

## 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)

2015-16

#### I. 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;

Fax: 0364-2502143

Mobile:

8794745988

Name of the IQAC Co-ordinator:

DR. M. N. BHATTACHARJEE

Mobile:

9436160592

IQAC e-mail address:

[iqac.sc@shillongcollege.ac.in](mailto:iqac.sc@shillongcollege.ac.in) OR  
[iqac.sc@gmail.com](mailto:iqac.sc@gmail.com)

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MLCOGN10415

OR

1.4 NAAC Executive Committee No. & Date:

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

(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)

1.5 Website address:

[www.shillongcollege.ac.in](http://www.shillongcollege.ac.in)

Web-link of the AQAR:

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

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	70-75%	2003	16-09-2003 to 16-09-2008
2	2 <sup>nd</sup> Cycle	B	2.92	2010	04-09-2010 to 03-09-2015
3	3 <sup>rd</sup> Cycle	A	3.06	2016	25-05-2016 to 24-05-2021
4	4 <sup>th</sup> 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 (DD/MM/YYYY)<sup>4</sup>
- ii. AQAR 2012-13 submitted online on 27/09/2013 (DD/MM/YYYY)
- iii. AQAR 2013-14 submitted online on 27/07/2014 (DD/MM/YYYY)
- iv. AQAR 2014-15 submitted online on 27/07/2015 (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)

Management and IT including **BBA, BCA. Physical Education as a subject and to start B.P.E.S. and B Sc. (Environmental Science).**

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	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="15"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="03"/>
2.4 No. of Management representatives	<input type="text" value="06"/>
2.5 No. of Alumni	<input type="text" value="05"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="03"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="27"/>

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

Faculty

03

Non-Teaching Staff

01

Students

01

Alumni

01

Others

01

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

International

National

State

Institution Level

02

(ii) Themes

1. Credit Based Choice System and Semester system.
2. "Research and Innovation in Under Graduate Colleges" organised by the Research and Publication Cell of the College and the Lecture was delivered by Prof. B. Myrboh, former Pro-Vice Chancellor, North Eastern Hill University (and Professor, Department of Chemistry, NEHU) which was held on 16<sup>th</sup> October, 2015.

## 2.14 Significant Activities and contributions made by IQAC

1. Coordinating and synchronizing the 3<sup>rd</sup> Cycle of Accreditation of the College and spearheading all activities in this direction. IQAC was all initiatives for the conduct of PEER Team visit for the 3<sup>rd</sup> cycle of assessment and accreditation of the college held from 21<sup>st</sup> April to 23<sup>rd</sup> April 2016..
2. Impressing upon ICT based teaching-learning by the faculties of each departments.
3. Sensitising teachers to adapt to the Semester system being implemented from previous year and also initiating major steps for total de-linking of the Higher Secondary section.
4. Initiatives for starting of new courses/subjects of studies.
5. Sensitisation of the faculty members on taking new research proposals. Taking initiatives and making the teachers apply for Minor Research Project.
6. Initiating steps for different departments/centres to hold seminars/workshops. IQAC to collaborate in such seminars for their smooth conduct
7. Framing the Manual for Service Rules for the Teaching and non-teaching Staff of the College – first of its kind in the state
8. Taking major initiative for Publication of the college Following publications were released at the initiative of IQAC:
  - (a) “Reasserting Basic Sciences” – proceedings of International Seminar held on 24<sup>th</sup> and 25<sup>th</sup> July, 2013, on ‘Attracting Best Talents in Basic Sciences’: ISBN: 9789383252794 (2016).
  - (b) “Computer Science – Few Newer Perspectives” – proceedings of National Seminar held on 31<sup>st</sup> October and 1<sup>st</sup> November, 2014, on “Emerging Trends in Advanced Networking and Cloud Computing”: ISBN: 9789383252800 (2016).
  - (c) College publication – Service Rules
  - (d) College Publication – Maintenance Assistance Scheme and Rules.
  - (e) College Publication – Staff Welfare Scheme and Rules.
  - (f) College Publication – Memorandum of Association of Shillong College Educational Society.
9. Updating database of the college.
10. Initiatives taken for expansion of campus, expanding the infrastructure etc.
11. Verification of ASAR, PBAS and API scores of eligible teachers and taking up the process of their placement in higher grades.
12. Informal orientation and counseling of teachers, particularly the new recruits, from time to time. Maintenance and updating of Service Books of the Teaches.
13. Improvement of facilities for students, teachers and non-teaching staff.
14. Functioning of the IGNOU Study Centre in the College with programmes such as B. Sc., M. A. (Sociology and English), M. Com., etc.
15. Taking initiative for planning and implementing Social Maintenance Scheme for the Staff of the College.
16. Taking initiative for opening Student Service Centre in the College that provides books and other study materials to students at discounted rates.
17. Organising Memorial Lectures in honour of the founder Principal of the College, Late Shri S. C. Datta.
18. Considering the range of activities performed in the institution, Principal and the Governing Body have made it a practice that all major activities of the College are routed through collaborative effort of the IQAC.
19. A ‘Study Centre’ of Institute of Company Secretaries of India was opened in the College on 26<sup>th</sup> February, 2016, in a function organised by IQAC along with the Department of Commerce of the College. Prof. S. K. Srivastava, Hon’ble Vice Chancellor of North Eastern Hill University graced the function as Chief Guest.

## 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
3 <sup>rd</sup> Cycle of Accreditation of the College	<p data-bbox="553 323 1463 457">IQAC has played a lead role during the 3<sup>rd</sup> Cycle of Reaccreditation of the college which involved preparation of SSR and all other necessary details, further leading to Peer Team visit conducted from 21<sup>st</sup> to 23<sup>rd</sup> April, 2016.</p> <p data-bbox="553 495 1398 556">Finally, the College has been accredited as Grade 'A' institution with CGPA 3.06, with effect from 25<sup>th</sup> May, 2016.</p>
Organising Seminars/workshops	<ul style="list-style-type: none"> <li data-bbox="553 569 1463 703">➤ Two UGC-sponsored National level Seminars were organised during 2015 and one more NHC-sponsored Regional level Workshop in 2016 so far in addition host of other extra-curricular academic activities.</li> <li data-bbox="553 703 1463 764">➤ Sanction for organising a National level Seminar by the Philosophy department of the college along with IQAC has been received</li> <li data-bbox="553 764 1463 800">➤ The major Seminars etc conducted during 2015-16 are:               <ol style="list-style-type: none"> <li data-bbox="553 800 1463 934">(i) Department of Chemistry, Shillong College, organised a <b>National Seminar</b> on the topic, <b>"Exploring Recent Advances in Chemistry in the Service of Mankind"</b>, which was held on 30<sup>th</sup> and 31<sup>st</sup> July, 2015</li> <li data-bbox="553 934 1463 1108">(ii) A two-day National Seminar on <b>"GOODS AND SERVICE TAXES IN INDIA – A WAY FORWARD"</b> was organised by the Department of Commerce and the Department of Management of the College jointly in collaboration with Indian Accounting Association, Meghalaya Chapter on 20<sup>th</sup> and 21<sup>st</sup> August, 2015.</li> <li data-bbox="553 1108 1463 1312">(iii) Research and Publication Cell of the College organised an Interactive Programme on Research and Publication with Lecture on "Research and Innovation in Under Graduate Colleges" delivered by Prof. B. Myrboh, former Pro-Vice Chancellor, North Eastern Hill University (and Professor, Department of Chemistry, NEHU) which was held on 16<sup>th</sup> October, 2015.</li> <li data-bbox="553 1312 1463 1415">(iv) Department of Botany of the College organised a programme on "Traditional Knowledge on Usage of Herbal Medicine" on the 17<sup>th</sup> of October, 2015 at 11.00 a.m. at the Principal's Conference Room.</li> <li data-bbox="553 1415 1463 1549">(v) A popular talk on "Business Opportunities for Young Entrepreneurs" was organised by the Department of Management on 19<sup>th</sup> October, 2015. Smt. B. Shylla, CGM, MIDC, Meghalaya, Shillong was the Resource Person.</li> <li data-bbox="553 1549 1463 1684">(vi) NCC Unit of Shillong College along with the Sociology Department organised a one-day workshop on "Adolescent Rights: A Critical Agenda" on 15<sup>th</sup> of March, 2016, which was funded by National Human Rights Commission, New Delhi.</li> </ol> </li> </ul>
New Courses	<p data-bbox="553 1698 1463 1833">New Courses viz. B. Sc. (IT), Bachelor of Physical Education and Sports (B.P.E.S.) 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.</p> <p data-bbox="553 1833 1463 1894">Certificate Course on Entrepreneurship Development is continuing. One course per year.</p>
Affiliation of Courses/subjects/acad	<p data-bbox="553 1904 1463 1965">Consequent upon sustained effort of the College to start new academic programmes and application submitted to the University, the College</p>

