

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)

2016-17

1. Details of the Institution

1.1 Name of the Institution

SHILLONG COLLEGE

1.2 Address Line 1

BOYCE ROAD

Address Line 2

LAITUMKHRAH

City/Town

SHILLONG

State

MEGHALAYA

Pin Code

793003

Institution e-mail address

shillcoll@yahoo.co.in

Contact Nos.

0364- 2224903

Fax: 0364-2502143

Name of the Head of the Institution :

Dr. K. D. RAMSIEJ

Tel. No. with STD Code:

0364- 2224903; Fax: 0364-2502143

Mobile :

08794745988

Name of the IQAC Coordinator :

DR. (Mrs.) E. Kharkongor

Mobile :

09436982217

IQAC e-mail address :

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

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MLCOGN10415

OR

1.4 NAAC Executive Committee No. & Date :

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
Of your institution's Accreditation Certificate)

EC(SC)/15/A&A/18.3

1.5 Website address :

www.shillongcollege.ac.in

Web-link of the AQAR :

http://www.shillongcollege.ac.in/aqar16-17

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70-75%	2003	16-09-2003 to 16-09-2008
2	2 nd Cycle	B	2.92	2010	04-09-2010 to 03-09-2015
3	3 rd Cycle	A	3.06	2016	25-05-2016 to 24-05-2021
4	4 th 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)
- 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)
- v. AQAR 2015-16 submitted online on 27/07/2016 (DD/MM/YYYY)
- vi. AQAR 2016-17 submitted online on 13/11/2017 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution: Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme:

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BBA, BCA, BSc. Computer Science, B Sc. Microbiology, B. Sc. (Hons.) Statistics and BSc Hons.(Environmental Science) started this academic session 2016-17; Physical Education as a subject.
BSC (IT), B.P.E.S. and MA (English) to start once the required permission is obtained.

1.11 Name of the Affiliating University (for the Colleges)

North Eastern Hill University, Shillong

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (Specify)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other Stakeholder and

02

Community representatives

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders : Faculty Non-Teaching Staff

Students Alumni Others

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

If yes, mention the amount

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

(ii) Themes

1. Issues in Contemporary Society.
2. Effective Usage of E-Resources
3. Environment
4. Managing Yourself and Leading Others.
5. Energy Access through RE (Renewable Energy) Technology.
6. Research Methodology.

2.14: Significant Activities and Contributions made by IQAC :

1. Initiated meetings and discussions with different departments/cells/committees etc. In reviewing the NAAC Peer Team Report and for their suggestions thereof for quality maintenance and sustenance.
2. Spearheading the Diamond Jubilee Celebration of the college which was inaugurated on the 14th July, 2016.
3. Initiating steps for departments/cells/library/ and others to organize seminars, workshops, faculty development programmes etc. IQAC collaborate in such programmes for their smooth conduct.
4. Taking major steps for ISBN Publications including faculty publication and others.
5. Strengthening the visibility of the college through adequate publicity and college website.
6. Strengthening ICT enabled teaching-learning process and impressing upon more student centric approaches to the Semester system that has been implemented from 2014-15.
7. Continuous efforts to achieve total de-linking of the Higher Secondary section.
8. Initiating steps for starting of new courses/subjects of studies/certificate/add-on courses.
9. Sensitising and encouraging faculty members to undertake new research proposals and to apply for Minor Research Projects.
10. Informal orientation and counselling of teachers, particularly the new recruits, from time to time.
11. Continuous focus on initiatives for expansion of campus including expansion and improvement of infrastructure etc.
12. Verification of ASAR, PBAS and API scores of eligible teachers and taking up the process of their placement in higher grades.
13. Continuous efforts for improvement of facilities and amenities for all stakeholders.
14. Strengthening Students' Service Centre.

15. Facilitating the process of setting up of the Language Lab.
16. Focus on strengthening career guidance and placement activities, anti-ragging and grievance redressal mechanisms among others for quality sustenance.
17. Coordinating community participation programmes, entrepreneurship training, skills enhancement, gender sensitisation and other extension activities including extracurricular activities.
18. IQAC has consistently benchmark activities and programmes for environmental consciousness and protection which includes Action Plans for Botanical Garden and Green Campus.
19. Continuous efforts for strengthening student feedback mechanism including other stakeholders.
20. Facilitating the functioning of the IGNOU Study Centre in the College with programmes such as B. Sc., M. A. (Sociology and English) and M. Com.
21. Collaborating with different departments in organizing the S.C. Datta Memorial Lectures.
22. IQAC initiated the process for revision of the pay structure for college posts; both teaching & non-teaching for which the Governing Body constituted the Pay Review Committee on 29th August, 2016.
23. Formulating the Scheme for Career Advancement of faculties in the College Posts as per recommendations of the Pay Review Committee.
24. 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.

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/Outcomes
1. Spearheading the Diamond Jubilee Celebration to include a host of academic & extra-curricular activities organized in collaboration with IQAC.	<ul style="list-style-type: none"> • Inauguration of the Diamond Jubilee Celebration of the College on the 14th July, 2016, by Hon'ble Prof. M. Miri, Former Vice Chancellor, North Eastern Hill University & Former Member of Parliament, Rajya Sabha in the presence of Dr. (Mrs.) Ampareen Lyngdoh, Hon'ble Minister of PWD (Buildings), Information Technology etc. Government of Meghalaya and a host of other dignitaries, invitees and guests. As part of the celebration a Two Day National Seminar on Applied Ethics on the theme: "Issues in Contemporary Society: Rights, Duties and Sustainability -- In Search Of Harmony" was organized by the Department of Philosophy with IQAC on 14th – 15th July, 2016.
2. Organizing Seminars/workshops and others.	<p>2. Major Seminars, Workshops etc. conducted during July 2016 to July 2017 are as follows:</p> <p>3. Two Day National Seminar on Applied Ethics on the theme: "Issues in Contemporary Society: Rights, Duties and Sustainability -- In Search of Harmony" organized by the Department of Philosophy with IQAC on 14th – 15th July, 2016 and sponsored by UGC & ICPR, New Delhi.</p> <p>4. Faculty Development Programme on Effective Usage of E-Resources organized by Central Library, Shillong College with IQAC on 10th August, 2016 and sponsored by the institution.</p> <p>5. One-day seminar on "Understanding Seismic Activity" organised by Department of Chemistry and Department of Environmental Science on 9th September 2016 and sponsored by the College.</p>

	<p>6. Two Day National Workshop On “Managing Yourself and Leading Others” organised by the Department of Management and IQAC on 9th -10th November 2016 and sponsored under VAF)CM’s Fund(, Government of Meghalaya.</p> <p>7. Three Day National Workshop on “Energy Access through RE Technology” organised by the Entrepreneurship Development Cell and IQAC in collaboration with National Power Training Institute, North East Region, Guwahati from 23rd -- 25th February 2017 and sponsored by NPTI, Guwahati.</p> <p>8. Seven Day National Workshop on Research Methodology organized by the Research Innovation and Publication Cell and IQAC from the 7th-13th June 2017, sponsored by ICSSR)NERC(NEHU, SCSTE & VAF)CM’s Fund(, Government of Meghalaya.</p> <p>9. Sanction for organizing a Two Day International Seminar on “Cross Border Connectivity and Inclusive Growth: Possibilities and Challenges with special reference to North Eastern Region”, to be held on 24th – 25th August 2017 as part of the closing ceremony of the Diamond Jubilee celebrations have been received from North Eastern Council)Letter dated 6th June, 2017(and VAF)CM’s Fund(, Government of Meghalaya)Letter dated 19th July, 2017. Preparations are underway for the seminar.</p>
3. Publications	<p>1. “<i>Exploring Chemistry – Interface with Human Welfare</i>” Dr M.N. Bhattacharjee, Dr D.L. Buam, Dr C. Marsharing(editors) -- Eastern Book House, India, ISBN No: 978-93-83252-65-7; 2017. Proceedings of the Two Day National Seminar on “Exploring Recent Advances in Chemistry in the Service of Mankind”, held on 30th – 31st July, 2015.</p> <p>2. “Introduction to Number Theory”, Synrem, M.W., Department of Mathematics: Eastern Book House, 2017, India, ISBN No: 978-93-86302-09-0.</p> <p>3. Two ISBN publications are in the press and scheduled to be released on the month of August, 2017.</p> <p>4. Peer Reviewed Annual Inter Disciplinary Journal entitled “Echoes from the Hills”, (editorial board) registered under the Registrar National Press of India (RNI), New Delhi with ISSN No. is in the process of being published.</p> <p>5. College Publication – Annual Magazine, NSS Magazine including departmental magazines/news letters by various departments.</p>
4. Research Proposals.	<p>1. Five Minor Research Projects sanctioned by UGC have been completed.</p> <p>2. Two proposals for Minor Research Projects have been submitted to UGC.</p> <p>3. Under the Local level research scheme funded by the College –three teacher-student research projects has been sanctioned for the year 2016-17.</p> <p>4. A proposal to take Major Research Project is under active consideration.</p>
5. New Courses	<p>1. BSc (Hons) Statistics.</p> <p>2. BA (Hons) Hindi.</p> <p>3. BA (Hons) Garo.</p> <p>4. BSc (Hons) Environmental Science has started from this academic session 2017-2018.</p> <p>5. B. Sc(IT) & Bachelor of Physical Education are yet to start and awaiting affiliation from NEHU.</p>

	<p>6. MA English is also scheduled to start immediately when necessary permission is obtained from the affiliating university.</p> <p>The viability of starting other PG Courses is being looked into in consultation with departments.</p>
6. Affiliation of courses/ subjects /academic programmes	<p>The College Development Council of the University has conducted inspection of the college for provisional/permanent affiliation and permission for opening of courses as detailed below:</p> <ol style="list-style-type: none"> 1. B. A. (Hons.) Sociology - permanent affiliation obtained (Letter dated 27th September, 2016). 2. B. Sc. (Hons.) Microbiology - Provisional Affiliation obtained for a period of three years with effect from academic session 2016-17 to 2018-19. (Letter dated 27th September, 2016). 3. B. C. A. (Hons) - Provisional Affiliation obtained for a period of three years with effect from academic session 2016-17 to 2018-19. (Letter dated 27th September, 2016). 4. B. Sc. (Hons.) Statistics - Provisional Affiliation obtained for a period of three years with effect from academic session 2016-17 to 2018-19. (Letter dated 27th September, 2016). 5. Bachelor of Business Administration (Hons.) –Provisional Affiliation obtained for a period of three years with effect from academic session 2016-17 to 2018-19. (Letter dated 27th September, 2016). 6. B. Sc. (Hons) Environmental Science – granted provisional affiliation for a period of one year with effect academic session 2017-18. (Letter dated 8th June, 2017), 7. MCom– Inspection completed on 24th May, 2016, still awaiting permission. 8. M.A. (English)– Inspection completed on 19th May, 2017 – All requirements fulfilled and awaiting permission to start from this academic session.
7. Certificate/ Add-on Courses etc	<ol style="list-style-type: none"> 1. The UGC Sponsored Three Months Certificate Course on Entrepreneurship Development is continuing under Entrepreneurship Development Cell. 2. Three Months Add-On Course on Android App Development has been started in June 2017 by Department of Computer Science and Applications. 3. A Certificate Course on Solid Waste Management with EDP Inputs to be conducted by the Department of Environmental Science in collaboration with Entrepreneurship Development Cell is being developed. This course is funded under RUSA Equity Initiative.
8. Enhancing the visibility of the college	<ol style="list-style-type: none"> 1. The IQAC impresses upon adequate publicity in print and electronic media as case maybe for each and every activity of the college. 2. IQAC held meetings and closely coordinates with Website Updation Committee in monitoring and updating data in the college website highlighting all important activities and also redesigning and restructuring the same.
9. Enhancing ICT Equipments	<ol style="list-style-type: none"> 1. IQAC conducts inspection of classrooms and impressed upon the installation of ICT equipments in more classrooms and proper maintenance of these for quality sustenance of the teaching-learning process.
10. Students' Service Centre	<ol style="list-style-type: none"> 1. IQAC impressed upon strengthening the Students' Service Centre operated by the Shillong College Employees Mutual Benefit Fund & Consumers' Cooperative Society Ltd.

