from next academic session.
- New routine with extra time for classes making the teaching more effective.
- Asserting more stress on the attendance of students in academic as well as extra-curricular activities.
- Creating of Sports infrastructure in the college campus with assistance from UGC.
- At least three National Seminars have been organised during this period.
- Students' Service Centre has been further strengthened which provides study materials like book, copies etc. to students at reduced rates.
- All preparations have been completed for the 3rd Cycle of accreditation by NAAC.
- Science Laboratories are being extended. Proposal for a separate Science Block has been mooted and requisition for permission and financial assistance have been submitted to the concerned authorities.
- Development of new campus at Mawkasiang has started with creation of play field and construction of Boys Hostel with funding received from UGC.

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

1. Staff Welfare Schemes. (See Annexure II)
2. Sport and Culture for Holistic Development. (See Annexure III).

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

SWOC Analysis of the College was done and the report was submitted by the SWOC team in August, 2014. The College is taking measures to meet the challenges identified by the SWOC team. A detailed response to the observations of the SWOC recommendations is being prepared and will be uploaded in the College website shortly.

8. **Plans of institution for next year**

1. Major initiative to start PG Courses in the College and take step towards next level of academic activity. Such PG Courses are planned for English and Commerce to start with.
2. To start new courses like B. Sc. (Information Technology), Bachelor of Physical Education (B.P.E.), B. Sc. (Environment Science) – permission from affiliating University is obtained.
3. Construction/Extension of Science Block of the College.
4. Development of new campus with playground and separate academic block which may take care of Professional Courses and Boys' Hostel.
5. Continuing with the construction of a four-storied building in the present campus which will have separate modern auditorium, seminar room, new class rooms, students' facilitation centre, parking places etc.
6. Extension of Research and Publications activities.
7. Strengthening of the various departments given the fact that the Semester system has been introduced by the University from the current session and the Choice Based Credit System will be in place within 3 years.
8. To proceed for next cycle of Re-accreditation by NAAC, since the present cycle of re-accreditation will end by September, 2015.
9. Also planning to design the curriculum and start a PG course in Entrepreneurship. Necessary ground work has already been initiated. EDC is working on this.

Name: Dr. M. N. Bhattacharjee   *Name: Dr. K. D. Ramsiej*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

SHILLONG ⬤ COLLEGE

Boyce Road, Shillong – 793 003

www.shillongcollege.ac.in   e-mail: shillcoll@yahoo.co.in

Phone- 0364-2224903

A NAAC Re-accredited Grade B Institution 2.92 in 2010

_____

ACADEMIC CALENDAR -2015

Date	Event
1st January 2015	General Excursion& New Year's Day
15th January 2015	College office reopens after Christmas Holidays
2nd February 2015	College classes reopens after Winter Vacation
2nd February 2015 to 19th February 2015	Class XI (Arts / Sc. / Com) Promotion Examinations
17th February to 9th May 2015	B.A./B.Sc./B.Com./B.B.A./B.C.A. (NEHU) Examinations
20th February to 3rd March 2015	H.S.S.L.C., (MBOSE) Practical Examinations
5th March to 21st March 2015	H.S.S.L.C., (MBOSE) Theory Examinations
14th March 2015	Declaration of Class XI Promotion Results
1st April 2015	Commencement of Class XII Classes (Arts/Sc/Com)
7th to 11th April 2015	Students' Counselling for Class XII (Arts/Sc/Com)
2nd May 2015	Commencement of Degree IInd Yr&IIIrd Yr Classes (BA/ B.Com/ BSc/ BCA/ BBA)
10th May 2015	Meeting of Teaching Staff
16th May 2015	Meeting of Non-Teaching Staff
16th May 2015	Budget Meeting of Students' Union
1st June 2015 to 15th June 2015	Admission for Degree 1st Semester Classes Arts / Science / Commerce (Gen Courses), BCA, BBA & BSc(Computer Science) / B.Sc. Microbiology [Professional Courses]