emic programmes	<p>Development Council of North Eastern Hill University conducted inspection of the college for permanent affiliation and permission for opening of the courses as detailed below:</p> <p><b>(a)</b> B. A. (Sociology) - for permanent affiliation – inspection on 29<sup>th</sup> February, 2016.</p> <p><b>(b)</b> B. Sc. (Microbiology) - for permanent affiliation – inspection on 1<sup>st</sup> March, 2016</p> <p><b>(c)</b> B. C. A. - for permanent affiliation – inspection on 10<sup>th</sup> March, 2016.</p> <p><b>(d)</b> B. Sc. (Statistics) - for permanent affiliation – inspection on 11<sup>th</sup> March, 2016.</p> <p><b>(e)</b> Bachelor of Business Administration (B. B. A.) – for permanent affiliation – inspection on 21<sup>st</sup> March, 2016.</p> <p><b>(f)</b> M. A. in English – for permission for opening – inspection on 6<sup>th</sup> April, 2016.</p> <p><b>(g)</b> Inspection for opening and permission for starting M. Com. Course was done by the affiliating university, NEHU.</p>
Administration	<ul style="list-style-type: none"> <li>➤ Accounting system of the college is being computerised in collaboration with a private organisation.</li> <li>➤ Admission process and students data under Semester system are being maintained with software instituted by the affiliating University as well as one more software developed by the Computer Science and Applications department of the College.</li> </ul>
New research proposals	<ul style="list-style-type: none"> <li>➤ Two more MRPs have been sanctioned by UGC.</li> <li>➤ Under the Local level research scheme funded by the College – eight teacher-student research projects and four teacher research projects has been sanctioned.</li> <li>➤ A proposal to take Major Research Project is under active consideration.</li> </ul>
Improvement of facilities/ Service Rules for the Teaching and non-teaching Staff/Welfare Schemes	<ul style="list-style-type: none"> <li>i) Students Service Centre to provide study materials at discounted rates has been upgraded.</li> <li>ii) Maintenance Assistance Scheme for the past employees and Staff Welfare Scheme are operative and getting strengthened.</li> <li>iii) IQAC took major role in framing Manual for Service Conduct – rules and regulations - which was approved by the Governing Body of the College in its meeting held on 8<sup>th</sup> April, 2016.</li> <li>iv) Two Scholarships scheme and a number of endowment awards have been instituted for the students.</li> </ul>
Expansion of infrastructure	<ul style="list-style-type: none"> <li>➤ Major construction work in the permanent campus - started during 2015 – is progressing well and six new class rooms are expected to be ready by august 2016.</li> <li>➤ Construction of Boys Hostel in the Mawkasiang campus is almost complete and this will be operationalised once the electricity connections are made available by the Meghalaya Power Generation and Supply Corporation.</li> <li>➤ Grants for constriction of Swimming Pool have been received from the UGC and construction work has been initiated.</li> <li>➤ Grants for expansion of Girls’ Hostel has been received from UGC and work is initiated.</li> <li>➤ Expansion Science Block - waiting for permission of Meghalaya Urban Development Authority and sanction of funds by appropriate authority.</li> <li>➤ IDP submitted to Government of Meghalaya for availing grants under RUSA</li> </ul>



Publications	<p>Following publications were released at the initiative of IQAC:</p> <p>(a) "Reasserting Basic Sciences" – proceedings of International Seminar held on 24<sup>th</sup> and 25<sup>th</sup> July, 2013, on 'Attracting Best Talents in Basic Sciences': ISBN: 9789383252794 (2016).</p> <p>(b) "Computer Science – Few Newer Perspectives" – proceedings of National Seminar held on 31<sup>st</sup> October and 1<sup>st</sup> November, 2014, on "Emerging Trends in Advanced Networking and Cloud Computing": ISBN: 9789383252800 (2016).</p> <p>(c) 'Venturing into Research and Innovation' – a compilation of Abstracts of Ph.D./M. Phil. theses of the Teachers serving in the College.</p> <p>(d) College publication – Service Rules</p> <p>(e) College Publication – Maintenance Assistance Scheme and Rules.</p> <p>(f) College Publication – Staff Welfare Scheme and Rules.</p> <p>(g) College Publication – Memorandum of Association of Shillong College Educational Society.</p> <p>(h) College Publication – Annual Magazine.</p> <p>(i) College Publication – Departmental magazines/news letters by Chemistry, Physics, Commerce and Management departments.</p>																		
'Study Centre' of Institute of Company Secretaries of India	<p>On 26<sup>th</sup> February, 2016, a function was organised by IQAC along with the Department of Commerce of the College to mark the inauguration of 'Study Centre' of Institute of Company Secretaries of India in the College. Prof. S. K. Srivastava, Hon'ble Vice Chancellor of North Eastern Hill University graced the function as Chief Guest and declared the launching of the Study Centre.</p>																		
Add-on Courses	<p>➤ Entrepreneurship Development Cell of the College started the 3<sup>rd</sup> Batch of UGC sponsored three-month Certificate Course on "Entrepreneurship Development" from 1<sup>st</sup> July, 2015.</p> <p>➤ Soft Skill courses were conducted for different batches of students from various departments. Three batches of students were given the training as under:</p> <table data-bbox="558 1255 1468 1457"> <tr> <td>Batch 1:</td> <td>Elective students (English Major)</td> <td>30 students</td> </tr> <tr> <td></td> <td>June-August 2015</td> <td></td> </tr> <tr> <td>Batch 2:</td> <td>BBA 1st Semester</td> <td>32 students</td> </tr> <tr> <td></td> <td>August-September 2015</td> <td></td> </tr> <tr> <td>Batch 3:</td> <td>Philosophy Deptt.</td> <td>16 students</td> </tr> <tr> <td></td> <td>November-December 2015</td> <td></td> </tr> </table>	Batch 1:	Elective students (English Major)	30 students		June-August 2015		Batch 2:	BBA 1st Semester	32 students		August-September 2015		Batch 3:	Philosophy Deptt.	16 students		November-December 2015	
Batch 1:	Elective students (English Major)	30 students																	
	June-August 2015																		
Batch 2:	BBA 1st Semester	32 students																	
	August-September 2015																		
Batch 3:	Philosophy Deptt.	16 students																	
	November-December 2015																		
Affiliation Matters	<p>Consequent upon sustained effort of the College to start new academic programmes and application submitted to the University, the College Development Council of North Eastern Hill University conducted inspection of the college for permanent affiliation and permission for opening of the courses as detailed below:</p> <ul style="list-style-type: none"> <li>• B. A. (Sociology) - for permanent affiliation – inspection on 29<sup>th</sup> February, 2016.</li> <li>• B. Sc. (Microbiology) - for permanent affiliation – inspection on 1<sup>st</sup> March, 2016.</li> <li>• B. C. A. - for permanent affiliation – inspection on 10<sup>th</sup> March, 2016.</li> <li>• B. Sc. (Statistics) - for permanent affiliation – inspection on 11<sup>th</sup> March, 2016.</li> <li>• Bachelor of Business Administration (B. B. A.) – for permanent</li> </ul>																		

	<p>affiliation – inspection on 21<sup>st</sup> March, 2016.</p> <ul style="list-style-type: none"> <li>• M. A. in English – for permission for opening – inspection on 6<sup>th</sup> April, 2016.</li> </ul>
MoU and Linkages	<p>College has been able establish linkages with some national as well as local establishments/institutions to strengthen the academic programmes and also extra-curricular activities. Following MoUs have signed during this period:</p> <ul style="list-style-type: none"> <li>• With Institute of Company Secretaries of India' and opening of "Study Centre' of course on Company Secretary.</li> <li>• Cluster of Colleges with Shillong Commerce College and College of Teacher Education (PGT).</li> <li>• With IGNOU for conducting Study Centre for B. Sc., M. A. (Sociology) and M. Com. and most of the faculty members of the respective department are conducting the course as counselors.</li> <li>• With Seven Hut Socio-Educational Society for collaborating in organising Seminar/Workshop etc.</li> <li>• With Durbar Shnong of Mawkasiang, New Shillong for development and maintenance of the extended campus of the College there.</li> </ul>

\* The Academic Calendar of the year 2016 is enclosed as **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 expressed its greatest satisfaction on the completion of Peer Team visit for the 3<sup>rd</sup> rd cycle assessment and accreditation by NAAC and subsequent award of Grade 'A. with CGPA 3.06 by NAAC. The GB placed on record its appreciation of the Staff of the College for the excellent work.
2. The Governing Body impressed upon studying the PEER team report thoroughly and to draw further plan and programmes on the basis of the report.
3. 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.
4. The AQAR was approved by the Governing Body of the College in its meeting held on 14-08-2015.
5. The Governing Body/Management of the College is in agreement with AQAR, and approved the same in its meeting held on 25-07-2016.
6. The Governing Body/Management urged for more interactive programmes and further improvement of academic aspects of the institution.
7. 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.
8. 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

#### I. 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	2 (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
<b>Total</b>	7	2	6	4

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 academic Session 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.
- Students have wide-ranging elective options of subjects' combination in a course/stream and the institution does not restrict on the preference of the students on subject combination.
- College often develops new courses/curriculum though such programmes can be started after obtaining approval/affiliation from 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 have been analysed by an external expert – Report is enclosed as **Annexure II**. Parents and alumni are given option 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 system has been introduced, the syllabus in each subject has been recast under the new regulation of the University and the faculty members from various departments of the college were intensely involved in the mechanism.
- 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 has developed curriculum for PG course in Entrepreneurship Development.
- Computer Science Department has developed curriculum for B. Sc. (IT).