	<p>2.A new spacious room was allotted to the centre in the ground floor of the new building which was inaugurated on 9th May, 2017, by the Principal in the presence of the Vice Principals, IQAC Coordinator, faculties and students.</p> <p>3.The Centre employs one assistant and renders its services to the students such as Xeroxing, questions banks, circulation of study materials, books, stationery items and others at discounted rates.</p>
11. Language Laboratory	1.IQAC has impressed upon the setting up of a language laboratory and a Committee has been formed to facilitate the process which is underway to be financed under RUSA Scheme for Equity Initiative.
12. . Career Guidance & Placement Activities.	<p>1.IQAC focuses on strengthening career guidance and placement activities in the College and various programmes had been organized by ICGC and Placement Cell.</p> <p>2.IQAC had initiated the Placement Cell for Creation of a Students' Data Base according to the streams they pursued.This stream-wise break-up would streamline placement activities and assist campus placement by providing information about student's to the recruiting agencies/companies that come to the college.The data base would enable proper maintenance of records about students' campus placements. Presently,the student data base created includes only final year students to include their latest information pertaining to academic and other achievements.</p>
13. Study Centre' of Institute of Company Secretaries of India	1.Study Centre' which was inaugurated on 26 th February, 2016, in collaboration with the Department of Commerce had organized a number of programmes and have given admission to 06 students to the CS Executive Course and 01 student to the CS Foundation Course. Apart from these, 03 Career Awareness Programmes have been organized in the college and 01 each in Shillong Commerce College, BBS College and Umshyrpi College. More than 300 students participated in these programmes including those from the Higher Secondary Section.
14. Anti-Ragging Cell	<p>1.IQAC facilitated the Anti-Ragging Cell to create awareness about anti-ragging activities. Such awareness programmes were conducted through display of posters in the college campus including hostel, distribution of leaflets and interaction with students' and especially during the orientation programme of the 1st Semester students' on 15th June, 2017.</p> <p>2.Anti-Ragging affidavit to be uploaded on the College website</p> <p>3.Creation of the Anti-Ragging Helpline to be printed on posters and uploaded on the website for wide circulation and information.</p>
15. Grievance Redressal Mechanism	<p>1.Grievance drop box is put at an appropriate place for feedbacks, complaints and grievances from all stakeholders but until date no grievances has been reported.</p> <p>2.Enhancing awareness about objectives, functions, exclusions, guidelines, format and procedures of Grievance Redressal Cell clearly to be displayed at prominent places and in the college website.</p> <p>3.Formulation of a separate grievance redressal procedure and format for the staff (both Teaching and Non-teaching) and ensuring proper information and necessary action.</p> <p>4.Formulation of a grievance redressal form and these would be made</p>

	available online, in notice boards and in the Student's Union Office.
<p>16. Benchmarking Programmes for Environmental Consciouness, Conservation and Sustenance.</p>	<p>1. Programmes are consistently organized by NSS, NCC, Swachh Bharat Cell and other Extension Cells in the campus and outside in collaboration with Government, administrative units in the villages and others for environmental consciouness, conservation and sustenance.</p> <p>2. Regular cleaning drives are conducted by NSS, NCC, Swachh Bharat Cell and others not only in the campus but participating in the Swachh Bharat Campaign with the rest of the country. Among others the Swachh Bharat volunteers as well as NSS volunteers participated in the Abhiyan Cum-Cleaning Drive at Iewduh (KhliehIew) organized by the Office of the Deputy Commissioner, East Khasi Hills, Shillong under the Chief Minister's Youth for Green Campaign on the 2nd October 2016.</p> <p>3. Systematic organization and participation in Health Camps, Blood Donations, Disaster Management Programmes etc. by NSS, NCC, YRC, Rovers & Rangers in the campus as well as outside.</p> <p>4. Continuous efforts by the College and Shillong College Academic Society (SCAS) to observe World Environment Day since its inception in 1998 making its mark in the college and the State. During this period a programme was organized on 05th June 2017 which commenced with plantation of saplings in the college campus followed by a popular talk on the theme, "Connecting People to Nature". On this occasion the college and SCAS appreciated the services rendered by the Health and Sanitation Branch of the Shillong Municipal Board with a Citation and Memento. Appreciation was also accorded to three dedicated workers of the branch for services rendered towards making Shillong City a cleaner and better place for all its citizens.</p> <p>5. Installation of solar energy panels in the campus.</p> <p>6. Preparation of an Action Plan for setting up of the Botanical Garden to be spearheaded by the Department of Botany in collaboration with the other Life Science Departments of the college.</p> <p>7. Preparation of an Action Plan for Green Campus under the Department of Environmental Science and other relevant departments including NSS, Swachh Bharat, Campus care and others.</p> <p>8. A Certificate Course on Solid Waste Management with EDP Inputs to be conducted by the Department of Environmental Science in collaboration with Entrepreneurship Development Cell is being developed. This course is scheduled to commence in August 2017 and funded under RUSA Equity Initiative</p>
<p>17. Enabling skill development and entrepreneurship training.</p>	<p>1. The NSS periodically facilitates students for training in various skills and collaborates with different institutes in the State such as Don Bosco Technical Institute, Institute of Hotel Management (IHM), Rural Resource Training Centre, Umran and others.</p> <p>2. The NSS sponsors students to attend the UGC Sponsored 3 Months Certificate Course in Entrepreneurship Development conducted by the Entrepreneurship Development Cell of the college for entrepreneurship training. During this period 20 students have been facilitated for training in</p>

	<p>various trades and skills such as beautician, computer hardware, tally, stenographer and entrepreneurship.</p> <p>3.The Entrepreneurship Development Cell (EDC)have consistently organized programmes for skill development and entrepreneurship since its inception on 10th August 2011.</p> <p>4.EDC is conducting the UGC Sponsored Three Months Certificate Course in Entrepreneurship Development since May, 2013.</p> <p>5.The Cell coordinates with the MIE which also sponsors a number of budding entrepreneurs from different parts of the State to attend the course. It also collaborates with different organizations, government departments, industries and financial institutions such as KVIC, KVIB, SBI, MIDC, DHHDC, RRTC, DCIC, Bethany Society, Polaris Solutions Enterprise, Taxation Department, Tourism etc. for various programmes and hands-on training. Besides prominent and successful entrepreneurs of the state are also invited for interactions and deliberations.</p> <p>6.Besides the conduct of the certificate course the Cell have organized a number of programmes for skill and entrepreneurship development and a few of them are:</p> <p>7.A 3 Day Hands-On Training in Basic Welding Skills for Masons’ and college maintenance staff on 13th -15th October 2016in collaboration with Rilum Foundation, Mawryngkneng Block, Meghalaya.</p> <p>8.To create awareness about entrepreneurial opportunities in Renewable Energy resources a 3 Day Workshop on “Energy Access through RE Technology” was organised by the Entrepreneurship Development Cell in collaboration with National Power Training Institute, North East Region, Guwahati from 23rd -25th February 2017. The programme was also sponsored by the institute.</p>
<p>18. Community Participation and Asset Creation.</p>	<p>1.The college have continuously encouraged community participation programmes and extension activities through the NCC, NSS, YRC, EDC, Rovers & Rangers, Women Cell, Departments and others. These community participation programmes have included a range of activities such as computer literacy, debates, quiz, painting competitions, entrepreneurial training, finance literacy, credit counselling, child marriage and a host of others.</p> <p>2.Notably, the community participation programmes organized by the NSS in collaboration with Village Dorbars, Schools etc have created community assets in the adopted villages. A few of them are:</p> <p>3.Construction of a retaining wall and footpath at the Raid Umphrup Secondary School, Umphrup Village during the 5 Day Special Camping Programme at Umphrup Village organized from 25th to 30th July, 2016 in collaboration with the Umphrup Village Dorbar.</p> <p>4.Construction of a footpath at Nongtyngur Village during the Five Day Special Camp organized from 10th to 15th October, 2016.</p> <p>5.Construction of a dustbin for a school in Nongpathaw Village during the Five Day Special Camp organized from 1st to 5th November, 2016.</p> <p>6.To reflect the best outcome of the Diamond Jubilee Celebration of the college the Organising Committee dated 16th December, 2016 have proposed</p>

	<p>for a Community Reach Out Programme which may include extending literary support/organizing short term courses/reaching to the drop-outs/women support groups and others. Mawkasiang Village has been identified for the purpose.</p>
<p>19. Administration.</p>	<ol style="list-style-type: none"> 1.The college has again procured an additional plot of land adjacent to the main campus from the Revenue Department, Government of Meghalaya. 2.Installation of solar energy panels in the campus is completed. 3.Accounting system of the college is computerized in collaboration with a private organization. 4.Admission process and student's data under Semester system are being maintained with software instituted by the Department of Computer Science and Applications of the College. 5.Examination data for students are being maintained with software instituted by the affiliating University. 6.The following appointments have been made for both Teaching & Non-Teaching as follows: 7.Teaching faculty includes 01 UGC Sanctioned post in Department of Chemistry. 8.02 College Posts for Department of Statistics & Environmental Science. 9.02 teaching faculty have been recruited in May 2017 for the proposed PG Department in English to fulfill the requirements specified by the University for affiliation. 10. Non-Teaching includes 01 Grade IV —Government Sanctioned 11. 02 College Posts includes 01 Data entry Operator & 01 qualified licensed electrician.
<p>20. Strengthening the overall Institutional Environment.</p>	<p>The IQAC have continuously coordinated with the management for measures to enhance the overall institutional environment and a few of them are:</p> <ol style="list-style-type: none"> 1.Continuous strengthening of the Shillong College Employees Staff Welfare Fund and Shillong College Employees Maintenance Scheme. 2.Futuristic decision taken by the Governing Body of the college on 7th July, 2017 to strengthen the above-mentioned schemes by deciding that from Miscellaneous Revenue collected by the college, a sum of 20 per cent would be allotted to each of the scheme thereby strengthening their operation. 3.IQAC initiated the process for revision of the pay structure for college posts; both teaching & non-teaching and the Governing Body constituted the Pay Review Committee on 29th August, 2016. 4.The recommendations of the Committee have been adopted and the new pay structure for college posts have been implemented from 1st January 2017. 5.Formulating the Scheme for Career Advancement of faculties in the College Posts as per recommendations of the Pay Review Committee which have been accepted by the Governing Body on 7th July, 2017. 6.Two Scholarships scheme and a number of endowment awards for academic excellence besides awards for NSS & NCC have been instituted for the students. 7.Free studentship for deserving students. 8.Waiving of Tuition Fees for about 68 students in the lower income strata financed under RUSA Scheme for Equity Assurance.

<p>21. Expansion of infrastructure</p>	<p>There is continuous expansion in infrastructure and IQAC closely coordinates in these so as to enhance and sustain the overall academic and extra-curricular activities. These are:</p> <ol style="list-style-type: none"> 1. Construction work in the new Academic Block C (Diamond Jubilee Annex) have almost been completed as follows: <ul style="list-style-type: none"> • 12 additional classrooms have been completed with provisions for PG classrooms. • 01 room for teacher's recreation room with attached washrooms. • 01 room allotted for Language Laboratory. • 04 departmental rooms. • 01 Girls' Common room with attached washrooms. • 01 room for Students' Service Center. 2. Spacious parking space in the new academic block. 3. Construction of Boys Hostel in the extended campus at Mawkasiang is completed 4. Construction of Swimming Pool is almost complete with grants received from the UGC. 5. Expansion of Girls' Hostel has been completed with grants received from UGC and 08 rooms has been added. At present the total number of girls in the hostel is 62. 6. Construction of Science Block to start as soon as permission from Meghalaya Urban Development Authority is received. 7. Renovation, laying of tiles in classrooms, laboratories, library, fitting of gas pipeline in chemistry and others funded under RUSA has been completed. 8. Procurement of furniture, ICT Equipment's, and books under RUSA.
<p>22. RUSA</p>	<p>As instructed the college had submitted an IDP to Government of Meghalaya on 29th October 2015 for availing grants under RUSA. Accordingly three committees have been formed for the purpose of RUSA & IQAC is actively involved in these activities. These committees are:</p> <ol style="list-style-type: none"> 1. Board of Governors 2. Procurement Committee 3. Project Implementation Committee <p>The college have received the following sanction under RUSA:</p> <ol style="list-style-type: none"> 1. New Construction --- ` 70 Lakhs 2. Renovation --- ` 70 Lakhs 3. Procurement --- ` 60 Lakhs <p>Total ` 200 Lakhs or ` 2 crores</p> <p>The RUSA schemes that have been implemented in the college are:</p> <ol style="list-style-type: none"> a. Construction of new classrooms in New Block C Building. b. Renovation & laying of tiles in the classrooms, laboratories, library etc. c. Programmes implemented under RUSA Equity Initiative are: <ul style="list-style-type: none"> ➤ Waiving of tuition fees for the 3rd and 5th semester students & 68 students have benefitted. ➤ Coaching Centre for Competitive Examinations to commence from August 2017. ➤ Certificate Course in Solid Waste Management with EDP Inputs to

	<p>commence from August, 2017.</p> <ul style="list-style-type: none"> ➤ Community Development Programme – The College is preparing the detailed project proposal. ➤ Language Laboratory: Preparations are underway
23. 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"> • With Institute of Company Secretaries of India and opening of ‘Study Centre’ of course on Company Secretary. • Cluster of Colleges with Shillong Commerce College and College of Teacher Education (PGT). • With IGNOU for conducting Study Centre for B.Sc, M. A. (Sociology) and M. Com. The faculty members of the respective departments are engaged in conducting the course as counselors. • With Seven Hut Socio-Educational Society for collaborating in organising Seminar/Workshop etc. • With Durbar Shnong of Mawkasiang, New Shillong for development and maintenance of the extended campus of the College there and extension activities. • With Meribon K. H. Memorial College, Sohiong, East Khasi Hills District: Scope for exchange program and extention activities etc.

* *The Academic Calendar of the year 2017 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

Management Syndicate Any other body

Provide the details of the action taken

- | |
|--|
| <ol style="list-style-type: none"> 1. The AQAR was approved by the Governing Body of the College in its meeting held on 7th July, 2017. 2. The Governing Body is in agreement with AQAR and appreciated the efforts taken. 3. The Governing Body appreciated the continuous efforts of the IQAC to improve teacher effectiveness by conducting faculty development programmes, workshops and trainings to encourage research, innovations and publications. 4. The Governing Body appreciated the IQAC in closely coordinating with the efforts of the institution to sustain and maintain the present infrastructure and also its expansion for further enhancement of academic programmes of the college. 5. The Governing Body impressed upon IQAC to coordinate efforts for full automation of library, and administration and also enhancing ICT infrastructure for teaching-learning process. 6. 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. 7. The Governing Body approved the proposals for new Courses and requested the Principal to work systematically along with the IQAC so that the courses can be started. |
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Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	X	X	X	X
PG	3 with IGNOU		X	X
UG	3	-	3	2
PG Diploma	X	X	X	X
Advanced Diploma	X	X	X	X
Diploma	X	X	X	X
Certificate	1	2	3	2
Others	-	-	-	1
Total	7	2	6	5

Interdisciplinary	-	-	-	-
Innovative	1	1	-	2

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. 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	X

1.3 Feedback from stakeholders*Alumni
(On all aspects)

Alumni
 Parents
 Employers
 Students

Mode of feedback:

Online
 Manua
 Co-operating schools (for PEI)

****Please provide an analysis of the feedback in the Annexure***

Feedbacks received from the students during the period have been analysed internally– 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 most of the faculty members from various departments of the college are actively involved in such processes .
- For some departments the affiliating University has revised the syllabus to be in tune for the upcoming CBCS system. Here too most of the faculty members are involved in the process .
- Department of Computer Science and Applications has developed curriculum for B. Sc. (IT) .
- For certificate/add-on courses faculty members are involved in designing and revision of the syllabus .
- The Syllabus of the Three Months Certificate Course in Entrepreneurship development was developed by three faculty members of the Entrepreneurship Development Cell. The Course which was approved under UGC Scheme of Career Oriented Courses and started in the college from the academic year 2013 – 14 is still continuing .
- The Department of Computer Science and Applications has developed the syllabus for the Three Months Add-On Course on Android App Development conducted by the department from June 2017 .
- The syllabus of the Certificate Course on Solid Waste Management with EDP Inputs has been developed by the Department of Environmental Science in collaboration with Entrepreneurship Development Cell. This course will be started in the month of August 2017 and funded under RUSA Equity Initiative .