Date	Event
2nd June 2015	Students' Counselling for Class XI Classes (Arts/Sc/Com)
3rd June 2015	Commencement of Class XI Classes (Arts/Sc/Com)
5th June 2015	Celebration of World Environment Day
15th June 2015	Students' Counselling for Degree 1st Semester Classes Arts / Science / Commerce (Gen Courses), BCA, BBA & BSc(Computer Science) / B.Sc. Microbiology [Professional Courses]
16th June 2015	Commencement of Degree 1st Semester Classes Arts / Science / Commerce (Gen Courses), BCA, BBA & BSc(Computer Science) / B.Sc. Microbiology [Professional Courses]
12th August 2015	Library Day
16th August 2015	Alumni Day
5th September 2015	Teachers' Day
13th September 2015	Non-Teaching Staff Day
13th September 2015	Students' Union Election
20th September 2015	Formation of Students' Union
1st October to 9th November 2015	1st Semester B.A./B.Sc./B.Com./B.B.A./B.C.A. (NEHU) Examinations Pre- Board - Examinations for Class XII (Arts/Sc/Com) / Pre- Promotion Examination for Class XI (Arts/ Sc/Com) Selection Test for 2nd & 3rd Year Degree Classes
10th November 2015	Commencement of Degree 2nd Semester Classes Arts / Science / Commerce (Gen Courses), BCA, BBA & BSc(Computer Science) / B.Sc. Microbiology [Professional Courses
12th & 13th November 2015	Prize Distribution & Cultural Programme
22nd November 2015	Meeting of Heads / Senior Teachers of Departments
25th November 2015	Declaration of Selection Test Results
27th November to 4th December 2015	Departmental Study Tour
5th December 2015	1st Semester B.A./B.Sc./B.Com./B.B.A./B.C.A. (NEHU) Results
20th December 2015	College classes closes for Winter Vacation

ANNEXURE II

Title of the Practice

STAFF WELFARE - Shillong College Employees' Welfare and Shillong College Employees'
Social Maintenance Scheme

2.   Goal

In any academic institution, the teaching and the non-teaching staff are pivotal for the quality improvement, growth and sustenance of the institution.   While the academic achievements of the faculty are taken care of through various general as well as some specific programmes, it is felt very important to address to the welfare of the Staff so that they feel secured in their job and devote to the academic assignments without much worry about the general social conditions, increasing tensions of the globalised world, etc. Being alive to these requirements, the College has introduced two unique Schemes for the welfare of its members of the Staff – both teaching and non-teaching alike.

3.   The Context

(a) Education Workers (Teachers as well as Non-teaching) in Meghalaya are unfortunate in the realm of life that the Government of Meghalaya has continued to deny them with any Social Security Benefits, and hence all such employees are left to 'unknown fate' after their retirement. This has led to a feeling of frustration among the teachers and non-teaching staff as their counterparts in other States have secured post-retirement benefit in the form of pension. Even in Meghalaya, the teachers and non-teaching staff in government-run institutions are given such social security benefits but the Grant-in-aid institutions are denied of this basic minimum measure. Keeping this in mind, the institution developed of its own a Scheme to provide some Maintenance assistance to all the regular of the College subsequent to their retirement from the services. This is a novel scheme implemented since 01-07-2011, and no other institution could offer such benefits in our state and may be even elsewhere in the country. In fact, some of the institutions of the State are trying to emulate our example. This practice has boosted the image of the institution in the public eye, and has been attracting more qualified persons to serve in this college.

(b) Shillong College has another Scheme by the name Shillong College Employees Welfare Scheme in which the all the regular staff of the College are provided with a one-time payment to a tune of maximum Rs. 2.5 lakhs at the time of retirement. This Scheme was introduced in 1995 and has been running successfully.