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

YES.

The following departments have been either newly introduced or strengthened during past 12-16 months:

- ✓ Management;
- ✓ Information Technology;
- ✓ Environment Science;
- ✓ Physical Education;
- ✓ Commerce;
- ✓ Sociology and
- ✓ Statistics.

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 has formulated plans and structure to start PG course in Commerce, and waiting for permission and affiliation of the University. Management department is deliberating on enhancement of academic programmes.

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) and B. Sc. (Environment Science) from the next academic session and hence a new department called Information Technology Department has been started.

Department of Environment Science and Physical Education have been strengthened 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
	112	34	36	-	42

2.2 No. of permanent faculty with Ph.D. 25

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
	-	1	-	-	-	-	4	1	4	2

2.4 No. of Guest and Visiting faculty and Temporary faculty   06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	86	44
Presented papers	-	03	04
Resource Persons	-	03	02

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

1. 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.
2. Creating opportunities for ICT enabled classes.
3. Semester system and regular assignments to students along with internal assessment.
4. Periodic orientation/counselling of the students.
5. Departmental Students seminar for the Degree final year students. Such seminars are often based on small projects assigned to the students under the guidance of a faculty member in a department.
6. Students of respective departments being asked to participate in all National level and other seminars organised by different departments of the college as Student delegates.

2.7 Total No. of actual teaching days during this academic year 197

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

08	10	05
----	----	----

2.10 Average percentage of attendance of students

88%
-----

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.)	138	02	04	67	45	84.05
B. Com. (Hons.)	89	-	-	01	51	58.42
B. Sc. (Hons.)	86	01	16	35	-	59.30
B. B. A.	31	02	11	18	02	100
B. C. A.	22	03	19	03	-	100
B. Sc. (Genl.)	04	-	-	02	-	50
B. A.(Genl.)	86	01	01	03	49	61.62
B. Com. (Genl.)	31	-	-	01	08	29.03
B. Sc. (Microbiology)	32	09	09	03	-	65.63
B. Sc. (Comp. Science)	01	-	-	-	-	-

**Rank Holders: (Total: 18)**

1. B. A. - Education (Hons.): First Class 4<sup>th</sup>;
2. B. A. - Philosophy (Hons.): First Class 9<sup>th</sup>
3. B. A. – General: First Class Fourth
4. B. Sc. – Zoology (Hons.): First Class First.
5. B.C.A. – First Class First, Seventh and Ninth.
6. B.B.A. – First Class Sixth and Seventh.
7. B. Sc. – Microbiology (Hons): First Class 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>.

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

1. Results of University examinations are reviewed during meeting of the Head of the departments with IQAC.
2. Through regular interaction with teachers, particularly with the Head of Departments. In the staff meeting with Principal and also during meeting of the Head of the Departments, annual progress of the students are reviewed.
3. Study of departmental profiles and providing feedback on them.
4. Considering the recommendations of the Research and Publications Cell and Teachers' Grievance Cell.
5. 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	04
Faculty exchange programme	-
Staff training conducted by the university	08
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others	15

### 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	02	-	-	-

## 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, which has been active since 2009, is mandated to sensitise 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. Two Minor Research Projects have been sanctioned by UGC during this period, and more teachers are applying of fresh MRPs.
2. IQAC has mooted the idea of establishing a Central Instrumentation Centre and also equipping all the department with instruments to promote research culture.
3. In an innovative effort, the R & P Cell has published a compilation volume of the abstracts of the Ph. D. and M. Phil. Theses, and report of research projects in September 2015 named ‘Venturing into Research and Innovation’ which is an incentive for teachers in pursuing Ph. D. Degree.
4. 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.
5. 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.
6. 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.
7. 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.
8. A multi-disciplinary ISSN coded journal will be published from this year, and IQAC is acting as main motivating force towards this endeavor.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

##### UGC College Sanctioned

	Completed	Ongoing	Sanctioned	Submitted
Number	-	5	2	3
Outlay in Rs. Lakhs	-	17 lakhs	6 lakhs	13 lakhs

##### College Sanctioned

	Completed	Ongoing	Sanctioned	Submitted
Number	12	09	6	9
Outlay in Rs. Lakhs	2.4	1.4 lakhs	1.0 lakhs	3 lakhs



3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	-	09
Non-Peer Review Journals	-	-	10
e-Journals	-	-	-
Conference proceedings	-	04	02

3.5 Details on Impact factor of publications: Not Available

Range  Average  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, NERO	7.0 lakhs	3.5 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1 year	SHILLONG COLLEGE	40,000.00	40,000.00
Students research projects <i>(other than compulsory by the University)</i>	1 year	SHILLONG COLLEGE	97,000.00	97,000.00
Any other(Specify)	-	-	-	-
Total	-	-	4,87,000.00	4,87,000.00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	2	1	-	9
Sponsoring agencies	-	UGC, State Govt.	NHRC	-	SELF

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College   
 Total

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
	-	-	-	04 (Ph. D.)	-	-

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

3.19 No. of Ph.D. awarded by faculty from the Institution: Four teachers received Ph. D. degree during the year.

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Completion of 3<sup>rd</sup> Cycle of Accreditation and Assessment by NAAC, Bangalore with subsequent award Grade "A" with CGPA 3.06.
- Women Cell of the College organised an Awareness Programme in collaboration with Meghalaya State Commission for Protection of Child Rights and State Resource Centre for Women, Department of Social Welfare at College Conference Hall on the 9<sup>th</sup> of July, 2015
- Shillong College Alumni Association took up a noble task of helping the needy section of the Society by extending material support by collecting garments, blankets, utensils, household appliances, toys etc. and offering them to orphanage. This was done on the Alumni Day, i.e. 18<sup>th</sup> of August, 2015.
- Department of Hindi and Department of Garo of the College in collaboration with Women's Cell organised a Workshop on "Reality Bytes" on 11<sup>th</sup> September, 2015.

- A Programme on 'Pledge Taking Ceremony' was held on 12<sup>th</sup> September, 2015 was organised by Red Ribbon Club wherein scarfs were distributed to the new members.
- The Youth Red Cross, Shillong College Unit, in collaboration with Bansara Eye Care organised a Free Eye Check-up and Diabetes Check-up cum Awareness campaign in the College campus on 16<sup>th</sup> September, 2015.
- Under the Swachh Bharat-Swasth Bharat (Clean Mind, Clean Body, Clean Environment, Clean City) campaign, the College organised a People's Awareness Programme on 17<sup>th</sup> September, 2015 at Shillong College Campus in collaboration with DSMC Mott MACDONALD, IITMIU, Department of Urban Affairs, Government of Meghalaya. Cleaning drive of the college campus and adjoining areas were also taken up on the occasion.
- An Awareness programme on "Women's Health" was organised by the Women's Cell of the College on 13<sup>th</sup> October at the Conference Hall of the College. This programme was particularly meant for all the lady teachers of the college, lady non-teaching Staff and the girl students.
- Research and Publication Cell of the College organised an Interactive Programme on Research and Publication with Lecture on "Research and Innovation in Under Graduate Colleges" delivered by Prof. B. Myrboh, former Pro-Vice Chancellor, North Eastern Hill University (and Professor, Department of Chemistry, NEHU) which was held on 16<sup>th</sup> October, 2015.
- Department of Botany of the College organised a programme on "Traditional Knowledge on Usage of Herbal Medicine" on the 17<sup>th</sup> of October, 2015 at 11.00 a.m. at the Principal's Conference Room. Shri Dlas Rani, a renowned traditional medical practitioner, was resource person who demonstrated application of various traditional medicines and herbs for various ailments. The programme started with a welcome address by Shri Swapan Kr. Roy, Head of the Department of Botany and then short speech by Dr. K. D. Ramsiej, Principal.
- A popular talk on "Business Opportunities for Young Entrepreneurs" was organised by the Department of Management on 19<sup>th</sup> October, 2015. Smt. B. Shylla, CGM, MIDC, Meghalaya, Shillong was the Resource Person.
- Investiture Ceremony of the Shillong College Rovers and Rangers Crew was held on 18<sup>th</sup> November, 2015 at the College Conference Hall. It was graced by Smt. A. Swer, State Secretary, MBSG, Rajya Puraskar Guide Naphisabet Marbaniang and Rajya Puraskar Scout Khrawkupar Iaphniaw. 24 Rovers and 16 Rangers took the oath in the programme. The investiture was conducted by Smt. A. Swer, State Secretary, MBSG, Dr. K. D. Ramsiej, Principal, Dr. Malay Dey, Vice Principal, Smt. R. Pyngrope, Associate Professor, Shillong College (also Coordinator, Rangers and Rovers of the College), Dr. M. N. Bhattacharjee, Coordinator, IQAC, Shri G. R. Rumnong, Assistant Professor, Department of English (also Coordinator, Rangers and Rovers of the College), Rajya Puraskar Guide Naphisabet Marbaniang and Rajya Puraskar Scout Khrawkupar Iaphniaw.
- Shillong College Students' Union organised Annual Social, Sports and Cultural Week from 9<sup>th</sup> November to 14<sup>th</sup> November, 2015, with a colourful grand finale on 14<sup>th</sup> November, 2015. Shri H. D. R. Lyngodh, Hon'ble Minister for Transport, District Council Affairs etc. was the Chief Guest on the Final Day programme. A good number of Endowment Awards and Scholarship, instituted by the College, were distributed on the occasion.
- NCC Unit of Shillong College along with the Sociology Department organised a one-day workshop on "Adolescent Rights: A Critical Agenda" on 15<sup>th</sup> of March, 2016, which was funded by National Human Rights Commission, New Delhi. The workshop was attended by 132 participants from within and outside the State, and various Resource Persons who contributed were: Smt. M. Kharkongor, Chairperson for State Commission of Child Rights (Government of Meghalaya), Shri Banri L. Kharmalki, Project Manager, Manbha Foundation, Smt. I. Raptap, Programme Manager, SCPS, Department of Social Welfare (Government of Meghalaya), Smt. Clarabell Malngiang, Legal-cum-Probation Officer, District Child Protection Unit, East Khasi Hills, and Shri Vivek Syiem, Superintendent of Police, Shillong City. Students from Department of Social Work of Martin Luther Christian University also presented a play entitled, "What is Rightfully Mine".
- Governing Body of the College in its meeting held on 8<sup>th</sup> April, 2016 took two major futuristic decisions in addition to transacting usual administrative and academic business. The decisions are:

- (a) Adopting of the 'Service Rule' for the College staff (teaching and non-teaching), prepared and drafted by a Committee constituted for the purpose. The rules takes effect from the date its adoption by the Governing Body.
- (b) Governing Body created a new post of Vice Principal (Higher Secondary Section) in continuation of the process of total de-linking of the Higher Secondary courses from the Degree courses. Governing Body also decided to appoint Dr. M. N. Bhattacharjee, Head, Department of Chemistry as the Vice Principal (Higher Secondary Section) with immediate effect.
- Celebration of second International Yoga Day on 21<sup>st</sup> June, 2016, with Yoga session for the students and teachers conducted by trained Yoga teacher.
  - Faculty Development Programme was organised on 11<sup>th</sup> May, 2016 at 2.00 p.m. in the Conference Hall and was addressed by Prof. Soo Yeon Kim, Director, International Youth Fellowship, South Korea, Mind Specialist, of International Mind Educational Institute (IMEI).
  - Orientation Programme for Class XI (Arts/Science/Commerce) was held on 4<sup>th</sup> June, 2016, and the classes for these classes started with effect from 6<sup>th</sup> June, 2016.
  - A popular talk on "Zero Tolerance for the Illegal Trade in Wildlife" was organised by the Shillong College Academic Society on 13<sup>th</sup> June, 2016, at the College Conference Hall at 11.30 a.m.in connection with World Environment Day 2016. The talk was delivered by Shri A. Mathuran, Divisional Forest Officer (Wildlife), East Khasi Hills, Government of Meghalaya. Shri Y. S. Shullai, IFS, Additional PCCF and Chief Wildlife Warden, Forest Department, Government of Meghalaya graced the programme as Chief Guest.
  - First meeting the Organising Committee constituted in connection with Celebration of Diamond Jubilee of the College was held on 15-06-2016.
  - College organised a function in appreciation of the award of Grade "A" with CGPA 3.06 by National Assessment and Accreditation Council (NAAC), Bangalore, in the 3<sup>rd</sup> Cycle of Assessment and Accreditation of the College. This accreditation is valid from 25<sup>th</sup> May, 2016, for a period of 5 years. The function started at 3.30 p.m. on 29<sup>th</sup> June, 2016, at the Sports Infrastructure Complex and continued with items like (a) College Anthem; (b) Welcome Address by Dr. K. D. Ramsiej, Principal, Shillong College with brief outline on recommendation on the Peer Team report; (c) Address by Prof. (Smt.) K. S. Lyngdoh, President, Governing Body, Shillong College; (d) Address by President/General Secretary, Shillong College Alumni Association; (e) Address by Vice President/Secretary, Shillong College Students' Union; (f) Cultural Programme by students; (g) Vote of Thanks by Dr. Malay Dey, Vice Principal, Shillong College, and (h) National Anthem. This was followed by a modest 'Dinner' party, at the college campus for all the stakeholders, well wishers and peers of the college.

## 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	46,272.18 sq. m.	-	-	46,272.18 m <sup>2</sup>
Class rooms	43	04		47
Laboratories	6	4	College Fund	10
Seminar Halls	2	-	-	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	24	4	College Fund	28
Value of the equipment purchased during the year (Rs. in Lakhs)	72.5	3.0		75.5
Others:				
(a) New Academic Block - ongoing	0	Construction work is in progress.	(a) College Fund	(a) 20 lakhs
(b) Boys' Hostel - ongoing	0		(b) UGC and College Fund	(b) 30 lakhs
(c) Swimming Pool – ongoing	0		(c) UGC and College Fund	(c) 50 lakhs
(d) Extension of Girls' Hostel	1		(d) UGC and College Fund	(d) 20 lakhs

#### 4.2 Computerization of administration and library

##### **Administration**

Administration has been further streamlined and computerization of administrative work is in advanced stage. 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 regularly trained in this respect.

##### **Library**

Major expansion of the Library has been accomplished and one spacious room has been added. Library work, maintenance work and records of books are totally computerised. Thirteen new computers have been added in Library with internet facilities for the students. Thus there are now seventeen (17) computers in the Library for the students, being used free of cost. Library has a reprographic section which is widely used by the students and services are provided with discounted rate.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3025	17,25,221/-	4246	35,61,001/-	7271	52,86,222/-
Reference Books	1322	7,71,641/-	804	10,86,398/-	2126	18,58,039/-
e-Books						
Journals	36	68,809/-	12	58,606/-	44	1,27,415/-
e-Journals	NLIST (INFLI BNET)	5,000/-	NLIST (INFLIBN ET)	5,000/-	-	10,000/-
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	72		17	1	18	31	24
Added	30	30		-	-	-	-	-
Total	193	102		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. Department of Computer Science and Application has organised and conducted a number of short term training programmes for the teachers and non-teaching staff of the College from 3<sup>rd</sup> August to 18<sup>th</sup> August, 2015. The training schedule included Computer Fundamentals, Windows/Linux Operating System, MS-Word, MS Excel, MS PowerPoint, Internet & E-mail.
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 “Emerging Trends in Advanced Networking and Cloud Computing”, was organised on 31<sup>st</sup> October and 1<sup>st</sup> November, 2014, and the proceeding of the Seminar was published as ISBN coded book entitled, “Computer Science – Few Newer Perspectives” -: ISBN: 9789383252800 (2016).
4. Seventeen Computers in the Library are meant for students and these are provided with broadband facilities.
5. Five computers in the Staff Common Room are placed with internet facilities.
6. Main Campus of the college has been made Wi-Fi enabled.
7. Main campus is under 24 hours cc tv surveillance with main monitoring of the cc tv is done from the library. Entrance, exit and inner facilities of the Library are also under constant surveillance.

4.6 Amount spent on maintenance in lakhs :

i) ICT (computer, Laptop, projectors etc.	Rs. 35, 43,270.00
ii) Campus Infrastructure and facilities	Rs. 1, 30, 19,311.00
iii) Equipments and Furniture:	Rs. 15, 98,204.00
iv) Others	Rs. 5, 56,812.00
<b>Total:</b>	Rs. 1, 87, 17,597.00



## 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.
6. Free Wi-Fi service and broadband internet facilities to the students.