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

- The following departments have been either newly introduced or strengthened during past 12-16 months
- A full fledged Department of Environmental Science has been created and BSc (Hons) Environmental Science has started from this academic session 2017-2018. The Department has been strengthened.
 - The Department of Statistics has been strengthened. One faculty member has been newly appointed.
 - The Department of English has been strengthened in preparation for starting PG Courses in the subject.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	123	39	30	-	54

2.2 No. of permanent faculty with Ph.D. 26

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		-	-	-	-	2	-	3	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 03

2.5 Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	125	89	40
Presented papers	15	10	04
Resource Persons	03	05	03

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

1. Registration of students admitted with honours papers in a particular subject is done by 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. Continuous assessment through regular assignments and internal assessment.
4. Periodic orientation/counselling of the students.
5. Departmental Students seminar specially 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. Case studies including on-site case studies, group discussions, study tours/industrial visits.
7. Students of respective departments being asked to participate in all National level and other seminars/workshops/training programmes organised by different departments in the college and outside 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 09 15 06

restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

88-90%

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.)	222	03	05	78	73	71.62
B. Com. (Hons.)	137	-	-	01	49	36.49
B. Sc. (Hons.)	99	01	16	44	01	62.62
B. B. A.	45	-	08	32	01	91.11
B. C. A.	22	02	14	01	-	77.27
B. Sc. (Genl.)	04	-	-	02	-	50
B. A. (Genl.)	158	-	-	01	91	58.22
B. Com. (Genl.)	56	-	-	-	23	41.07
B. Sc. (Microbiology)	53	10	14	19	-	81.13
B. Sc. (Comp. Science)	09	-	01	03	01	55.55

Rank Holders: (Total: 16)

1. BA - Political Science (Hons): First Class 3rd Position
2. BA – Philosophy (Hons) : First Class 10th Position
3. BA – Sociology (Hons) : First Class 8th Position.
4. BSc – Zoology (Hons): First Class 3rd Position.
5. BCA – First Class 2nd& 10th Position
6. B. Sc. – Microbiology (Hons) : First Class 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th& 10th Position .

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

1. Results of University examinations are reviewed during meetings of the Head of the departments, IQAC and management .
2. The process is reviewed during staff meetings with the Principal and Vice Principals. Suggestions are discussed thoroughly to prepare an Action Plan for quality enhancement and sustenance.
3. Regular interaction with teachers, particularly with the Head of Departments .
4. Conducts training programmes/workshops to enhance teacher effectiveness.
5. Conducts training programmes on effective use of ICT tools and on effective usage of e-resources.
6. Obtaining feedback from the students.
7. Periodic interaction of the management with the Students Union and considering the suggestions of such interactions .
8. Encourages faculty members to design contemporary, skill based and value-added courses .

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc .	05
Others	20

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	43	01	01	-
Technical Staff	04	02	02	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Research, Innovation and Publications cell which has been constituted by the College since 2009, is continuously sensitizing faculties 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.
2. The College through the Research, Innovation and Publications cell is funding local level research projects undertaken by faculties along with students. At the instance of IQAC, the college has enhanced the grants from Rs. 6000/- to Rs. 20,000/- .
3. Faculty members opting for Ph. D. and M. Phil. work are given appropriate support by the College.
4. IQAC is continuously encouraging research, innovation and publications.
5. IQAC is constantly encouraging teachers to take up minor and major research project under the provisions of UGC, from the college and also from other funding agencies – both national and international.
6. Encouraging faculty paper presentations, participation in international/national/regional workshops, conferences and symposia .
7. IQAC and the Research, Innovation and Publication Cell of the college organized a Seven Day National Workshop on **Research Methodology** from the 7th-13th June 2017.
8. Five (5) Minor Research Projects sanctioned by UGC have been completed. during this period July 2016 to July 2017.
9. Two (2) proposals for Minor Research Projects have been submitted to UGC during the same period .
10. Eleven (11) teacher-student local level research projects funded by the College have been completed during the same period.
11. Five (5) teacher-student proposals for local level research have been submitted to the Cell during the same period.
12. A proposal to take Major Research Project is under active consideration.
13. Peer Reviewed Annual Inter Disciplinary Journal entitled “Echoes from the Hills”, registered under the Registrar National Press of India (RNI) , New Delhi with ISSN No . is in the process. The IQAC has been the main motivating .force towards this endeavor to enhance research and publication.
14. IQAC have suggested the idea of establishing a Central Instrumentation Centre and to equip departments with instruments to promote research culture.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects: July 2016-July 2017

UGC College Sanctioned

	Completed	Ongoing	Sanctioned	Submitted
Number	05	01	06	05
Outlay in Rs. Lakhs	19.1 lakhs	1.90 lakhs	20.4 lakhs	17.25 lakhs

College Sanctioned

	Completed	Ongoing	Sanctioned	Submitted
Number	11	06	17	11
Outlay in Rs. Lakhs	1.38	21,110/-	1.59 lakhs	1.38 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	06	12
Non-Peer Review Journals	-	-	15
e-Journals	-	01	-
Conference proceedings	01	05	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	3.2 lakhs	1.9 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1 year	SHILLONG COLLEGE	2 lakhs	1.59 lakhs
Students research projects (other than compulsory by the University)	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	5.2 lakhs	3.49 lakhs

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)

1.10 Revenue generated through consultancy

-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	4	4	-	09
Sponsoring agencies	-	UGC, NEC, NPTI, ICSSR & State Govt.	VAF, Chief Minister's Fund	-	SELF

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

08

3.13 No. of collaborations

International

-

National

08

Any other

06

3.14 No. of linkages created during this year

02

3.15 Total budget for research for current year in lakhs :

From funding agency

3.2 lakhs

From Management of University/College

2.0 LAKHS

Total

5.2 lakhs

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	-	-	-	-	--	-

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:

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

JRFSRF 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.

1. A One-Day Orientation Programme for the newly recruited NSS volunteer was conducted on the 2nd July, 2016 in the Conference Hall Shillong College. Programme Officers of the unit brief the volunteers on the Aims, Objectives and Activities of the NSS.
2. The Department of Chemistry, Shillong College organized a farewell programme for the retiring teacher and head of Department Dr. M. N. Bhattacharjee on 2nd July, 2016. The programme was attended by the Principal Dr. K. D. Ramsiej, the Vice Principal Dr. M. Dey and Vice Principal Professional Course Shri. K. D. Roy.

3. Shillong College Rovers and Ranger Crew attended the Regional Level Youth Development and Leadership Training Programme North East Region at Rongpo, Sikkim from the 4th -8th July 2016. The camp had different sessions dealing with the youth.
4. The Youth Red Cross (YRC), Shillong College Unit in collaboration with the State branch organised an awareness programme on AIDS and Blood donation in the College Campus on the 8th July, 2016.
5. Ten YRC students of Shillong College Unit participated in the mock drill organised by the office of the Deputy Commissioner, East Khasi Hills, Meghalaya on the 9th July 2016 at State Central Library, Shillong.
6. Inauguration of the Diamond Jubilee Celebration of the college on the 14th July, 2016 by Hon'ble Prof. M.Miri, Former Vice Chancellor, North Eastern Hill University Former Member of Parliament, Rajya Sabha in the presence of Dr. (Mrs.) Ampareen Lyngdoh, Hon'ble Minister of PWD (Buildings), Information Technology etc. Government of Meghalaya and a host of other dignitaries, invitees and guests.
7. To mark the beginning of the year long celebration, a Two Day National Seminar on Applied Ethics on the theme: "Issues in Contemporary Society: Rights, Duties and Sustainability In Search Of Harmony" was organized by the Department of Philosophy in collaboration with IQAC on 14th – 15th July, 2016. The seminar was sponsored by UGC & ICPR, New Delhi.
8. The Fourth Batch of the UGC sponsored Three Months Certificate Course in Entrepreneurship Development organized by the Entrepreneurship Development Cell commenced on 15th July, 2016. The Meghalaya Institute of Entrepreneurship has also sponsored a number of budding entrepreneurs to attend the course.
9. Two student members of the Youth Red Cross (YRC), Shillong College participated in the Health Camp and First Aid Training on 16th July, 2016, at Pyrda Village, East Khasi Hills District organized by the Indian Red Cross Society. The Pyrda Charitable Dispensary was established at Pyrda Village, and First Aid Training was imparted by the State Disaster Management Authority (SDMA), Shillong on the same day.
10. A 5 Day Special Camping Programme at Umphrup Village was organized from 25th to 30th July, 2016, by the NSS unit of the College in collaboration with the Umphrup Village Dorbar. The NSS volunteer of the college along with members of the village community constructed a retaining wall and footpath at the Raid Umphrup Secondary School, Umphrup Village. An awareness programme on Child marriage was also organized during the special camp and Dr. B. Myrboh was the resource Person.
11. An inter School Basket ball Competition was held on 27th to 29th July, 2016 organized by the Department of Physical Education and Sports Development Committee.
12. Four members of the Youth Red Cross (YRC), Shillong College participated in the Health Camp on 29th July, 2016 organised by the Indian Red Cross Society, Shillong in collaboration with Meghalaya Scouts and Guides. The programme which marked the celebration of "World Hepatitis Day" included free screening camp of Hepatitis B & C, held at Umtyngar Village, East khasi Hills District, Shillong.
13. An Educational seminar for Job Oriented Courses for Self-Development in Aviation, tours & travel and hospitality sectors was conducted by the Placement Cell on the 8th August 2016.
14. NCC Unit of the college under the banner of the 61 Meghalaya NCC (G) Bn and the other collaborating units of NCC organized a motivational talk on "NCC and Nation Building" as part of the observation of the International Youth Day on the 12th of August, 2016. The speaker on this day was Shri. Paul Shylla, Junior Staff Officer in charge of Meghalaya Secretariat Home Guards and an Ex- NCC cadet of Shillong College. On the occasion the cadets and all present took the Swachhta pledge and undertook cleaning drives in their respective colleges. This program was participated by NCC cadets from Shillong Commerce College and St. Anthony's College.
15. The Rovers and Ranger crew of the College participated in the programme entitled 'Systematic Voters Education and Electoral Participation (SVEEP) of the Election Commission of India, held on the 13th August 2016 at State Central Library, Shillong.

16. To mark its 14th Anniversary, the Shillong College Alumni Association organized a Felicitation Programme on 18th August, 2016 for 19 students who have excelled academically in the university and board exams. From these, 17 students who have excelled in the degree examinations and 2 students from the board examinations were felicitated. This was followed by a Fundraising Dinner in the evening.
17. Constitution of the Pay Review Committee for College Posts on the 29th August, 2016, by the Governing Body of Shillong College.
18. To mark the Celebration of Library Day, Librarian and Staff of Shillong College Central Library along with IQAC organized a Faculty Development Programme on “Effective Usage of E-resources” on the 30th August 2016.
19. A Book Fair Cum Sale which was participated by different publishers was organized by Shillong College Central Library along with IQAC on the 30th - 31st August 2016 in the college campus.
20. The 3rd S.C. Dutta Memorial Lecture on the topic, “Thinking Literature: The Culture Politics of Contexts”, was organized by the Department of English on 31st August 2016. The Resource person was Dr. SumitChakrabarty, Associate Professor, Presidency University, Kolkata. Further as part of the diamond jubilee celebration the son of the Late S.C. Dutta; Shri Subir Dutta, Retd. Professor, Vishva Bharti University, Shantiniketan graced the occasion as special guest.
21. A programme entitled “SC Tech Zest 16” comprising of three inter college competitions entitled Code Debugging, Android App Development and a Debate Competition, on the motion “Social Networks Encourage People to have Good Interpersonal Skills”, was organized on 3rd September, 2016 by the Department of Computer Science and Applications.
22. A grand celebration of Teachers Day was organized by the Shillong College Students’ Union On 5th September 2016.
23. The Management Students’ Club was inaugurated on 5th September, 2016.
24. Shillong College Rangers and Rovers crew were selected to present a patriotic song at a function held at Raj Bhavan, Shillong on the 7th September 2016, on account of the “Induction of the President of Meghalaya Bharat Scouts and Guides”.
25. A career awareness program was organized on the 8th of September 2016 by the Placement Cell in collaboration with ITM Business School. The main purpose of this program was for the members of the institute to interact with the final year students and help them make significant decisions for their career. Dr Lakshmi Mohan, Deputy Director and Campus Head of the Institute interacted with the students.
26. A One Day Seminar on “Understanding Seismic Activity”, was organized by the Department of Chemistry and Department of Environmental Sciences on the 9th September 2016. The programme was graced by Dr. AmpareenLyngdoh, Hon’ble Minister of PWD (Buildings), Information Technology, Government of Meghalaya. The resource person was Prof. D. Walia, Head, Department of Environmental Studies, North Eastern Hill University, Shillong and other experts.
27. The Department of Computer Science & Applications organized the valedictory function of the two day programme on “Tech Quest”, on the 10th September 2016. This was followed by a talk on “Computer Fraud and Cyber Security” by Dr. H Choudhury, Associate Professor, Cotton University, Assam. This was followed by prize distribution to winners of the various events.
28. The Non-Teaching Staff Day Celebration 2016 cum Diamond Jubilee was organized by the Non- Teaching Staff Association, Shillong College Unit on the 12th September 2016 with sports and games followed by dinner in the evening.
29. An Inter-School Quiz competition was organised by the Debate and Extra Curricular Committee on the 16th September 2016.
30. Two NSS volunteer, Mr. Robin Nongrum and Miss. Christine Kharbyngar bagged the University award at the State level for the best NSS volunteer for the year 2016 and Shri. S. Kharrymba, NSS Programme Officer Shillong College was also awarded the University award at the State level for best NSS Programme Officer.