4.   The Practice

(a) Shillong College Employees' Social Maintenance Scheme, 2013, is a unique Scheme in which each regular employee contributes a sum of Rs. 1000/- per month (Rs. 500/- for employees having salary less than 15,000/- per month) and institution provides 50% of the contribution of the employee.   Additionally, the institution has made an one-time contribution to the tune of Rs. 30 lakhs to generate Corpus Fund. The fund is operated by Maintenance Sanctioning Authority, constituted by the Governing Body of the College, and is deposited in Nationalised Bank and State sponsored Cooperative Apex Bank to take care of all security measures. The Corpus Fund has already grown to about Rs. 70 lakhs. A staff is required to contribute for at least three consecutive years to be eligible to receive the maintenance assistance of 5,000/- per month while maximum being Rs. 15,000/-. There is provision of revision of the Scheme every five years which may entail more benefit to the staff depending on the growth of the Fund. Their is a component of benefit to the family in the scheme in case of any unfortunate happening to the staff in service or even after retirement. Such a benefit is limited to 40% of the proposed rate of maintenance assistance to a surviving retired employee.

(b) Shillong College Employees' Welfare Scheme 1995 is another Scheme in which a member of the Staff contributes an amount of Rs. 100.00 to Rs. 300.00 based on income level. The fund is generated from the contribution of staff and additional matching grant from the college. A

staff gets one time gratuitous financial grant limited to a maximum of Rs. 2.5 lakhs at the time of retirement/or any other eventuality. The actual quantum of relief depends is based on number of year of service and net salary of the staff.

5.   **Evidence of Success**

   (a) All the regular staff of the college is eligible to get the benefit and hence this has given a sense of togetherness and security of job to the staff.
   (b) At Present, more than 140 staff is members of both the Scheme and making regular contributions.
   (c) Presently, 9 retired staff (6 teaching and 3 non-teachings) are in receipt of maintenance assistance @ Rs. 5000.00 per month which will have incremental benefit of Rs. 500/- per year but with effect from 1st July of each successive year.
   (d) The Maintenance Sanctioning Authority considers that the initial target of raising the Corpus Fund to Rs. 50 lakh within 5 years has been achieved, and hence it is initiating efforts to raise the Corpus to Rs. 1 crore by next two years so that the staff may feel more secured about the sustenance of the Scheme and also that the quantum of maintenance assistance may be raised at the earliest.
   (e) A number of institutions – both under Grant-in-aid scheme of the Government of Meghalaya and purely private ones – are taking interest in the schemes finding these novel measures to provide benefits to their staff who toiled life-long for the growth and development of the institution.

6.   **Problems Encountered and Resources Required**

   (a) Since the Schemes are innovative designs of the in-house Staff, the members of the Staff had to study, plan and formulate the scheme with appropriate financial sustainability projections, in addition to formulating the rules and regulations. In the absence of expertise available in the field and also financial constraints to hire such experts, it was a huge task for the staff involved in designing the scheme.
   (b) The major problem encountered is generation of appropriate financial resource. In the absence of any assistance from the government, it was left on to the institution and staff to find ways and means to generate funds. It was exemplary decision of the Governing Body of the College to provide Rs. 30 lakhs as initial seed money for creating a Corpus, and also giving consent to contribute recurring amount to the tune 50% of the contribution of the staff.
   (c) To make Shillong College Employees' Social Maintenance Scheme more rewarding and commensurate present day price level, the Maintenance Sanctioning Authority is looking for more funds from different sources.
   (d) Operation of both the scheme also requires human resources to look after day-to-day functioning and transactions. This also demands more financial liability. However, this will be taken care of in the time to come.

7.   **Notes (Optional)**

   Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution about 150 words.

The college enjoys the rare honour of having two novel beneficiary schemes for its staff, irrespective of the nature of job they perform. There is a sense of equity, harmony and natural justice among the staff and also behalf of the governing Body. These schemes are regarded as tremendous contribution towards the welfare of its staff, and it is often discussed that a job in Shillong College is one of the most lucrative jobs in the State, both in teaching and non-teaching category. Management of the College will be glad enough to assist other institutions to emolliate these schemes for the benefit of their staff.