#### 5.2 Efforts made by the institution for tracking the progression

1. Regular monitoring of performance of students in various examinations through the respective departments as well the Examination Committee of the College.
2. Meeting with Parents/Guardians at least twice in a year.
3. Formation of Discipline Committee and tracking the student-activities continuously.
4. Analysis of the internal examination results by the respective departments and counseling of the students at the departmental level.
5. 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 (2015-16)

UG	PG	Ph. D.	Others
2498	-	-	1350

(b) No. of students outside the state

101
-----

(c) No. of international students

12
----

Men	No	%	Women	No	%
	1630	65.57		856	34.43

Last Year (2014-15)						This Year (2015-16)					
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)

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Coaching for Entrance Examinations for Higher Secondary (+2) students.</li> <li>2. Remedial classes for Tribal students in Degree and Higher Secondary level.</li> <li>3. Coaching for job entry competitive examinations: SSC, UPSC, IBPS, etc</li> <li>4. Entrepreneurship Development Certificate Course.</li> <li>5. Soft Skill Development course.</li> </ol> |
|--|

No. of students beneficiaries 226

5.5 No. of students qualified in these examinations

NET	NA	SET/SLET	NA	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	Others	19

5.6 Details of student counseling and career guidance

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Information and Career Guidance Cell (ICGC) of the College is engaged in organising counseling and career guidance activities in the college through the year though the counseling session is generally organised for the fresh students.</li> <li>2. Two (2) counseling session have been organised in 2015 and two (2) in 2016, so far.</li> <li>3. Career guidance programmes are also conducted periodically by the ICGC, Placement Cell and also Entrepreneur Development Cell.</li> <li>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.</li> <li>5. English Department is conducting Course on Soft skills and three sessions were conducted in 2015.</li> </ol> |
|---|

No. of students benefitted Counseling: 904; Career Guidance: 333

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	61	13	87

### 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  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	24	Rs. 88,500.00
Financial support from government	2766	Rs. 55,32,000.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	5

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- (a) Toilet Facilities: Being resolved. It is expected that this grievance will be greatly taken care of as and when the construction of new Academic and Multipurpose Annexe Building is complete.
- (b) Shortage of Class rooms: Some new class rooms have been added. It is expected that this grievance will be greatly taken care of as and when the construction of new Academic and Multipurpose Annexe Building is complete.

## 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.

Respective departments/cells of the college are presently working on formulating curriculum on PG course in Entrepreneurship, B. Sc. in Environmental Sciences and Information Technology, P. G. Courses in English and Commerce.

### 6.3.2 Teaching and Learning

- Class routines are revised every year to accommodate maximum hours for class room teaching and minimizing the loss of teaching hours.
- 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.
- ICT is used to the best extent possible. Institution is providing all support for ICT based education.
- All the Science Laboratories and five class rooms have been provided with equipments for ICT based teaching-learning methods.
- 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.
- Extra emphasis is laid on continuous internal assignments, assessment and evaluation, and also presentation of seminars (with project work wherever possible) by the students, particularly for the final year degree students.
- Students are given such assignments to promote and encourage them to use library resource materials with guidance on 'how to use library resources'.

### 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 systems 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. Student-projects in this category are also encouraged with a provision of grant amounting of Rs. 10,000.00.
- Teachers are 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 also 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 computers with internet facilities.
- Computer laboratory is further extended to accommodate newly opened IT department. The 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 conducting on-line examinations in the college taking advantage of the facilities available in this institution.
- 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 provided lap-tops and LCD projectors to all the departments for augmenting ICT based teaching-learning.

### 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.
- Staff of all categories is extended unique post retirement maintenance scheme and also welfare scheme which attract them to job in the college.
- Academic and professional resources of the faculty are utilised to the optimum in the managing the day to day academic, administrative and extra-curricular activities of the college, along with giving appropriate opportunities to develop further in academic and professional life.

### 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. Few new appointments were made during the year.
6. For College posts, the recruitments follow the similar pattern as in point no. 1.
7. All new staff members are governed by the Service Rules as framed and adopted by the College.

### 6.3.8 Industry Interaction / Collaboration

Meghalaya being an industrially backward state, hardly any 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.

Some departments take students for study tour in nearby Cement Factories and industrial area in Byrnihat, though no collaboration exists.

### 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 without compromising the merit.
- To accommodate increasing pressure and demands, the number of seats in each courses of studies are augmented every year and the infrastructure is enhanced accordingly.

### 6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> <li>1. Shillong College Employees Welfare Fund</li> <li>2. Shillong College Employees Social Maintenance Scheme.</li> <li>3. Staff cooperative Society.</li> <li>4. Provident fund Benefits.</li> </ol>
Non teaching	<ol style="list-style-type: none"> <li>1. Shillong College Employees Welfare Fund</li> <li>2. Shillong College Employees Social Maintenance Scheme.</li> <li>3. Staff cooperative Society.</li> <li>4. Provident fund Benefits.</li> </ol>
Students	<ol style="list-style-type: none"> <li>1. Scholarship by the College as well as from the Government.</li> <li>2. Awards for academic achievements, achievements in Sports, Culture, NSS, NCC etc.</li> <li>3. Students' Service Centre which makes available books and other study materials to the students at discounted rate.</li> <li>4. Career Guidance Cell (ICGC) and Placement Cell.</li> <li>5. Facilitating entrepreneurial capabilities through Entrepreneurship Development Cell, which also conducts three-month UGC-sponsored Entrepreneurship Development Course every year.</li> </ol>

### 6.5 Total corpus fund generated

2.76 crores

### 6.6 Whether annual financial audit has been done

Yes

No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	NAAC	NO	
Administrative	√	NAAC	NO	

6.8 Does the University/ Autonomous College declare 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.

However, College has its own internal mechanism for all internal examinations which is at par with the University standard with additional features like display of scripts of internal examination.

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

Not Applicable.

Considering the present education scenario of the State and also the academic background of the students who are mostly from the rural areas, the College is not very enthusiastic for autonomy though the future prospect of the same is not ruled out.

6.11 Activities and support from the Alumni Association

- A 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.
- A nominee of the Shillong College Alumni Association or a donor representative 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.
- A number of alumni are well placed in the society such as academics; administrators, ministers etc. and they are involved with the Alumni Association. Such dignitaries also provide support to the college in a number of ways.
- The Alumni Association has donated a number of Books and logistics for the College Library.
- Alumni are important constituent of all major activities/celebrations of the college such Silver Jubilee, Golden Jubilee etc. and the Association is gearing up to celebrate the Diamond Jubilee of the College to be organised during 2016-17.
- Shillong College Alumni Association donated a sum of Rs. 25,000.00 to the College for augmenting the Library resources.

#### 6.12 Activities and support from the Parent – Teacher Association

- There is no formal Parent-Teacher Association.
- 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.
- Parents/Guardians are also called for after examination results for those poor performer students.

#### 6.13 Development programmes for support staff

- Whatever social benefit or welfare measures 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, is provided with quarter in the campus.
- Non-teaching staff are also given facilities like advance in cases of any financial constraints etc.
- Periodical computer literacy training organised by the Computer Science and Applications Department of the College.
- Deputing the relevant staff for some specified training on administrative reforms and learning accounting processes.
- Deputing library staff for training on INFLIBNET and other relevant areas.

#### 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 year in and around the College campus. NSS unit of the College has adopted few 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 year 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.
- Botany and Microbiology department of the college have jointly conducted the survey of the different flora and fauna in the main campus of the college and completed the documentation of the same. Steps are being taken to conduct and document the different types of flora and fauna in other two campuses
- College is taking steps for Green Audit.

## 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.

- Decentralisation of administration and formation various committees and cells to manage various functions of the college leading to sense belonging to everyone.
- Total delinking of Higher Secondary Section.
- Continuous assessment of the performances of the students through attendance, assignments, their evaluation and cross verification of the same by the students.
- 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.
- Organising more Seminars and Workshops which benefit not only the faculty member but the students also.
- Initiative for starting Physical Education course in the college leading to B. P. Ed degree.
- Computerisation of most of the Administrative work and extending computer facilities to most of the departments.
- Introduction of Memorial Lecture in honour of the founder Principal of the College, Late Shri Sudhindra Chandra Datta, 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.
- Introduction of the Welfare measures for all section of employees and the students.
- Students' service centre offering books and other study materials to the students at discounted rate.

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

- 3<sup>rd</sup> Cycle of accreditation by NAAC has been completed.
- Construction work for Academic-cum-Multipurpose Annex has been started and considerable progress is made so far.
- Physical Education as a subject is introduced. New Courses like B. Sc. (IT), B.P.E.S., B. Sc. (Environment Science) have been formulated, permission have been obtained from the University and would start from next academic session.
- 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 two 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.
- 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. Improvement of Infrastructure for academic as well as extracurricular activities - ***See Annexure III.***
2. Awards and scholarships for Students - ***See Annexure IV***

7.4 Contribution to environmental awareness / protection

- Environment Audit of the College campus internally with identification and documentation of major flora and fauna by the Botany department.
- 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.
- Installation of Solar Energy Panels in all the campus of the college. Necessary grants have been obtained from central agencies through the State Government and the work is in progress.
- Plans to start B. Sc. (Environment Science), which will give a major boost to all environment related issues.