The awards and citations were handed at a grand function organized at North Eastern Hill University campus on 24th September, 2016.

31. As part of the Swachh Bharat Campaign with the rest of the country, Swachh Bharat volunteers as well as NSS volunteers, Shillong College participated in the Abhiyan Cum-Cleaning Drive at Iewduh(KhliehIew) organized by the Office of the Deputy Commissioner- East Khasi Hills, Shillong under the Chief Minister's Youth for Green Campaign on the 2nd October 2016.
32. A Five Day Special Camp at Nongtyngur Village was organized by the NSS unit of the College from 10th to 15th October, 2016. During the Five Day programme the NSS unit of the College extended the social service to the community by constructing a footpath for the Welfare of the Community.
33. The Entrepreneurship Development Cell in collaboration with Rilum Foundation, Mawryngkneng Block, Meghalaya, organised a 3 Day Hands-On Training in Basic Welding Skills for Masons' and college maintenance staff on 13th -15th October 2016.
34. Four students of our college were selected to represent our State in the 4th North East states Karate Championship 2016 held at Paljor stadium, Gangtok, Sikkim on 14th -16th October 2016.
35. A Felicitation Programme for the participants of the 2016 batch of the UGC Sponsored Three Months Certificate Course in Entrepreneurship Development was organised by the Entrepreneurship Development Cell, on the 28th October 2016. Shri B. K. Sohliya, OSD, Meghalaya Institute of Entrepreneurship graced the occasion as chief guest.
36. A Five Day Special Camping at Nongpathaw Village was organised by the NSS unit of the College from 31st October to 5th November, 2016. An awareness programme on Finance Literacy and Credit Counselling camp was a part of the programme where Smt. V. Rotluangi, Manager (Lead Bank) State Bank of India was the resource person.
37. A Prize Distribution programme of the Essay Competition on "Public participation in promoting integrity and eradicating corruption" organized by the Co-curricular Committee in collaboration with the Indian Overseas Bank as part of Vigilance Awareness Week on 5th November 2016.
38. Mr. Robin Nongrum, NSS volunteer was selected for the Pre-Republic Camp at Kolkatta from 9th to 19th November, 2016.
39. The Annual Social Cultural and Sports Week was held on the following dates 5th, 12th, 19th, 26th November 2106 and 1st, 2nd, 3rd December respectively.
40. A Two Day National Workshop On "Managing Yourself and Leading Others" was organised by the Department of Management on the 9th -10th November 2016 and sponsored under VAF (CM's Fund), Government of Meghalaya. Shri Z.M. Sangma Hon. Minister, Taxation, Excise etc and Shri F. R. Kharkongor, I.A.S., Commissioner and Secretary Sports and Youth Affairs etc. graced the occasion as the Chief Guest and Guest of Honor at the inaugural and valedictory functions respectively. The resource persons include Father V.M Thomas, Founder, Don Bosco Institute, Guwahati, Shri. C. Dutta, Asst. Prof.& Coordinator, Don Bosco Institute of Management, Guwahati, Fr. B. Mukhim, Asst. Director, Don Bosco Institute, Guwahati and Smti. P Sarkar, Animator, Don Bosco Institute, Guwahati. Altogether, 260 participants from the Industry and Educational Institutes from within and outside the State participated.
41. Fourth S. C. Dutta Memorial Lecture entitled "Frontiers of Physics" was organized by the Department of Physics on the 15th November 2016. Fourth S. C. Dutta Memorial Lecture entitled "Frontiers of Physics" was organized by the Department of Physics on the 15th November 2016. The resource persons were Prof. M. C. Mahato, Department of Physics, North Eastern Hill University Shillong and DrMonojyotiDey, Scientist SE, Centre of Plasma, Physics Institute for Plasma Research, Assam. The programme was well attended by students and faculties from the college and from other colleges in the State.
42. Five students and two teachers from the Department of Economics participated in a Panel Discussion on "Demonetization and its Effect", organized by Sankardev College, Shillong, on 15th November 2016.

43. A One Day Workshop on “Finishing School- Interview Skills and Job Prospects” was organized by the Placement Cell, in collaboration with Hundredfold Academy on the 17th November 2016. The Workshop was conducted by Human Resource Specialist, Shri Sunny Mawlong and his team and was attended by 100 students from the various streams of the College including those from Professional Courses.
44. The College hosted the Open Session of the General Council Meeting of the Adhoc Committee of Meghalaya Retired College Teachers’ Association on 22nd November 2016 for Formal Launching of the Association. Shri R.V. Lyngdoh, Hon’ble Minister for Urban Affairs, etc., Government of Meghalaya graced the occasion as Chief Guest. Dr. B. H. Buam, President Meghalaya College Teachers’ Association, retired teachers and other invitees attended the function. The Association was launched by the Chief Guest in the presence of the Principal, Vice Principals, invitees and retired teachers.
45. Shillong College in collaboration with the Meghalaya College Teachers Association organized the 11th R.R.Thomas Memorial Inter-College Debate Competition on the motion “Swacch Bharat Abhiyan is a catalyst for a cleaner India” on 30th November 2016. Prof H. Lamin, Pro Vice-Chancellor, NEHU was the Chief Guest. Mrs E. Basaiawmoit and Former HOD, Education Department, St. Mary’s College and granddaughter of Prof Thomas graced the occasion. Former MLA Shri ManasChaudhuri chaired the debate as Speaker. Regional Director, IGNOU,Shillong, Dr A.S. Guha, Prof. LakhanKma, NEHU , NSS Coordinator and DrV.Laloo, District MCH officer, West Jaintia Hills were the judges. Altogether, there were 12 participants representing 6 Colleges. Rosabel Marngar(St. Anthony’s) was adjudged as the Best Debater, KameshGareri(Sankardev College) won the second best speaker prize and the Humorous speaker prize was also awarded to Kamesh Gareri(Sankardev College). St. Anthony’s College was declared the Champion team while St Mary’s were the Runners up team.
46. The NSS Unit, Shillong College organized a programme to observe WORLD AIDS DAY on 1st December, 2016 at LumKynsai, LP/UP School, Umtngew, Smit. The programme has been organized in collaboration with the Local Dorbar and village community included drawing and painting competitions on the theme “Say No to Drugs” which was held in the school premises. The programme saw the enthusiastic participation of students from the school as well as from five schools in the vicinity and was well attended by members of the village community.
47. A Popular Talk on “Work-Life Balance” was organized by the Women’s Cell, Shillong College on the 9th December 2016, Padmashree Theilin Phanbuh, Chairperson, Meghalaya State Commission for Women graced the occasion as Chief Guest and Dr Valentina Pakyntein, Department of Anthropology, North Eastern Hill University, Shillong was the resource person.
48. The Department of Chemistry in collaboration with the IQAC organized a programme on 14th December, 2016 to release an ISBN Publication entitled *Exploring Chemistry – Interface with Human Welfare* which is the outcome of the proceedings of the National Seminar held on 3^{0th} – 3^{1st} July, 2015. The publication was released by Prof. B. Myrboh, President of Governing Body, Shillong College. Also the newsletter of the department was release by Dr K. D. Ramsiej, Principal and on the same day the IQAC felicitated the Former IQAC Coordinator Dr.M.N.Bhattacharjee.
49. A One Day Programme on Career Cum Moral Counselling & Awareness on Substance Abuse was organized by IQAC & Higher Secondary Section on the 15th December 2016. The resource persons were Mr B. Mawrie, Department of Environmental Science, Shri M. H. Kharkrang, Superintendent of Police, East Khasi Hills and Mr D. Jamir, Wisdom Center, Umdihar. This was followed by a felicitation programme of former Vice Principal, Higher Secondary Section, Dr. M. N. Bhattarcharjee.
50. The Organising Committee Diamond Jubilee Celebration dated 16th December, 2016 proposed for a Community Reach Out Programme to reflect the best outcome of the celebration as well as best practices for the college. This programme may include extending literary support/organizing Short Term Courses/reaching to the drop-outs/women support groups and others in which the teachers as well as students can volunteer for these programmes. In this regard, Mawkasiang Village has been identified for the purpose.

51. A Three Day Workshop on “Energy Access through RE Technology” was organised by the Entrepreneurship Development Cell in collaboration with National Power Training Institute, North East Region, Guwahati from 23rd -25th February 2017. The programme was also sponsored by the institute.
52. As part of the International Women’s Day 2 faculties from the Department of Microbiology and 21 students participated in A Self Defence Workshop for Women and Girls organised by Impulse NGO Network on the 8th March 2017 at the NSCA Indoor Stadium, Lachumiere, Shillong. Commemorating this years’ theme - *Be Bold for Change*, the workshop was facilitated by Ms. Iris Maju(former Mrs India World 2015), an expert in *Kalaripayattu*- a form of martial arts that originated in Kerela. This Self-Defence workshop has taught participants through demonstrations the different tips and techniques on how to defend themselves from danger in day-to-day life.
53. Student members of YRC, Shillong College, participated in the “Training for Volunteers on Search and Rescue/ First Aid” organised by the District Disaster Management Authority, East Khasi Hills District, Shillong on 21st – 22nd March, 2017. The programme was held at Central Training Institute (CTI), Mawdiangdiang, Shillong.
54. Swacch Bharat Cell and NCC, NSS, Red Cross Society of Shillong College observed the *Swasth Balika Swasth Bharat and Water Day* on 22nd march 2017: As part of the Swasth Bharat Yatra and Swasth Balika Swasth Samaj(Healthy Girl Child- Healthy Society) the program was held as an initiative of Swasth Bharat (Trust) in collaboration with the Swacch Bharat Cell and NCC, NSS, YRC of the College. The resource person was Shri Ashutosh Kumar Singh, Chairman Swasth Bharat Trust. Five girl students were also chosen as goodwill ambassadors for this campaign. Since the 22nd of March is also observed as World Water Day a pledge was also taken by the students to conserve water.
55. NCC, NSS of the College organized the Digital Payment Campaign and Road Safety Awareness Programme held on 13th April, 2017, under the aegis of 61 Meghalaya NCC Girls Bn. This programme saw the participation of around 500 cadets and around 100 NSS volunteers drawn from various schools and college was held in association with the State Bank of India and the Traffic Department of the Government of Meghalaya.
56. Shillong College Employees Mutual Benefit Fund & Consumers’ Cooperative Society Ltd. Organized a programme to inaugurate a new room in the ground floor of the new building for Students’ Service Centre on 9th May, 2017. The new room was inaugurated by the Principal in the presence of the vice principals, IQAC Coordinator, faculties and students.
57. YRC, Shillong College participated in the Health Camp on 27th May, 2017 organised by the Indian Red Cross Society in collaboration with Hamro Swabhinan Trust (HIS) and Centre of Medical and Sales Representatives Association at Gorkha Vithaya Jyoti Pathsala, Nongsder, Ri Bhoi District (Rongmen).
58. The Department of Computer Science & Applications, through the Techies’ Club organizes its annual computer literacy campaign as part of the Department's extension/ outreach programmes. This year eight student members of the club accompanied by teachers of the Department conducted this programme at Ur Masi U Joh Presbyterian Secondary School, Smit on the 30th and 31st May 2017.
59. Sensitization Programme on Climate Change organized by NSS on 2nd June, 2017. The resource person was Shri B. Ozukum, North East India Committee on Relief and Development (NEICORD) & Shri B. Mawrie, Department of Environmental Science, Shillong College.
60. In observance of World Environment Day, the NSS organised an Essay, Painting and Quiz competition on the 5th June 2017 at Thynroit Presbyterian Secondary School. The competition was enthusiastically participated by the students of the school. After the competition a programme was held which was well attended by members of the village community. Then, dustbins were handed to the members of the Local Dorbar to be distributed to the community.