Annexure III

1. **Title of the Practice**

   Sports & Cultural Activities for Holistic Growth

2. **Goal**

   Along with the goal of academic excellence, the college aims at developing talent of its students in sports and cultural activities to seek their holistic growth. In conformity with the aims and objectives of the College, the college strives to provide ample opportunities to the students and trains them with available facilities so as to enable them to compete in university, state, national and even international level in the field of sports, culture, social service including NSS and NCC.

3. **The Context**

   The purpose of education is to develop skilled human resources by increasing capacity of individuals to achieve core competencies in their selected fields. It must create systems to cater to diverse needs of individuals. Keeping in view this goal, the college has developed a network of systems in multi-areas of sports and cultural domain along with academics to provide wider choice to individuals for their versatile & multidimensional growth. Ultimately the mission is to give the nation excellent sportspersons & artists and contribute towards building good human resource of the nation.

4. **The Practice**

   The College is well known for its sports and cultural activities in the region. It provides ample opportunities to the students to pursue with sports and games, cultural activities and on allied fields. The following are the recent initiative of the college in this field, apart from those which are existing since decades:
   - (a) Opening of Physical Education as a subject since 2014-15 session. The college has taken steps to start Bachelor of Physical Education course from 2015-16 session. The necessary formalities for affiliation from the University has been completed and the course will be formally commence once the affiliation is accorded. Necessary infrastructure including appointment of Staff is being created.
   - (b) The college is developing a Swimming Pool and play ground with conventional gallery for giving the students ample opportunity to vie for their interest in sports and games.
   - (c) College has built an Indoor Sports Infrastructure Complex in the main campus with financial assistance from UGC which may hold games like basketball, badminton and other indoor games. Foundation of the Sports Infrastructure Complex was laid by Dr. M. M. Pallam Raju, the then Union Minister for Human Resource Development, on 7th June, 2013.
   - (d) The major sports and games in which students of the college take interest and the College promotes such interest are: Athletics, Badminton, Basket-ball, Cricket, Chess, Football Kerate, Gymnastics Rowing, Table tennis, Taekwondo, Volley-ball, Weight-lifting.
   - (e) To impart training the college uses its infrastructure on the campus as well as facilities available with Shillong Sports Association, NSCA Stadium, grounds of nearby locality with appropriate permission from the concerned authority.
   - (f) For each event there are Teacher-in-charges who manage the show and also appoint Coaches whenever required.
   - (g) In cultural fields too, the college assists the students in many events of music, theatre, arts, public speaking and quizzing. To provide appropriate knowledge, the College has developed an Art & culture Museum which showcases different local art forms.
   - (h) The college has its own anthem which is sung/played in all major events of the college. The anthem was authored by one of the alumni of the college in 2009 and music was composed by a faculty member of the college who has training in the field from abroad.

5. **Evidence of Success**

Every year a good number of students participate in local, university level, state level, regional and national events and on few occasion in international cultural & sports events, when such opportunity arises, and bring laurels to the college. These apart, students bring laurels to the college in performing at various levels of NSS and NCC activities.

6. Problems Encountered and Resources Required

(a) College has to manage all the expenditure incurred on the training and providing facilities along with other related expenditures like conveyances, fooding and lodging etc. to the students. It does not get any support from government or state federations and associations on regular basis, except for permission to use the facilities of such bodies for specific purposes.
(b) College is in the process of developing its own infrastructure realising the potensial of the students in such activities. For all these, college is trying to generate its own funds though some funds have been provided by UGC.
(c) There is not much scope for population of this region to demonstrate their talent in national and international arena. This acts as deterrent. However, the recent developments of having tournaments like I-league, some cultural events etc. has widened the scope and the students are getting encouraged.

7. Notes (Optional)

The college has made tremendous contribution to university sports, adding a major share in Sports, NSS, and Cultural acclaim earned by North Eastern Hill University year after year.

The art gallery of the College is being renovated to accommodate more characters and repository. As enshrined in the objectives of the College, the college will continue its endeavours to encourage the students to cultivate the cultural heritage, assimilate good progressive cultural heritage from all communities and promote 'National Integration'.