7.5 Whether environmental audit was conducted?      Yes       No

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

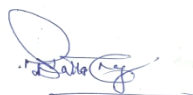
- SWOC Analysis of the College was done and the report was submitted by the SWOC team in August, 2014. The College is taking measures to meet the challenges identified by the SWOC team. A detailed response to the observations of the SWOC recommendations has been prepared and uploaded in the College website. College is taking measures to address to the various weakness and challenges identified by the SWOC team.
- Further, the College is trying to procure an additional plot of land to develop separate Higher Secondary Section Infrastructure, which would lead to total delinking of the Higher Secondary Section and also lessen the burden on faculty members engaged for teaching in degree classes.
- College has drawn up plan for celebrating the Diamond Jubilee of the Institution during 2016-17, with a number of academic and extra-curricular activities. Preparations are afoot for conducting one International and one national Seminar during this period.

## 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. Celebration of Diamond Jubilee of the College with number of academic and extra-curricular events.
4. Construction/Extension of Science Block of the College.
5. Development of new campus with playground and separate academic block which may take care of Professional Courses and Boys' Hostel.
6. 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.
7. Extension of Research and Publications activities.
8. 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.
9. Initiated and designed the curriculum to start a PG course in Entrepreneurship. Necessary ground work has already been initiated. EDC is working on this.
10. De-linking of the Higher Secondary section to be further streamlined with separation of administration. New Vice-Principal has been appointed for this section to smoothen the process of de-linking.
11. MoU on cluster of colleges has been signed with two more college in the adjoining areas. It is now time to take action in this regard by offering courses operating under the cluster-colleges concept for the benefit of students. Intense mobilization is on and things are likely to take shape soon.
12. College is working on develop programmes under Community College concept and start courses under the scheme.
13. Necessary formalities have been completed for obtaining grants under RUSA and work on infrastructure development, renovation of existing buildings and purchase equipments under RUSA have initiated. It is planned to complete at least 90% of the work during this year.
14. To explore and then start construction of separate building complex for Higher Secondary Section of the College in an attempt to de-link the Higher Secondary section totally.

Name: Dr. M. N. Bhattacharjee

Name: Dr. K. D. Ramsiej



---

Signature of the Coordinator, IQAC

---

Signature of the Chairperson, IQAC

\*\*\*

**Annexure I**

Academic Calendar of the year 2016

**ACADEMIC CALENDAR -2016**

SL. No.	DATE	EVENT
1.	1 <sup>ST</sup> JANUARY 2016	GENERAL EXCURSION & NEW YEAR'S DAY
2.	14 <sup>TH</sup> JANUARY 2016	COLLEGE OFFICE REOPENS AFTER CHRISTMAS HOLIDAYS
3.	26 <sup>TH</sup> JANUARY 2016	REPUBLIC DAY
4.	1 <sup>ST</sup> FEBRUARY 2016	COLLEGE CLASSES REOPENS AFTER WINTER VACATION
5.	1 <sup>ST</sup> FEBRUARY 2016 TO 19 <sup>TH</sup> FEBRUARY 2016	CLASS XI (ARTS / SC. / COM) PROMOTION EXAMINATIONS
6.	9 <sup>TH</sup> FEBRUARY TO 14 <sup>TH</sup> MAY 2016	B.A./B.SC./B.Com./B.B.A./B.C.A. (NEHU) EXAMINATIONS
7.	22 <sup>ND</sup> FEBRUARY TO 1 <sup>ST</sup> MARCH 2016	H.S.S.L.C., (MBOSE) PRACTICAL EXAMINATIONS
8.	3 <sup>RD</sup> MARCH TO 23 <sup>RD</sup> MARCH 2016	H.S.S.L.C., (MBOSE) THEORY EXAMINATIONS
9.	18 <sup>TH</sup> MARCH 2016	DECLARATION OF CLASS XI PROMOTION RESULTS
10.	24 <sup>TH</sup> MARCH 2016	HOLI
11.	25 <sup>TH</sup> MARCH 2016	GOOD FRIDAY
12.	1 <sup>ST</sup> APRIL 2016	COMMENCEMENT OF CLASS XII CLASSES (ARTS/SC/Com.)
13.	4 <sup>TH</sup> APRIL 2016	COMMENCEMENT OF DEGREE III <sup>RD</sup> YR CLASSES (BA/ B.Com./ BSC/ BCA/ BBA)
14.	7 <sup>TH</sup> TO 11 <sup>TH</sup> APRIL 2016	STUDENTS' COUNSELLING FOR CLASS XII (ARTS/SC/Com.)
15.	11 <sup>TH</sup> APRIL 2016	SHAD SUK MYNSIEM
16.	14 <sup>TH</sup> APRIL 2016	ASSAMESE NEW YEAR (BIHU) & BENGALI NEW YEAR
17.	21 <sup>ST</sup> APRIL TO 30 <sup>TH</sup> MAY 2016	2 <sup>ND</sup> SEMESTER B.A./B.SC./B.Com./B.B.A./B.C.A. (NEHU) EXAMINATIONS
18.	21 <sup>ST</sup> APRIL TO 23 <sup>RD</sup> APRIL 2016	NAAC PEER TEAM VISIT
19.	12 <sup>TH</sup> MAY 2016	MEETING OF TEACHING STAFF
20.	16 <sup>TH</sup> MAY 2016	MEETING OF NON-TEACHING STAFF
21.	16 <sup>TH</sup> MAY 2016	BUDGET MEETING OF STUDENTS' UNION
22.	21 <sup>ST</sup> MAY 2016	BUDDHA PURNIMA
23.	1 <sup>ST</sup> JUNE 2016 TO 15 <sup>TH</sup> JUNE 2016	ADMISSION FOR DEGREE 1 <sup>ST</sup> SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA & B.

		Sc. (COMPUTER SCIENCE) / B.Sc. MICROBIOLOGY [PROFESSIONAL COURSES]
24.	2 <sup>ND</sup> JUNE 2016	STUDENTS' COUNSELLING FOR CLASS XI CLASSES (ARTS/SC/Com.)
25.	3 <sup>RD</sup> JUNE 2016	COMMENCEMENT OF CLASS XI CLASSES (ARTS/SC/Com.)
26.	5 <sup>TH</sup> JUNE 2016	CELEBRATION OF WORLD ENVIRONMENT DAY
27.	15 <sup>TH</sup> JUNE 2016	STUDENTS' COUNSELLING FOR DEGREE 1 <sup>ST</sup> SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA & B. Sc. (COMPUTER SCIENCE) / B.Sc. MICROBIOLOGY [PROFESSIONAL COURSES]
28.	16 <sup>TH</sup> JUNE 2016	COMMENCEMENT OF DEGREE 1 <sup>ST</sup> SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA & B. Sc. (COMPUTER SCIENCE) / B.Sc. MICROBIOLOGY [PROFESSIONAL COURSES]
29.	6 <sup>TH</sup> JULY 2016	ID-UL-FITRE
30.	13 <sup>TH</sup> JULY 2016	BEHDEINKHLAM
31.	17 <sup>TH</sup> JULY 2016	U TIROT SING DAY
32.	12 <sup>TH</sup> AUGUST 2016	LIBRARY DAY
33.	15 <sup>TH</sup> AUGUST 2016	INDEPENDENCE DAY & COLLEGE FOUNDATION DAY
34.	16 <sup>TH</sup> TO 20 <sup>TH</sup> AUGUST 2016	COMMENCEMENT OF DIAMOND JUBILEE CELEBRATIONS
35.	18 <sup>TH</sup> AUGUST 2016	ALUMNI DAY
36.	25 <sup>TH</sup> AUGUST 2016	JANAMASTHAMI
37.	5 <sup>TH</sup> SEPTEMBER 2016	TEACHERS' DAY
38.	12 <sup>TH</sup> SEPTEMBER 2016	ID- UZ- ZOHA
39.	13 <sup>TH</sup> SEPTEMBER 2016	NON-TEACHING STAFF DAY
40.	14 <sup>TH</sup> SEPTEMBER 2016	STUDENTS' UNION ELECTION
41.	19 <sup>TH</sup> SEPTEMBER 2016	FORMATION OF STUDENTS' UNION
42.	1 <sup>ST</sup> OCTOBER TO 9 <sup>TH</sup> NOVEMBER 2016	1 <sup>ST</sup> / 3 <sup>RD</sup> 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 3 <sup>RD</sup> YEAR DEGREE CLASSES
43.	2 <sup>ND</sup> OCTOBER 2016	BIRTH ANNIVERSARY OF MAHATMA GANDHI