61. On the same day (5th June 2017), a separate group of NSS Unit organised an Essay, Painting and Quiz competition at Nongtyngur Village. The competition witnessed the enthusiastic participation of school children from the different schools in the area and participation of the village community in the programme.
62. Shillong College and Shillong College Academic Society (SCAS) celebrated the “World Environment Day 2017” on 05th June 2017. The programme started with plantation of saplings in the college campus followed by a popular talk on this year’s theme, “Connecting People to Nature”, delivered by the Chief Guest Shri P. K. Agrahari, IFS, Planning Officer, Forest Department, Government of Meghalaya. On this occasion the college and SCAS appreciated the services rendered by the Health and Sanitation Branch of the Shillong Municipal Board with a Citation and Memento. These were received by Shri A. Umdor, Inspector of Health and Sanitation Branch. Appreciation was also accorded to three dedicated workers of the branch for service towards making Shillong City a cleaner and better place for all its citizens. As a token, the Shillong College and Shillong College Academic Society presented certificates and cash award of Rs 5000.00 each to the three (03) best Workers of the Health and Sanitation Branch, Shillong Municipal Board : (i) Shri Tegumasih, Driver(ii) Shri Orlando Kharkongor, Mazdor and (iii) Shri Mon Singh, Lorry Attendant, for their untiring and dedicated service. Others who spoke on the occasion were, Sri. A. Umdor, Dr. K. D. Ramsiej, Principal, Shillong College and Dr. (Mrs) H. Diengdoh, President SCAS, Shillong College.
63. Seven Day National Workshop on Research Methodology was organized by the Research Innovation and Publication Cell in collaboration with IQAC, Shillong College, from the 7th-13th June 2017. The Workshop was sponsored by ICSSR (NERC) NEHU, SCSTE & VAF (CM’s Fund), Government of Meghalaya. Dr. B. D. R. Tiwari, IAS, Secretary of Planning, Government of Meghalaya graced the inaugural programme as the Chief Guest and Shri A. Suting, Officer on Special Duty, SCSTE, Government of Meghalaya was the Guest of Honor besides a host of other dignitaries and invitees. The key note address was delivered by Prof L.S Gassah, Honorary Director, ICSSR (NERC) NEHU. The resource persons for the Workshop include Prof L.S Gassah, Prof Nikhlesh Kumar, Former Head Department of Sociology, NEHU, Prof P.K Gupta, Head of Department, Education, NEHU Prof S.M.Sungoh, Dean School of Education, NEHU, Dr B.Bazzely, Department of Education, NEHU, Dr S.R Joshi Department of Biotechnology, NEHU, Prof A.K Nongkynrih, Department of Sociology, Dr B.Panda, Department of Sociology, NEHU, Prof T.K Chakrabarty, Department of Statistics, NEHU and Prof Amit Chowdhury, Head, Department of Statistics, Gauhati University. The workshop was attended by 39 participants from within and outside the State and concluded with a valedictory function on the 13th June 2017. Shri Ram Singh, IAS, Director, DHTE, Government of Meghalaya graced the occasion as Chief Guest besides a host of other dignitaries and invitees.
64. ICGC organized a 2 Day Orientation Programme on Enhancing Academic Quality for Teachers of Higher Secondary Section on 8th June, 2017. Eminent educationists & experts such as Dr V. Kharmawphlang, Principal, CTE, PGT, Shillong, Dr B.H. Buam, CTE, PGT, Shillong, Dr F.G. Dkhar, NERIE (NCERT) Shillong and others imparted the training.
65. International Yoga Day observed on 21st June, 2017 organized by NCC& NSS. The programme which was conducted by a trained Yoga teacher was well attended by NCC cadets, NSS volunteers, students and staff of the college.
66. Since BSc (Hons) Environmental Science was granted affiliation by NEHU to start from this academic session 2017-2018 (vide letter No. CDC/6/Sh.c/2014/Vol. III/944 dated 8th June, 2017), a formal function to inaugurate the Department of Environmental Science was organized by the Department on 23rd June, 2017 in the presence of Prof. B.K. Tiwari, Senior Faculty Member & Prof. D. Paul, Acting Head, Department of Environmental Science, North Eastern Hill University, Shillong alongwith Principal, Vice principals, IQAC Coordinator, faculty & students.

67. An Inter College Debate on the motion “*Ki Dak Thoh–Ka Jing long Kawei Ka Jait bynriew*” was organized by the Department of Khasi on 22nd June, 2017 to mark the anniversary of Rev. Thomas James I. Prof. B. War, Head of Department, Khasi, NEHU was the Chief Guest and Prof. S. S. Majaw presided as the speaker.
68. A Flash Mob Programme was performed by the students of the college on 24th June, 2017 at Police Bazar on the theme: “Women Safety”. The programme was organized by the Co curricular Academic Sub. Committee & Cultural Sub Committee.
69. An Awareness Drive Campaign was conducted by RUSA, Government of Meghalaya on 6th July, 2017, for Degree students of all streams and for teachers. The RUSA Activation Zone (Canopy Tent) was setup near the IQAC Room. Students and teachers visited the canopy and were highlighted on the following activities of the campaign
 - i. Drive Awareness among all the students in the College
 - ii. Students engagement activities like
 - iii. Photo opportunity (Instagram Photo Frame)
 - iv. Signature Campaign
 - v. Document testimonials of teachers and students about the benefit, suggestions and message for RUSA.
70. Governing Body approved the Scheme for Career Advancement of faculties in the College Posts as per recommendations of the Pay Review Committee. These proposals have been accepted in its meeting held on 7th July, 2017.
71. The 5th S. C. Dutta Memorial Lecture on “Dharma and World Peace” was organized by Department of Philosophy on 20th July, 2017. Prof. Xavier Moya, Department of Philosophy, NEHU was the resource person.
72. A Panel Discussion on “Capitalism Kills” was organized by the Department of Management on 21st July, 2017. Shri K. D. Roy, Vice Principal, Professional Courses was the moderator and the panel includes Dr K. D. Ramsiej, Principal, Dr(Mrs) E. Kharkongor, IQAC, Coordinator, Dr M. N. Bhattacharjee, Retd. Vice Principal, Higher Secondary Section, Dr S. Sharma, Department of Commerce, Smt. R. Tham, Department of Political Science and Shri B. Mawrie, Department of Environmental Science. On the same day the College Uniforms for Management Students were released by Dr K. D. Ramsiej, Principal, Shillong College.
73. Sports Carnival Week was celebrated as part of Diamond Jubilee Celebration and commenced from 24th July with various sports events mainly held in the evening and participated by students and staff not only from the college but also from other colleges in the State. This sports events concluded at the JN Stadium on the 24th - 25th August, 2017.
74. The Fourth Batch of the UGC sponsored Three Months Certificate Course in Entrepreneurship Development organized by the Entrepreneurship Development Cell commenced on 15th July, 2016. The Meghalaya Institute of Entrepreneurship has also sponsored a number of budding entrepreneurs to attend the course.
75. The Rovers & Rangers Cell, Shillong College organized a programme entitled “Surf Smart” and “Free Being Me”, on 28th July 2017. The Superintendent of Police, East Khasi Hills District, Mr. D. Marak graced the occasion as Chief Guest.

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.	587.78 sq. m	-	46,859.96 m ²
Class rooms	47	12		59
Laboratories	8	1	College Fund	9
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1lakh) during the current year.	28	15	College Fund	43
Value of the equipment purchased during the year (Rs. in Lakhs)	75.5	12.3		87.8
Others :				
(a) New Academic Block inclusive parking space -ongoing	0	For (a)&(b): Construction work is in progress.	(a) College Fund	a) 58.03 lakhs
(b) Swimming Pool – ongoing	0		(b) UGC and College Fund	b) 50 lakhs
(c) Boys’ Hostel – completed	0	For (c) newly created	(c) UGC and College Fund	c) 25.32 lakhs
(d) Extension of Girls’ Hostel - completed	1		(d) UGC and College Fund	d) 12.73 lakhs

4.2 Computerization of administration and library

Administration:

Administrative work is almost computerized. Students’ data are being maintained with software developed by the faculty members of the Department of Computer Science and Applications. New software has been obtained to maintain accounts of the college with a private organization. Administrative staffs are regularly trained in this respect.

Library

- Major expansion of the Library has been accomplished. Library work, maintenance and records of books are totally computerised.
- There are 21 computers in the Library with internet/wifi facilities for students and four (4) for staff.
- Library has a reprographic section which is widely used by the students and services are provided at a discounted rate.
- Each book has a bar code number.
- Shillong College Central Library along with IQAC conducted a Faculty Development Programme on “Effective Usage of E-resources” on the 30th August 2016.
- User awareness is created through creation of Whatsapp group, facebook page alongwith email, 2-Way SMS etc.

4.3 Library services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7271	52,86,222/-	2469	7,29,671/-	9740	60,15,893/-
Reference Books	2126	18,58,039/-	177	4,30,888/-	2303	22,88,927
e-Books	--	--	NLIST	5000/-	--	5000
Journals	44	1,27,415/-	04	72,089/-	48	1,99,504/-
e-Journals	NLIST	10,000/-	NLIST	5000/-	-	15,000/-
Digital Database						
CD & Video						
Others (specify)						

Other major services of library are:

- Organizing book exhibition and during this period a Book Fair Cum Sale by different publishers was organized by Shillong College Central Library along with IQAC on the 30th - 31st August 2016 in the college campus.
- The library facilitates 4-5 intern students from North Eastern Hill University.
- Facility of book bank.
- The process of upgrading the competitive exams section and PG section is ongoing.
- Shillong College Central Library is a member of the American Library Association
- Availability of inter-library loan services with NEHU & Rajiv Gandhi University, Arunachal Pradesh.
- Conducting of library tours.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	193	72	03	17	1	21	31	24
Added	42	38	01	01	-	-	-	-
Total	235	110	04	18	1	21	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 conducts short term training programmes for the teaching and non-teaching staff of the College in computer fundamentals and upgradation. The faculty of this department lends ready assistance and suggestions to all for computer usage.
2. All employees of the College, particularly the teaching staff, are encouraged to use computers and ICT facilities in the teaching-learning process and to be familiar with all internet facilities and provisions.
3. Department of Computer Science and Applications organized "SC Tech Zest 16" comprising of three inter college competitions entitled Code Debugging, Android App Development and a Debate Competition, on the motion "Social Networks Encourage People to have Good Interpersonal Skills", on 3rd September, 2016.
4. A lecture on "Computer Fraud and Cyber Security" was also organized by the Department on 10th September

2016.

5. The Department of Computer Science & Applications, through the Techies' Club organizes its annual computer literacy campaign as part of the Department's extension/ outreach programmes. This year eight student members of the club accompanied by teachers of the Department conducted this programme at Ur Masi U Joh Presbyterian Secondary School, Smit on the 30th and 31st May 2017.
6. Department of Computer Science and Applications has developed curriculum for B. Sc. (IT) .
7. The Department has also developed the syllabus for the Three Months Add-On Course on Android App Development which is being conducted by the department from June 2017.
8. 21 Computers in the Library are meant for students and are provided with broadband facilities .
9. Five computers in the Staff Common Room are placed with internet facilities .
10. Main Campus of the college has been made Wi-Fi enabled .
11. 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 18,74,050/-

ii) Campus Infrastructure and facilities

Rs. 1.25 crores

iii) Equipments and Furniture :

Rs. 15,70,610/-

iv) Others

Rs. 3,00,000/-

Total :

Rs. 1.62 crores.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. An orientation programme is conducted at the beginning of every academic session for the newly admitted students. They are made aware about the various Student Support Services available in the college. These informations are also publish on notice boards and college website.
2. For any enhancement of student support services notifications are displayed in notice boards and circulars are circulated to departments.
3. Student Service Centre is operating in a new spacious room rendering its services to the students such as Xeroxing, questions banks, circulation of study materials, books, stationery items and others at discounted rates.
4. IQAC have ensured the institution of scholarships, endowment awards for students who excel in various examinations and for those students who belong to financially weaker section.
5. Coordinating with departments and various committees to ensure wide participation of students in academic and extra-currilar activities.
6. Wide publicity is given for sports & games events to ensure students participation.
7. Improvement of basic amenities such as safe drinking water, canteen, toilets, common rooms, sports and games facilities and also for cultural activities.
8. 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. Analysis of the internal examination results by the respective departments and counseling of the students at the departmental level.
3. Analysis of the University Examination results and discussion of the progress of the students in the meeting of the Head of Departments and also Staff meeting and hence to plan future strategies.
4. Coordinating with the Discipline Committee and tracking the student-activities continuously.

5.3 (a) Total Number of students (2016-17)

UG	PG	Ph. D.	Others
3111	-	-	1421

(b) No. of students outside the state

234

(c) No. of international students

13

Men

No	%
2023	65.02

Women

No	%
1088	37.98

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
130	04	2349	15	-	2498	146	06	2957	02	-	3111

Demand ratio : 1:1.6 Dropout %: 0.2%

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

1. Coaching for Entrance Examinations for Higher Secondary)+2(students.
2. Remedial classes for Tribal students in Degree and Higher Secondary level.
3. Coaching for job entry competitive examinations: SSC, UPSC, IBPS, etc
4. Coaching Centre for Competitive Examinations with personality development programmes to commence from August 2017.

No. of students' beneficiaries

250

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

1. Information and Career Guidance Cell (ICGC) of the College is engaged in organising counseling and career guidance activities in the college although the counseling session is generally organised for the fresh students.
2. Two (2) counseling sessions have been organised in 2016 and two (2) in 2017.
3. The Placement Cell conducts career awareness programmes and collaborates with different agencies and institutions for such activities. During this period three (3) career awareness programmes were conducted by the Cell as follows:
 - Awareness Programme on the various opportunities available in the field of Aviation, Hospitality and Tours & Travel on the 8th August 2016 in collaboration with Sky International Academy, Guwahati, Assam. The focus of the program was to create awareness about Career Opportunities in the above sectors and around 339 students from all streams of the college participated and benefitted from the programme.
 - Career Awareness Program in collaboration with ITM Business School, Mumbai on the 8th of September 2016. The focus of this program was to sensitize and interact with final year students to make significant decisions for their career. Dr Lakshmi Mohan, Deputy Director and Campus Head of the Institute interacted with the students. More than 300 students benefitted from this program.
 - One-Day Workshop on "Finishing School- Interview Skills and Job Prospects on the 17th November 2016 in collaboration with Hundredfold Academy, Shillong. More than 100 students attended the programme which focus on the Do's and Don't in an interview, the overall grooming, frequently asked questions, and mock interviews were conducted to prepare them about job industry expectations from the candidates.

No. of students benefitted

Counseling: 1220; Career Guidance: 550

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	250	06	20

5.8 Details of gender sensitization programmes

- The Gender Equity Cell of the college takes care of gender sensitisation programmes . Some of them are :
 - Poster campaign & Special Lecture was organized to create awareness on gender issues.
 - Appointment of gender champions from among the students of the college.
 - The Cell have circulated a Memorandum on gender issues to all Departments and had also organized an awareness programme on gender equity.
- Women Cell of the College, which was constituted since 3rd April 2009 have two (2) girl students as members.
- This Cell is continuously conducting a number of activities in respect of gender sensitization. For instance, a Popular Talk on “Work–Life Balance” was organized on 9th December 2016. Padmashree Theilin Phanbuh, Chairperson, Meghalaya State Commission for Women graced the occasion as Chief Guest and Dr Valentina Pakyntein, Department of Anthropology, North Eastern Hill University, Shillong was the resource person .
- The IQAC encourages the participation of faculties and students in gender sensitization programmes. During this period two (2) faculties from the Department of Microbiology and 21 students participated in A Self Defence Workshop for Women and Girls organised by Impulse NGO Network on the 8th March 2017 at the NSCA Indoor Stadium, Lachumiere, Shillong as part of the International Women’ s Day. Commemorating the theme – *Be Bold for Change*, the workshop demonstrated to the girls the different tips and techniques on how to defend themselves from danger in day-to-day life .
- At the initiative of the Swasth Bharat (Trust) the Swacch Bharat Cell and NCC, NSS, Red Cross Society of Shillong College observed the **Swasth Balika Swasth Bharat and Water Day** on 22nd march 2017. The program also focus on Swasth Balika Swasth Samaj (Healthy Girl Child- Healthy Society) and the resource person was Shri Ashutosh Kumar Singh, Chairman Swasth Bharat Trust. Five girl students were chosen as goodwill ambassadors for this campaign.
- To sensitize the public on gender issues a Flash Mob Programme on the theme: “Women Safety”, was performed by the students of the college on 24th June, 2017 at Police Bazar . The programme was organized by the Co curricular Academic Sub . Committee & Cultural Sub Committee as part of the Diamond Jubilee Celebration of the college .
- Departments like Sociology, Political Science etc . also conduct interactive sessions which highlight issues 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	68	Rs . 76,160 .00
Financial support from government	2957	Rs . 59,64,000 .00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	--

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. This grievance will be taken care since the construction of the new Academic Block is complete.
- (b) Shortage of Class rooms: This grievance will be taken care since the construction of the new Academic Block 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 respective subject experts (faculty of the college and from universities) are sent to the affiliating University for approval of the curriculum and affiliation.
- The IQAC initiates strategies and encourages faculty members to design syllabus/curriculum for certificate and value-added courses.
- Curriculum on Physical Education, BSc IT have been formulated by concerned departments and submitted to the affiliating university.
- Faculty members of Entrepreneurship Development Cell have also designed curriculum of PG course in Entrepreneurship which has been submitted to the relevant authorities.

- The Syllabus of the Three Months Certificate Course in Entrepreneurship development was developed by three faculty members of the EDC. The Course which was approved under UGC Scheme of Career Oriented Courses and started in the college from the academic year 2013 – 14 is still continuing. Presently the syllabus has been revised and updated.
- The Department of Computer Science and Applications has developed the syllabus for the Three Months Add-On Course on Android App Development which is being conducted by the department from June 2017.
- The syllabus of the Certificate Course on Solid Waste Management with EDP Inputs has been developed by the Department of Environmental Science in collaboration with EDC. This course will be started in the month of August 2017 funded under RUSA Equity Initiative.

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 assessments, assignments, and evaluation, and also presentation of seminars, project works, case studies by the students, particularly for the final year degree students.
- Departments arrange field trips, study tours within the State and outside to enhance exposure and learning.
- Students are given such assignments to promote and encourage them to use library resource materials with guidance on how to effectively utilize library resources including e-resources.

6.3.3 Examination and Evaluation

- Examinations in the College are centrally managed by an Examination Committee, which is formed every year for the specific purpose. 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.
- Students closely interacts with their teachers for discussions on their progress and suggestions for overall improvement.
- Continuous evaluation is also done through assignments given to the students from time to time.
- Presentations on projects, case studies and other presentations are continuously discussed, evaluated and suggestions given for better results.

6.3.4 Research and Development

- College has a Research, Innovation and Publications Cell constituted since 2009, is continuously sensitizing faculties to take up research projects in local, regional, national and international level.
- The College through the Research, Innovation and Publications cell is funding local level research projects undertaken by faculties along with students with 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.
- Faculty members opting for Ph. D. and M. Phil. work are given appropriate support by the College.

- Encouraging faculties to take up minor and major research project under the provisions of UGC, from the college and also from other funding agencies – both national and international.
- Institution provides all necessary support, including furnishing of laboratories to the extent possible and also sanctioning of leave to encourage research.
- Faculties pursuing Ph. D. are encouraged to opt for FIP.
- Encouraging faculty paper presentations, participation in international/national/regional workshops, conferences and symposia .
- Organization of International/National/Regional/State level seminars, workshops, training and faculty development programmes. For instance, the IQAC and the Research, Innovation and Publication Cell organized a Seven Day National Workshop on Research Methodology from the 7th-13th June 2017.
- A proposal to take Major Research Project is under active consideration.
- To encourage research and publication a Peer Reviewed Annual Inter Disciplinary Journal entitled “Echoes from the Hills”, registered under the Registrar National Press of India (RNI) , New Delhi with ISSN No . is in the process of being published soon .
- To establish a Central Instrumentation Centre and to equip departments with instruments to promote research culture.

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 from time to time so that it remains up to the mark for any advanced courses. A number 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.
- Excellent cordial environment is maintained through regular interactions among all section of 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 day to day academic, administrative and extra-curricular activities of the college. The college also gives 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. 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

Despite the fact that Meghalaya is an industrially underdeveloped State, the college has been able to collaborate and coordinate relevant programmes and value added courses with a number of micro and small scale industrial units in the State, cooperative societies, government departments, and others. Here, the EDC is collaborating with the following partners:

- MIE which is also sponsoring budding entrepreneurs to attend the UGC Sponsored Three Months Certificate Course in Entrepreneurship Development.
- Resource persons are drawn from DCIC, MIDC, KVIC and KVIB and DCIC arranges hands on trainings at its various micro and small scale industrial units located in the State and exposure trips to its Export Promotion Industrial Park, Byrnihat. KVIC and others also facilitates awareness and training for PMEGP Schemes.
- RRTC, Umran for conducting residential workshops.
- Department of Agriculture, Animal Husbandry, Kara Food Products, Pohkseh etc for resource persons and hands on training in food processing.
- Department of Urban affairs, Department of Taxation, Government of Meghalaya.
- Rilum Foundation, East Khasi Hills, Shillong.
- Urlong Tea Integrated Village Co-operative Society, Mawlyngngotand Meghalaya Village Development Promotion Tourism Co-operative Society Limited, Shillong.
- Bethany Society, Shillong.
- Banks and other financial institutions including SBI, MCAB, NEDFI etc.
- Successful entrepreneurs from the State and the country.

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 broad guidelines that compliments the mission and vision of the college.
- Heads of Departments and faculties supervises and coordinate the entire admission process .
- Spot admission is given to meritorious students.
- Preference is given to students excelling in sports and cultural events at the state and national level.
- Provision for admissions is also given for NSS and NCC.
- 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 in the rural areas and those belonging to weaker sections of the society. But this is managed efficiently without compromising on merit.

- To accommodate increasing pressure and demands, the numbers of seats in each course of studies are augmented every year and the infrastructure is enhanced accordingly.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

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 the College Foundation Day, extending financial grants to students, donation of book to college library, etc.
- A number of alumni are well placed in the society such as academicians; administrators, bankers, entrepreneurs, ministers etc. They are actively involved with the Alumni Association and support the college in a number of ways.
- The President of the Shillong College Alumni Association has been nominated to the Governing Body of the College as donor representative. In fact, both the Principal and Vice Principal of the College are alumni.
- There are two alumni members in the IQAC, and college gets considerable support from them.
- The Alumni Association has donated a number of Books and logistics for the College Library and also donated a sum of Rs. 25,000.00 to the College for augmenting the Library resources.
- Alumni are important constituent of all major activities/celebrations of the college such as Silver Jubilee, Golden Jubilee and the Association have also organized programmes to celebrate the Diamond Jubilee of the College during 2016-17.
- Besides a number of programmes organized that reaches out to the community, the Alumni Association also felicitates students who have excelled academically thereby motivating others to strive to higher goals. During this period the Alumni Association felicitated 19 students of the college, who have excelled academically in the university and board exams 18th August, 2016. From these, 17 students have excelled in the degree examinations and 2 students in the board examinations. This was followed by a Fundraising Dinner in the evening.
- The Alumni Association has recently donated a sum of Rs 25,000/- to the Shillong College Educational Society.

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 performing students.

6.13 Development programmes for support staff

- Social benefit or welfare schemes are extended to all the staff.
- Some of the staff, particularly belonging to Grade IV, is provided with quarters 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 ICT training, library automation 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.
- Programmes are consistently organized by NSS, NCC, Swachh Bharat Cell and other Extension Cells in the campus and outside in collaboration with Government, administrative units in the villages and others for environmental consciousness, conservation and sustenance.
- Regular cleaning drives are conducted by NSS, NCC, Swachh Bharat Cell and others not only in the campus but participating in the Swachh Bharat Campaign with the rest of the country.
- Continuous efforts by the College and Shillong College Academic Society (SCAS) to observe World Environment Day since its inception in 1998 by organizing programmes that create awareness about the environment. These programmes are participated by students from various schools and colleges in the State. In fact, these have become very popular thereby enhancing eco-friendly measures in the campus.
- Plantation of saplings in the college campus on 05th June 2017 as part of the programme organized by Shillong College Academic Society (SCAS) which is a popular talk on the theme, "Connecting People to Nature".
- Declaring the College campus as zero littering area.
- Prohibition of Smoking/tobacco usage in the college campus.
- Installation of solar energy panels in the campus.
- Preparation of an Action Plan for setting up of a Botanical Garden in the campus,
- Preparation of an Action Plan for Green Campus.
- Proposal to make the campus a Plastic free zone to be taken up as soon as possible .
- The campus development committee supervises and monitors in keeping the campus clean and eco-friendly .

Criterion – VII

7. Innovations and Best Practices

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

- Continuous assessment of the performances of the students through attendance, assignments, their evaluation and cross verification of the same by the students.
- Computerisation of most of the Administrative work and extending computer facilities to most of the departments.
- Upgradation of students' service centre.
- Active participation of students in academic and extra curricular activities at the state and national levels.
- Active participation of students in NSS, NCC, Swachh Bharat Campaign and other extension activities at the University, state, national and international levels.
- Organizing international, national and state level Seminars, workshops, faculty development programmes benefitting faculties and students.
- Emphasis on research and publications.
- Conduct of the S. C. Datta Memorial Lectures which has contributed towards intellectual debates among the Staff and the Students.
- Enhancing visibility of the college.
- Enhancing skill and entrepreneurship development.
- Emphasis on community participation programmes and asset creation.
- Emphasis on staff development programmes and welfare measures for both staff and students.
- Enhancing scholarships for deserving students and awards for meritorious students.
- Creation of environmental consciousness and its protection.
- Expansion of infrastructure to enlarge the scope of higher education.
- Decentralisation of administration and formation of various committees and cells to manage various functions of the college leading to a sense belonging to everyone.
- A general friendly relationship between the teachers, between the teachers and students, and easy accessibility to Principal/Vice Principal/Management.

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

- Celebration of the Diamond Jubilee of the college with a year long programme commencing on 14th July, 2016 and to conclude with a closing ceremony to coincide with an international seminar on 24th – 25th August, 2017.
- One national seminar, three national workshops, one seminar and one faculty development has been organized at the state level.
- One ISBN Publication and one faculty ISBN publication and a few more are in the press.
- A number of research projects funded by UGC and the college have been completed and a few more research proposals have been submitted to funding agencies.
- BSc (Hons) in Environmental Science has started from academic session 2017-18.
- Preparations are underway to start MA English as soon as permission is granted.
- Besides the UGC Sponsored Three Months Certificate Course on Entrepreneurship Development another Three Months Add-On Course on Android App Development has been started in June 2017 by Department of Computer Science and Applications.
- A certificate course on solid waste management with EDP inputs is scheduled to be started in August, 2017.
- Wide publicity in print and electronic media for almost every activity of the college and in the website.
- Process of setting up the language laboratory is being carried out.
- Upgradation of students' service center.
- Creation of students' data base to streamline placement activities and enable proper maintenance of records about campus placements.
- Installation of solar energy panels in the campus.

- Preparation of an Action Plan for setting up of a Botanical Garden in the campus,
- Preparation of an Action Plan for Green Campus.
- Enabling skill development and entrepreneurship training.
- Strengthening community participation and asset creation.
- Procurement of an additional plot of land for further expansion.
- Adoption of new pay structure for college posts both teaching and non teaching besides strengthening the staff welfare fund and maintenance scheme.
- Appointment of staff to meet requirements.
- Free studentship for deserving students.
- Waiving of Tuition Fees for about 68 students in the lower income strata financed under RUSA Scheme for Equity Assurance.
- Construction work in the new Academic Block C (Diamond Jubilee Annex) have almost been completed meeting the infrastructure needs of the college with spacious parking space.
- Construction of Boys Hostel in the extended campus at Mawkasiang and extension of Girls' Hostel adjacent to the main campus has been completed. Further renovation, laying of tiles in classrooms, laboratories, library, fitting of gas pipeline in chemistry and others funded under RUSA has been completed.
- Extension and improvements of Science Laboratories are completed.
- Construction of Science Block to start as soon as permission from Meghalaya Urban Development Authority is received.
- College is closely coordinating with RUSA in every aspect of expansion and equity initiative.
- Active participation of students in academic as well as extra-curricular activities.
- The college has signed another MOU with Meribon K. H. Memorial College, Sohiong, East Khasi Hills District to enhance scope for extension and other activities.