44.	8 <sup>TH</sup> OCTOBER TO 14 <sup>TH</sup> OCTOBER 2016	DURGA PUJA / LAXMI PUJA/ DASHERA & MUHARAM
45.	29 <sup>TH</sup> OCTOBER 2016	KALI PUJA / DIWALI
46.	2 <sup>ND</sup> NOVEMBER 2016	ALL SOULS' DAY
47.	11 <sup>TH</sup> NOVEMBER 2016	WANGALA FESTIVAL
48.	10 <sup>TH</sup> NOVEMBER 2016	COMMENCEMENT OF DEGREE 2 <sup>ND</sup> SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA & B. Sc.(COMPUTER SCIENCE) / B.Sc. MICROBIOLOGY [PROFESSIONAL COURSES]
49.	12 <sup>TH</sup> & 13 <sup>TH</sup> NOVEMBER 2016	PRIZE DISTRIBUTION & CULTURAL PROGRAMME
50.	14 <sup>TH</sup> NOVEMBER 2016	BIRTH ANNIVERSARY OF SHRI. GURU NANAK
51.	21 <sup>ST</sup> NOVEMBER 2016	MEETING OF HEADS / SENIOR TEACHERS OF DEPARTMENTS
52.	23 <sup>RD</sup> NOVEMBER 2016	SENG KUT SNEM
53.	26 <sup>TH</sup> NOVEMBER 2016	DECLARATION OF SELECTION TEST RESULTS
54.	27 <sup>TH</sup> NOVEMBER TO 4 <sup>TH</sup> DECEMBER 2016	DEPARTMENTAL STUDY TOUR
55.	12 <sup>TH</sup> DECEMBER 2016	PA TOGAN N. SANGMA
56.	18 <sup>TH</sup> DECEMBER 2016	DEATH ANNIVERSARY OF U SOSO THAM
57.	19 <sup>TH</sup> DECEMBER 2016	COLLEGE CLASSES CLOSES FOR WINTER VACATION
58.	22 <sup>ND</sup> TO 31 <sup>ST</sup> DECEMBER 2016	CHRISTMAS HOLIDAYS
59.	30 <sup>TH</sup> DECEMBER 2016	U KIANG NANGBAH DAY

- ❖ UNIT TEST, SPORTS ACTIVITIES & OTHER PROGRAMMES ARE TO BE CONDUCTED ON SATURDAYS
- ❖ COLLEGE WILL REOPEN AFTER WINTER VACATIONS ON 1<sup>ST</sup> FEBRUARY 2017.
- ❖ CLASSES OF 2<sup>ND</sup> SEMESTER WILL CONTINUE FROM 2<sup>ND</sup> FEBRUARY 2017
- ❖ CERTAIN DATES ARE SUBJECT TO CHANGE DEPENDING UPON NEHU / MBOSE EXAMINATION SCHEDULE



## Annexure II

Feedback received from the students have been analysed by an external expert.  
(Refer Item No. 1.3)

### Feedback from Students – 2015-16

Feedback was collected from students from all streams. From the Commerce stream there were more first year students who responded. From Science stream the response was evenly spread out between all the years. From the Arts stream, mostly final year students responded and provided feedback. The feedback was obtained from students of almost all Department of the College.

#### General Feelings:

1. Academic programmes have been rated between 'Very Good' and 'Satisfactory', the majority rating is 'Good'.
2. The syllabus was rated as 'Challenging' and 'Adequate'. Coverage of the syllabus was rated '70 to 85%'.
3. Library materials rating was split between 'adequate' and 'inadequate'. Few rated as 'very poor readings'.
4. Availability of prescribed books/reading materials was rated from 'with some difficulty' to 'not at all'.
5. On the teachers preparedness for class, communication, encouragement, advising, courtenousness interaction feedback, the rating were quite good ranging between A and B.
6. On the question of 'ragging' the overwhelming response was that there is no ragging in the college.
7. The vast majority of the students felt that gender equality in the College is maintained.
8. With regard to the 'Student's Feedback on Teachers' on the eight parameters, the majority rating was between A and B, some rated C. very few were rated D on one or two parameters only. The impression is that the teachers of the College were well liked by the students and there is good rapport between teachers and students.

Dated, Shillong  
22<sup>nd</sup> March, 2016

Sd/-  
(H. Syiem)  
Associate Professor  
St. Anthony's College, Shillong  
(External Expert)

#### Break of number of feedback from Students:

##### B. Com.

1 <sup>st</sup> year	15
2 <sup>nd</sup> year	03
3 <sup>rd</sup> year	04
Total	22

**B. Sc.**

Mathematics	1 <sup>st</sup> year	05
	2 <sup>nd</sup> year	01
	3 <sup>rd</sup> year	05
	Total	11
Chemistry	1 <sup>st</sup> year	00
	2 <sup>nd</sup> year	04
	3 <sup>rd</sup> year	04
	Uncertain	01
	Total	09
Zoology	1 <sup>st</sup> year	01
	3 <sup>rd</sup> year	02
	Total	03
Physics	1 <sup>st</sup> year	00
	2 <sup>nd</sup> year	01
	3 <sup>rd</sup> year	01
	Total	02
Botany	1 <sup>st</sup> year	05
	2 <sup>nd</sup> year	02
	3 <sup>rd</sup> year	06
	Total	13
Microbiology	1 <sup>st</sup> year	03
	2 <sup>nd</sup> year	04
	3 <sup>rd</sup> year	02
	Uncertain	02
	Total	11
	Feedback with no subject mentioned	01
	<b>Grand Total</b>	<b>50</b>

**B. A.**

Khasi	3 <sup>rd</sup> year	03
Political Science	3 <sup>rd</sup> year	06
Economics	3 <sup>rd</sup> year	06
History	3 <sup>rd</sup> year	01
Sociology	3 <sup>rd</sup> year	05
Education	3 <sup>rd</sup> year	05
Philosophy	1 <sup>st</sup> year	01
	3 <sup>rd</sup> year	03
English	3 <sup>rd</sup> year	04
	Subject not mentioned	01
	<b>Grand Total</b>	<b>35</b>

Feedback without mention of year, stream and subject	01
<b>Final Total of all Streams</b>	<b>108</b>

## *Annexure III*

### **Best Practices**

#### 1. Title of the Practice

#### **Improvement of Infrastructure for academic as well as extracurricular activities**

#### 2. Goal

College aims at enhancing the sphere of higher education while enhancing further the quality of education imparted to the students. It aims to introduce more degree courses, particularly those pertaining to emerging job opportunities to the students, and also introducing some PG courses. These aspects of the vision of the College have rightly appreciated by the NAAC Peer Team Report in the 3<sup>rd</sup> cycle Accreditation of the college held recently. To meet such requirements, it is essential to create more infrastructures with modern educational facilities. Space remains a prime constraint. Hence, College is now going for major infrastructure developments in all the three campus so as to sustain and enhance academic and extracurricular facilities.

#### 3. The Context

This is one of most popular and premier college in the state and hence there is always demand for admission. This is further accentuated by friendly fee structure for all courses of study and number of awards instituted by the college. The management of the college, being alive to the demands of present generation of students, is exploring the possibility of introducing new courses so that students get enough job opportunities. But, lack of space and infrastructure has become great impediment. So, utmost importance is now accorded towards creating more space and infrastructure. Recently college has purchased about 8.2 acres of land at New Shillong (Mawkasiang) and we are exploring to procure more land adjacent to the main campus. The said land areas are to be equipped with proper infrastructure including classrooms with ICT facilities, play ground and scope for other extra-curricular activities. Construction of new four storied building in the main campus has already started (with auditorium) and plan for new buildings in the extended campus has already drawn. College has also planned construct a separate Science Block and is waiting for approval of the project proposal by the Meghalaya Urban Development Authority.

#### 5. The Practice

The practice of strengthening the infrastructure is continuous one. It took a new dimension in 2005 following the 1<sup>st</sup> cycle of accreditation by NAAC and gained further momentum since 2012. Consequently, about 10 new class rooms have been constructed; laboratories have been expanded and equipped further in addition to expansion of the Library. Yet, it is required to do more in this regard and hence we are planning for a quantum jump in this regard. A number of expansion activities have been planned and these include:

- (a) Construction of Multipurpose Academic Block in the main campus.
- (b) Construction of Science Block in the main campus.
- (c) Construction of academic annexure (PG Courses) in the extended campus at New Shillong (Mawkasiang)
- (d) Separate infrastructure for Higher Secondary Section.
- (e) Outdoor Sports infrastructure and play ground for students in the extended campus.

- (f) Swimming pool in the extended campus.
- (g) Art and Culture museum.

However, the college with its limited resources faces a daunting task to implement its plans and programmes mainly because of financial constraints and existing building bye laws of the Government. College is exploring different avenues for garnering the funds required for this. College has applied to UGC for a number of projects and has received a sizeable amount and we are expecting more. College has applied to Ministry of Development of North Eastern Region (DONER) and North Eastern Council (NEC) for the same. At present, most of infrastructure development work is going on with the own funds of the college.

## **5. Evidence of Success**

With the construction level achieved so far, the college is able to manage present courses comfortably and has been able to enhance the limit of maximum admission of students in different courses. The total students in take in degree classes alone have increased by almost 20% over past 3-4 years.