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

1. Entrepreneurship Training and Development
2. Celebrating Milestones of the College. -

See Annexure III. and IV

7.4 Contribution to environmental awareness / protection

- Programmes are consistently organized by NSS, NCC, Swachh Bharat Cell and other Extension Cells in the campus and outside in collaboration with Government, administrative units in the villages and others for environmental consciousness, conservation and sustenance.
- Periodic cleaning drives conducted by NSS, NCC, Swachh Bharat Cell and others not only in the campus but participating in the Swachh Bharat Campaign with the rest of the country. For instance, the Swachh Bharat volunteers as well as NSS volunteers participated in the Abhiyan Cum-Cleaning Drive at Iewduh (KhliehIew) organized by the Office of the Deputy Commissioner, East Khasi Hills, Shillong under the Chief Minister's Youth for Green Campaign on the 2nd October 2016.
- The NSS adopt a few villages and organizes cleaning drives and a number of programmes that enhance environmental awareness and protection besides creation of assets in these villages .
- Systematic organization and participation in Health Camps, Disaster Management Programmes etc . by NSS, NCC, YRC, Rovers & Rangers in the campus as well as outside .
- Declaring the College campus as zero littering area.
- Prohibition of Smoking/tobacco usage in the college campus.
- Continuous efforts by the College and Shillong College Academic Society (SCAS) to observe World Environment Day since its inception in 1998 by organizing programmes that create awareness about the environment. These programmes are participated by students from various schools and colleges in the State. In fact, these have become very popular in enhancing environmental awareness and protection not only in the

college but also in the State.

- This year a programme was organized on 05th June 2017 which commenced with plantation of saplings in the college campus followed by a popular talk on the theme, “Connecting People to Nature”. On this occasion the college and SCAS appreciated the services rendered by the Health and Sanitation Branch of the Shillong Municipal Board with a Citation and Memento. Appreciation was also accorded to three dedicated workers of the branch for services rendered towards making Shillong City a cleaner and better place for all its citizens.
- Installation of solar energy panels in the campus.
- To create awareness about entrepreneurial opportunities of Renewable Energy Resources a Three-Day Workshop on “Energy Access through RE Technology” was organised by the Entrepreneurship Development Cell in collaboration with National Power Training Institute, North East Region, Guwahati from 23rd -25th February 2017. The programme was also sponsored by the institute.
- Preparation of an Action Plan for setting up of a Botanical Garden in the campus,
- Preparation of an Action Plan for Green Campus.
- B. Sc. (Hons) in Environmental Science started from this academic session 2017.
- A Certificate Course on Solid Waste Management with EDP Inputs to be conducted by the Department of Environmental Science in collaboration with Entrepreneurship Development Cell is being developed. This course is scheduled to commence in August 2017 and funded under RUSA Equity Initiative.
- Proposed action to declare the campus as Plastic Free Zone.

7.5 Whether environmental audit was conducted? Yes No

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

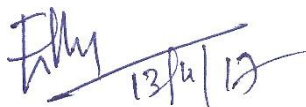
- **Documentation:** A documentary about the college since its inception and its various features is being prepared by faculties from the Department of English – Dr Dhira Bhowmik & Smt. I. S. Warjri with professional assistance. The documentary entitled “60th Milestone–A Documentary of Shillong College” is scheduled to be released at the closing ceremony of the Diamond Jubilee Celebration in August, 2017.
- The college has received another memorial award instituted by the family members of Late Jaya Bhattacharjee, an alumnus of the college. The Jaya Bhattacharjee Memorial Award has been instituted in 2016 to be awarded for students excelling in commerce at the under graduate level and higher secondary section. Also an amount of money has been earmarked for donating an almirah to the college library.
- The IQAC have played a major role in the momentous decision of the Organizing Committee, Diamond Jubilee Celebration which met on 20th June, 2017 to acknowledge and express gratitude to the founders of the college and to the retired staff. Since the college began its eventful journey from Jail Road Boys High School on the 15th of August, 1956, the college will contribute a token amount of Rs 50,000/- (rupees fifty thousand only) to the institution in recognition of the noble gesture of our founders. Further, the contributions of retired staff (teaching and non-teaching), those who have retired before 1st July, 2011 and are not beneficiaries under the Shillong College Employees Maintenance Scheme 2011 would also be acknowledged and a token amount of Rs 25,000/- (rupees twenty five thousand only) will be handed to 31 of them. These decisions will add more meaning to the celebrations and the acknowledgements would be carried out in the closing ceremony of the Diamond Jubilee Celebration scheduled to be held in August 2017.

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

- To organize international, national, regional, state level seminars, workshops and faculty development programmes.
- The IQAC will continue to pursue starting of other PG Courses in the college.
- Since the curriculum to start a PG course in Entrepreneurship has been designed and necessary ground work has already been initiated, the IQAC will continue to pursue this matter with relevant authorities.
- To develop the new extended campus at Mawkasiang and to make it operational.

- To strengthen Students Feedback Mechanism and all the stakeholders.
- To pursue the programmes submitted under Community College and start courses under the scheme.
- Continue to encourage and create facilities for Research, Innovations and Publications activities.
- Strengthening of the various departments to enhance academic quality through ICT enabled teaching and other measures.
- To enhance career counseling and placement for students.
- To pursue the offering of courses under cluster of college for which MOU with two colleges had been signed.
- To pursue institution-industry linkages and collaborations.
- Strengthening of the various departments given the fact that the Semester system has been introduced by the University and the Choice Based Credit System will be in place soon.
- To consistently pursue the construction of separate building complex for Higher Secondary Section of the College to be able to de-link the Higher Secondary section totally.
- To implement the decision of the Organising Committee Diamond Jubilee Celebration dated 16th December, 2016 for a Community Reach Out Programme in the identified village of Mawkasiang so as to reflect the best outcome of the celebration as well as best practice for the college.

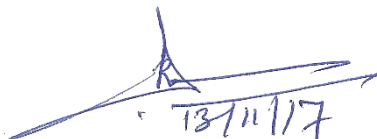
Name : Dr(Mrs.) E. Kharkongor



13/11/17

Signature of the Coordinator, IQAC

Name : Dr. K. D. Ramsiej



13/11/17

Signature of the Chairperson, IQAC

Annexture I

Academic Calender of the year 2017

ACADEMIC CALENDER - 2017

SL.	DATE	EVENT
1.	1 ST JANUARY 2017	GENERAL EXCURSION & NEW YEAR'S DAY
2.	16 TH JANUARY 2017	COLLEGE OFFICE REOPENS AFTER CHRISTMAS HOLIDAYS
3.	26 TH JANUARY 2017	REPUBLIC DAY
4.	31 ST JANUARY 2017	COLLEGE CLASSES REOPENS AFTER WINTER VACATION
5.	1 ST FEBRUARY 2017 TO 20 TH FEBRUARY 2017	CLASS XI (ARTS / SC. / COM) PROMOTION EXAMINATIONS
6.	6 TH FEBRUARY 2017	COMMENCEMENT OF 2 ND AND 4 TH SEMESTER CLASSES
7.	8 TH FEBRUARY 2017	MEETING OF HOD'S
8.	14 TH FEBRUARY TO 14 TH MAY 2017	B.A./B.SC./B.COM./B.B.A./B.C.A. (NEHU) EXAMINATIONS
9.	22 ND FEBRUARY TO 1 ST MARCH 2017	H.S.S.L.C., (MBOSE) PRACTICAL EXAMINATIONS
10.	3 RD MARCH TO 29 TH MARCH 2017	H.S.S.L.C., (MBOSE) THEORY EXAMINATIONS
11.	12 TH MARCH 2017	HOLI
12.	15 TH MARCH 2017	DECLARATION OF CLASS XI PROMOTION RESULTS
13.	3 RD APRIL 2017	COMMENCEMENT OF CLASS XII CLASSES (ARTS/SC/COM)
14.	5 TH TO 9 TH APRIL 2017	STUDENTS' COUNSELLING FOR CLASS XII (ARTS/SC/COM)
15.	10 TH APRIL 2017	SHAD SUK MYNSIEM
16.	14 TH APRIL 2017	GOOD FRIDAY
17.	15 TH APRIL 2017	ASSAMESE NEW YEAR (BIHU) & BENGALI NEW YEAR
18.	21 ST APRIL TO 30 TH MAY 2017	2 ND & 4 TH SEMESTER B.A./B.SC./B.COM./B.B.A./B.C.A. (NEHU) EXAMINATIONS
19.	10 TH MAY 2017	BUDDHA PURNIMA
20.	12 TH MAY 2017	MEETING OF TEACHING STAFF
21.	16 TH MAY 2017	MEETING OF NON-TEACHING STAFF

22.	17 TH MAY 2017	ADMISSION FOR CLASS XI ARTS, SCIENCE AND COMMERCE
23.	1 ST JUNE 2017 TO 15 TH JUNE 2017	ADMISSION FOR DEGREE 1 ST SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA & BSC(COMPUTER SCIENCE) / B.SC. MICROBIOLOGY [PROFESSIONAL COURSES]
24.	2 ND JUNE 2017	STUDENTS' COUNSELLING FOR CLASS XI CLASSES (ARTS/SC/COM)
25.	5 TH JUNE 2017	CELEBRATION OF WORLD ENVIRONMENT DAY
26.	6 TH JUNE 2017	COMMENCEMENT OF CLASS XI CLASSES (ARTS/SC/COM)
27.	15 TH JUNE 2017	STUDENTS' COUNSELLING FOR DEGREE 1 ST SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA & BSC(COMPUTER SCIENCE) / B.SC. MICROBIOLOGY [PROFESSIONAL COURSES]
28.	16 TH JUNE 2017	COMMENCEMENT OF DEGREE 1 ST /3 RD /5 TH SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA & BSC (COMPUTER SCIENCE) / B.SC. MICROBIOLOGY [PROFESSIONAL COURSES]
29.	26 TH JUNE 2017	ID-UL-FITRE
30.	16 TH JULY 2017	BEHDEINKHLAM
31.	17 TH JULY 2017	U TIROT SING DAY
32.	12 TH AUGUST 2017	LIBRARY DAY
33.	15 TH AUGUST 2017	INDEPENDENCE DAY & COLLEGE FOUNDATION DAY
34.	16 TH TO 20 TH AUGUST 2017	CLOSING CEREMONY OF DIAMOND JUBILEE CELEBRATIONS
35.	18 TH AUGUST 2017	ALUMNI DAY
36.	2 TH SEPTEMBER 2017	ID- UZ- ZOHA
37.	5 TH SEPTEMBER 2017	TEACHERS' DAY
38.	13 TH SEPTEMBER 2017	NON-TEACHING STAFF DAY
39.	14 TH SEPTEMBER 2017	STUDENTS' UNION ELECTION
40.	19 TH SEPTEMBER 2017	FORMATION OF STUDENTS' UNION
41.	26 TH SEPTEMBER 2017	BUDGET MEETING OF STUDENTS' UNION
42.	1 ST OCTOBER TO 9 TH NOVEMBER 2017	1 ST / 3 RD / 5 TH 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)
43.	26 TH SEPTEMBER TO 5 TH OCTOBER 2017	DURGA PUJA / LAXMI PUJA/ DASHERA & MUHARAM
44.	2 ND OCTOBER 2017	BIRTH ANNIVERSARY OF MAHATMA GANDHI
45.	19 TH OCTOBER 2017	KALI PUJA
46.	20 TH OCTOBER 2017	DIWALI
47.	2 ND NOVEMBER 2017	ALL SOULS' DAY
48.	4 TH NOVEMBER 2017	BIRTH ANNIVERSARY OF SHRI. GURU NANAK
49.	10 TH NOVEMBER 2017	WANGALA FESTIVAL
50.	13 TH NOVEMBER 2017	COMMENCEMENT OF DEGREE 2 ND / 4 TH /6 TH SEMESTER CLASSES ARTS / SCIENCE / COMMERCE (GEN COURSES), BCA, BBA &BSC (COMPUTER SCIENCE) / B.SC. MICROBIOLOGY [PROFESSIONAL COURSES]
51.	13 TH & 14 TH NOVEMBER 2017	PRIZE DISTRIBUTION & CULTURAL PROGRAMME
52.	21 ST NOVEMBER 2017	MEETING OF HEADS / SENIOR TEACHERS OF DEPARTMENTS
53.	23 RD NOVEMBER 2017	SENG KUT SNEM
54.	26 TH NOVEMBER 2017	DECLARATION OF SELECTION TEST RESULTS(CLASS XII)
55.	27 TH NOVEMBER TO 4 TH DECEMBER 2017	DEPARTMENTAL STUDY TOUR
56.	12 TH DECEMBER 2017	PA TOGAN N. SANGMA
57.	18 TH DECEMBER 2017	DEATH ANNIVERSARY OF U SOSO THAM
58.	19 TH DECEMBER 2017	COLLEGE CLASSES CLOSES FOR WINTER VACATION
59.	20 ND TO 31 ST DECEMBER 2017	CHRISTMAS HOLIDAYS
60.	30 TH DECEMBER 2017	U KIANG NANGBAH DAY

- ❖ UNIT TEST, SPORTS ACTIVITIES & OTHER PROGRAMMES ARE TO BE CONDUCTED ON SATURDAYS
- ❖ COLLEGE WILL REOPEN AFTER WINTER VACATIONS ON 1ST FEBRUARY 2018.
- ❖ CLASSES OF 2ND/4TH /6THSEMESTER WILL CONTINUE FROM 6TH FEBRUARY 2018
- ❖ CERTAIN DATES ARE SUBJECT TO CHANGE DEPENDING UPON NEHU / MBOSE EXAMINATION SCHEDULE

Annexure II

Feedback received from the students have been analysed by an Internal IQAC Member .

(Refer Item No . 1.3)

Feedback from Students – 2016-17

Feedback was collected from students from all streams i.e, Arts, Science, Commerce and Professional as well . The sample for feedback consist of 25 -30% of students belonging to all semester in the current year. As per the feedback taken from the students the general feelings or findings are as follows:

1. Academic programmes have been rated between ' Good' and 'Satisfactory', where majority rating is 'Good' .
2. The syllabus was rated as vast, and challenging with respect to time constraint. Coverage of the syllabus in most subjects was rated '70 to 85%' , in some 85% to 100%.
3. Library materials rating was split between 'adequate' and 'inadequate' .
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 ranging between A and C.
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' The overall impression is that the teachers of the College were well liked by the students and there is good rapport between teachers and students with overall ratings from A to C.
9. Other remarks :
 - Some students were found to be not satisfied with the class routine w.r.t stretch of hours/time.
 - A few number of students also rated the classrooms as poor lighting, poor visibility of the green board and absence of ICT and in case of ICT enabled classroom poor maintenance.
 - Canteen facilities were rated as inadequate space, and high price.