With the up-gradation of laboratories, the practical classes are conducted very smoothly resulting in better teaching-learning practice.

All these developments have resulted in making the college a preferred destination for the aspiring students to reach to their higher goals in higher education.

Further, the college has planned to start a few PG courses which require further infrastructure development.

An indoor Sports Infrastructure complex has been constructed in the main campus with funding from UGC. This has resulted in creating facilities for the students in sports and games, and consequently the students are performing better in the sports and games events in the state and national level.

## **6. Problems Encountered and Resources Required**

Major problems encountered in implementing the plans and programmes centre around finance since the college has limited resources. As we put prime importance to vision of the college to provide affordable but quality education to our students, the College management does not believe in increasing the fee-structure too much. So, financial resources remain the main problem. Yet, it has been planned to implement the plans in phase wise manner so that financial burden may be absorbed.

Exorbitant price and availability of land in this capital city cause further impediment. Though genuine attempts are being made to procure affordable plots of land in the urban area, the college accorded proper stress on its out-reach programmes to reach the rural population and hence a procured about 8 acres of land in New Shillong (about 15 km from the main campus)

## **7. Notes (Optional)**

A safe and environment friendly academic atmosphere is most desired aspect for imparting meaningful higher education. The infrastructure should be such that it allows not only easy accessibility but also attracts the imagination of the students in a manner that the ambience of the campus drives the students towards excellence. Physical and human resources must be complimentary to each other. Further, utilisation of the space to the optimum level is a

phenomenon by itself and provides a learning experience. Constraints faced by the college in terms of space and finance are one way acting as boon to innovate pragmatic plans and programmes.

## 8. Contact Details

Name of the Principal: Dr. K. D. RAMSIEJ

Name of the Institution: SHILLONG COLLEGE

City: SHILLONG

Pin Code: 793 003

Accredited Status: Grade "A" with CGPA 3.06, in 3<sup>rd</sup> Cycle of accreditation in 2016.

Work Phone: 0364-2224903

Fax: 0364-2502143

Website: [www.shillongcollege.ac.in](http://www.shillongcollege.ac.in)

E-mail: [shillcoll@yahoo.co.in](mailto:shillcoll@yahoo.co.in)

Mobile: 8794745988

## *Annexure IV*

### **Best Practice**

#### **1. Title of the Practice**

##### **Awards and Scholarships for Students**

#### **2. Goal**

Shillong College aims at providing quality but affordable education. Quality in education requires not only quality staff but also students with commitment and dedication. These features of students are subject to their desire for excellence as well as material support and encouragement received. Whereas the academic interest may be accentuated by teaching-learning and counseling by the teachers, the material support needs to be augmented by the institution, especially for the students belonging to weaker economic background. Further, the students of every background need encouragement in the form of awards and scholarships which will certainly contribute to their scholastic aptitude.

#### **3. The Context**

One of the major visions of the college is “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 attracting and retaining good students along with providing appropriate academic as well as financial support to students from weaker economic background became an important consideration of the College management. To achieve these goals, it was felt essential to reward the students for their academic as well as extra-curricular achievements with endowments awards, and also instituting scholarships in selected areas. It is also within the plan to expand this horizon of awards and scholarships further in future depending on appropriate resource mobilization.

#### **4. The Practice**

College received donations from many benevolent people which included former teachers and also the family of the founder Principal of the College. Prof. Bibek Deb Roy, the noted economist of our country, and whose mother was a member of the Managing Committee of the College during late 1960s and early 1970, donated a sum of Rs. 4.0 lakhs for awarding scholarship to girl student of the college pursuing PG studies. All the accumulated funds received so far has been invested in a Nationalised Bank along with appropriate matching contribution from the college which amounts to Rs. 15.0 lakh. Awards and scholarships, in the name of the donors or their nominees, are awarded every year to the selected students from the interest generated out of the term deposit account.

At present, following awards and scholarships are provided every year:

##### **AWARDS**

- **S. C. DUTTA MEMORIAL PRIZE**- created out of donation of Rs. 10,000/0 by the Family members of the Founder Principal of the College (Late) Shri Sudhindra Chandra Dutta. The award includes a cash prize worth Rs. 1000.00 and a citation.

- **N. K. SARKAR PRIZE IN ENGLISH** – created out of donation of Rs. 10,000/- by Former Vice Principal of the College Shri N. K. Sarkar (Department of English). The award includes a cash prize worth Rs. 1000.00 and a citation.
- **D. MUKHERJEE PRIZE IN PHYSICS** - created out of donation of Rs. 10,000/- by Former Vice Principal of the College Shri D. Mukherjee (Department of Physics). The award includes a cash prize worth Rs. 1000.00 and a citation.
- **SMT. R. DEVI PRIZE IN ZOOLOGY** - created out of donation of Rs. 10,000/- by Former Vice Principal of the College Smt. Rekha Devi (Department of Zoology). The award includes a cash prize worth Rs. 1000.00 and a citation.
- **T. J. KHARBHIH MEMORIAL AWARD:** created out of donation of Rs. 50,000/- by Family members of Late Shri T. J. Kharbhih, former Head of the Department of Chemistry. One award amounting Rs. 1,500.00 is given to the student who clears B. Sc. (Honours in Chemistry) final examination every year with best result amongst all the successful students of the college. Second award is given to the student who secures maximum marks in Chemistry in the HSSLC examination with minimum condition that she/he must have secured first division and marks in chemistry is not less than 60.
- Special Prize for best Graduate in B.C.A. and B.B.A.
- Special Prize of Rs. 5,000/- and citation too all rank holders in University and Board Examinations.
- Special Prizes for Best NCC and NSS volunteers.

#### **SCHOLARSHIPS**

- Noted economist of the country Prof. Bibek Deb toy, whose mother was a donor member of the Governing Body of the College in its formative years in late 1960s and early 1970s, has donated a sum of Rs. 5.0 lakhs for instituting a Post-graduate scholarship for the student of the college who would pursue master degree and has acquired first class with good rank in the graduate level final examination.
- Three more scholarships (B. Sc. - Chemistry Honours) have been instituted from 2014-15, for the students who pursue B. Sc. (Chemistry honours) in the college. This Scholarship is named as T. J. Kharbhih Memorial Scholarship.

In addition, the College also provides free-studentship few deserving and needy students on a case-to-case basis.

It is important to note that the College has created a reserve fund of Rs. 15.00 lakhs (Rupees Fifteen Lakhs only) out total amount of financial assistance received the donor along with a matching grant from the own resources of the college. Interest earned from the reserve fund is utilised for these awards and scholarships.

#### **5. Evidence of Success**

Major success in the venture is that the college has been able to mobilize resources to certain extent in realizing its dream to provide relief and encouragements to the deserving students in their academic pursuits. Consequently, students are getting attracted to opt for their higher education in this college. Further, this practice has resulted in creating a favourable impression of the institution in the society.

College has set up an Endowment Committee to look after generation of funds, deciding on the norms of selection of beneficiaries and also all matters relating to practice. The practice has succeeded in setting a benchmark for the students to excel in performance in academic as well as extra-curricular aspects of collegiate education along with being alive to the social responsibilities.

## 6. Problems Encountered and Resources Required

Major problem encountered in setting the practice is generation of funds. It is a matter of pride for the college that it has been able to mobilize a modest amount over the past 12-15 years and therefore could put in place a definite plan, including management of the funds so generated so as to implement the plan and programmes with certain amount of success.

However, the target is to achieve more and institute more awards and scholarships and increase the quantum of benefit. This would require more funds and the institution is constantly exploring various avenues in this direction.

## 7. Notes (Optional)

Performance index is an important criterion for career advancement in the present day, and this applies to all, including the students. Rewarding a student on his/her performances in academic as well as in extra-curricular activities provide the much needed inspiration. Further, for the marginalized section of students, these rewards provide the much needed boost. Meghalaya is still a state in India with very little industrial and economic developments. Shillong College is one way proud to have maximum number of students originating from rural areas having very weak economic background but the same creates a challenge to motivate the students on the other. Moreover, it has been observed that more than 75% of the students graduating from this college are the first generation graduates. Hence, it is felt providing awards or scholarships are not simply an academic encouragement but also would help the students to sustain in the academic pursuits. We have noble vision and we shall continue to strengthen this practice in the time to come.

## 8. Contact Details

Name of the Principal: Dr. K. D. RAMSIEJ

Name of the Institution: SHILLONG COLLEGE

City: SHILLONG

Pin Code: 793 003

Accredited Status: Grade "A" with CGPA 3.06, in 3<sup>rd</sup> Cycle of accreditation in 2016.

Work Phone: 0364-2224903

Fax: 0364-2502143

Website: [www.shillongcollege.ac.in](http://www.shillongcollege.ac.in)

E-mail: [shillcoll@yahoo.co.in](mailto:shillcoll@yahoo.co.in)

Mobile: 8794745988