Dated, Shillong
22nd July, 2017

Sd/-
(P. Khonglah)
Asst. Professor, Department of Commerce
Shillong College, Shillong
(Internal Member)

BEST PRACTICES

Two Best Practices of the institution (*please see format in the NAAC Self Study Manual*)

**Provide the details in annexure*

1. Entrepreneurship Training and Development – vide Annexure III
2. Celebrating Milestones of the College -- vide Annexure IV

Annexure III

Best Practices

1. **Title of the Practice** (The title should capture the keywords that describe the Practice.)
Entrepreneurship Training and Development

2. **Goal**

(Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words)

In pursuance of its well-defined mission objectives to be attuned to the emerging needs of the young generations in the present-day market environment of stiff competition and private initiatives, the college has made an effort to contribute to the creation of entrepreneurial dynamism in the State of Meghalaya in particular and the North-Eastern Region of the country in general. This initiative strengthens the mission of the college to provide quality education and skill development for the youth to the best of its ability which is in line with the youth policies and programmes of the Government of India; to build a vibrant workforce contributing towards nation building through entrepreneurship training and development.

3. **The Context**

(Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.)

The State of Meghalaya remains underdeveloped despite being endowed with a rich natural resource base and the presence of comprehensive development packages and programmes adopted by the Government. The main factor that has been attributed to this situation is due to the absence of the dynamism of entrepreneurial culture that will take advantage of the potentials that exists and the incentives that the government has to offer. The pervasive problem of unemployment prevails and it has become more acute over the years especially amongst the educated youth resulting in disillusionment, frustration, and growing social unrest. Herein, lies the challenges of higher educational institutions to become agents of change and to provide a platform and strategies to develop potential entrepreneurs especially from amongst educated youths to train and equip them to establish and successfully manage their own enterprises. In view of these challenges, Shillong College established the Entrepreneurship Development Cell (EDC) on August, 2011, to play the strategic role of both trainer and facilitator of entrepreneurship development.

4. **The Practice**

(Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.)

The EDC comprises of the Convener and other members drawn from different departments of economics, commerce, management, computer science and applications, sociology etc. and function under the supervision and advice of the Principal. Amongst its main objectives, the EDC aims to facilitate training programmes in collaboration with various organization of repute, having expertise in a wide range of appropriate technologies that will equip and subsequently empower the youths for entrepreneurship and also to organize certificate or diploma courses that will serve as an added advantage to the educated youths for self-employment.

In implementing this practice, the EDC have consistently organize seminars, workshops and conduct training programmes in collaboration with various organizations, financial institutions etc. A few of them are RGNIYD, Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, Government of India, Sriperumbudur, Tamil Nadu; National Institute of Information Technology, Shillong, Mott Mac Donald, Pvt. Ltd & Consultant, Department of Urban affairs, Government of Meghalaya, Urlong Tea Integrated Cooperative Society, Rilum Foundation, National Power Training Institute, North East Region, Guwahati and others. It has also been able to facilitate a Town Hall meeting on Micro, Small and Medium Enterprises – An Awareness Initiative by Reserve Bank of India (RBI), Shillong in collaboration with District Commerce and Industries Centre (DCIC), East Khasi Hills, Shillong.

A noteworthy feature of the EDC is conducting the UGC Sponsored Three Months Certificate Course on Entrepreneurship Development since 2013. The Syllabus for the Certificate Course has been framed by faculty members of the Cell which was approved under UGC Scheme of Career Oriented Courses.

The training calendar is prepared with careful consideration on the aspects of entrepreneurial training, based on the course content and its relevance to practical situations and exposure and the training conducted is based on a practical approach towards entrepreneurship development encouraging active interaction and discussions amongst the resource persons and the participants. In addition, training on personality development and confidence building is imparted by experts. The participants are trained to prepare business plans based upon their own interests and commitment in a particular area. Proper guidance is given for these preparations.

The evaluation process includes internal and external assessment. The main objective of the evaluation process is to assess the aptitude and competencies of the participants for entrepreneurship. Presentations of business plans are also carried out and evaluated. At the end of the course the business plans are submitted to the MIE, Government of Meghalaya for further examination and action.

The EDC have a follow-up action plan and collaborate with the MIE and other departments and agencies that will enable the participants/trainees to apply their competencies in their chosen business plan from the initial stage and to be able to avail finances for their enterprises.

Hence, in all its activities and especially in the conduct of the certificate course the EDC has been able to collaborate with the following partners:

- MIE which is also sponsoring budding entrepreneurs to attend the UGC Sponsored Three Months Certificate Course in Entrepreneurship Development.
- Resource persons are drawn from DCIC, MIDC, KVIC and KVIB and DCIC arranges hands on trainings at its various micro and small scale industrial units located in the State and exposure trips to its Export Promotion Industrial Park, Byrnihat. KVIC and others also facilitates awareness and training for PMEGP Schemes.
- RRTC, Umran for conducting residential workshops.
- Department of Agriculture, Animal Husbandry, Kara Food Products, Pohkseh etc for resource persons and hands on training in food processing.
- Department of Urban affairs, Department of Taxation, Government of Meghalaya.
- Rilum Foundation, East Khasi Hills, Shillong.
- Uurlong Tea Integrated Village Co-operative Society, Mawlyngngot and Meghalaya Village Development Promotion Tourism Co-operative Society Limited, Shillong.
- Bethany Society, Shillong.
- Banks and other financial institutions including SBI, MCAB, NEDFI etc.
- Successful entrepreneurs from the State and the country.

5. Evidence of Success

(Provide evidence of success such as performance against targets and benchmarks and review results.

What do these results indicate? Describe in about 200 words.)

The evidence of success may be briefly summarized as follows:

- The College has the distinction of being the first college in the State to open such a Cell by an academic institution.
- Conducting the UGC Sponsored Three Month Certificate Course on Entrepreneurship Development since 2013 is a pioneering venture by Shillong College in Meghalaya.
- Shillong College initiatives and the Cell's efforts and commitment have been recognized by MIE, Government of Meghalaya which proposes to replicate the initiatives of the College and establish such Entrepreneurship Development Centres in every district of the State to attract educated youths in skill development learning and venture into entrepreneurial pursuit.

- The MIE has entrusted the EDC, Shillong College to prepare the syllabus of the Certificate Course which they intend to introduce in all educational institutes in the State of Meghalaya.
- NAAC Peer Team Report of the 3rd Cycle of Accreditation of the college held in 2016 have acknowledged this effort as an innovative and best practice of an educational institution.
- The Cell has compiled reading materials on Business Opportunity Identification Study of Meghalaya and compiled suggested reading/reference materials for Entrepreneurship. It has also compiled the Business Plans of the different batches for reference.

In addition to these the most rewarding evidence of success to the college has been the milestones achieved and success stories of some of the passed-out participants/ trainees. A number of the participants have been selected by the Government for training in various fields of enterprise in institutes in the State and outside. Some business plans have been selected for PMEGP schemes. Also, a number of participants have ventured to start enterprise on their own such as vermicomposting, Mens' Salon, Piggery Unit, retail, online franchise, tourism etc. It is pertinent to note that an enterprise on tourism named "Adventure Tours & Travels" has been started by a participant of the 2016 batch and a faculty member of the Cell has facilitated in the creation of a WEBSITE (www.stayoutadventuretours.in) which has been launched to ensure its publicity and reach to the customer. A number of business plans is being prepared by the current batch on tourism, agriculture, handicrafts etc.

Moreover, the Cell provides free Consultancy services for aspiring entrepreneurs, functions as an information centre for participants with regards to training, workshops, etc and liaison with government and financial institution for Entrepreneurship Training and Development

6. Problems Encountered and Resources Required

(Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words.)

In implementing this practice, the College have encountered various problems and challenges. The main problem is the increased work pressure on the faculty members of the Cell who have to balance between their daily work routine and managing the activities of the Cell. Also, the challenge of changing the attitude and mindset of the educated youths towards entrepreneurship, and having a hundred percent follow-up action plan for all the participants/trainees to ensure success in their enterprises is a daunting task. Further, lack of training of faculty members, gaining support from the government and funding institutions for the programme are other problems that have been encountered. With the untiring effort and continued dedication of the faculty members of the cell the college will meet the challenges and drawbacks head-on and will continue to forge ahead and generate youths who are self-reliant, self-employed and job creators contributing to the growth of the society.

6. Notes (Optional)

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

- The management has unstintedly lent its support for the activities of the Cell. It has provided office space for the Cell to function and a classroom equip with furniture and ICT Equipments to conduct training programmes. It has send three faculty members to the Trainer's Training Programme on Entrepreneurship at EDI, Ahmedabad which was sponsored by the SIRD & MIE, Government of Meghalaya.
- The commitment to generate employment opportunities and the growing demand for a more cohesive programme that will educate and strengthen the capability of the educated youth to become dynamic entrepreneurs have encouraged the management and the EDC to explore the possibilities for the introduction of the Entrepreneurship Course at the Post Graduate Level. The task of framing the Post Graduate Syllabus of Masters in Entrepreneurship was taken up and the draft Syllabus has been completed and submitted to relevant authorities for necessary action.
- The Cell collaborated with faculties from the Departments of Micro Biology and Environmental Sciences, Government Departments, industries and others in preparing and framing the Syllabus for Certificate &

Diploma Courses with EDP Inputs in Food Processing & Waste Management. This is proposed to be started by the institution under UGC Guidelines for Community Colleges.

8. ContactDetails

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Name of the Institution: SHILLONG COLLEGE

City: SHILLONG

Pin Code: 793 003

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Annexure IV

Best Practices

1. Title of the Practice *(The title should capture the keywords that describe the Practice.)*

Celebrating Milestones of the College.

2. Goal

(Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words)

The underlying principle of Celebrating Milestones that has been practiced by the college is to honour the past, to reflect on the commitment and untiring efforts of our founders and numerous stakeholders in overcoming challenges and taking advantage of opportunities that has shaped the college to what it is now. Indeed, celebrating milestones presents an opportunity for the institution to reflect on its achievements and reaffirm its commitment to forge ahead in the future and as envisioned to become a Centre of Excellence for Wisdom, a beacon of hope, a model embodiment of the ideals upon which our Great Nation has been built.

3. The Context

(Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.)

Shillong College owes its origin to well-meaning public initiatives from across various sections of people in the capital city of Shillong which began from the year 1950. It was formally inaugurated on 15th August 1956 at Jail Road Boy's High School with student strength of only 35. The College was guided and nurtured by a group of well-wishers and a band of dedicated teachers under the dynamic leadership of our founder principal (Late) Shri S. C. Datta. The college gradually progressed over the years overcoming many obstacles and challenges and it was finally shifted to the present campus at Laitumkhrah, Shillong in the year 1962.

From its humble beginning the college has been successful to maintain the status of being one of the premier co-educational colleges in the State with an enrolment of more than 4500 students. It has been lauded for keeping its commitment to meet the needs of the socially and economically disadvantaged groups through academic excellence, innovative practices, confidence building and character development. Besides meeting educational needs, the college has succeeded in creating a congenial atmosphere for generating a genuine quest for knowledge, learning and to promote healthy character and correct attitude of her students based on a sense of discipline, honesty and patriotic fervour.

Despite numerous obstacles the college had forge ahead and offered itself for the Assessment and Accreditation by NAAC in the year 2003 and the second cycle of Accreditation in 2010. In April 2016, the college underwent the 3rd Cycle of Accreditation and Assessment by NAAC and has been awarded Grade A. These are, but a few achievements that mark the journey of the college as it strives for establishing itself as a Centre of Excellence that needs to be acknowledge and celebrated.

4. The Practice

(Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.)

Shillong College reached its 25th Milestone in the year 1981 and its 50th Milestone in the year 2006. These historic events were celebrated grandly by the college with a week-long programme to commemorate its Silver Jubilee. The Golden Jubilee event was also celebrated in a befitting manner during 2005-06 with a year long programme. The college reached another milestone on 23rd July, 2013 when it completed 50 years of teaching science in the State of Meghalaya and so the Golden Jubilee of Teaching Science in Shillong College was celebrated grandly with a week long programme. The journey continued and the college strived ahead with its various activities and reached its 60th Milestone in the year 2016.

The Diamond Jubilee year, 2016 was mark by a momentous event in the history of the college. The college underwent the 3rd Cycle of Assessment and Accreditation and the NAAC Peer team visited the college on 21st – 23rd April, 2016 for the purpose. The college anxiously awaited the Peer Team's Report which was received in the Month of May declaring that the college had attained Grade-A Status with a CGPA of 3.06. This report was received with much pride and joy accompanied with an overall sense of well-being that inspired the college to move ahead and celebrate its Diamond Jubilee in a befitting manner with a year-long

programme.

Spearheaded by an Organizing Committee under the leadership of our principal Dr K. D. Ramsiej, the calendar of events which had been chalked out for the celebration include a number of academic and extra curricular activities organized by various departments, committees, cells, alumni, Shillong College Central library, non-teaching staff and others. The celebration will culminate with the grand finale in the month of August, 2017 to coincide with an international seminar.

The celebration of the 60th Milestone is marked by a memorable event in the history of the college and, that is acknowledging and expressing its gratitude to Jail Road Boys High School from where the college began its journey on 15th August, 1956 and also acknowledging the dedicated services of 31 retired staff (teaching and non-teaching), those who have retired before 1st July, 2011 and are not beneficiaries of the Shillong College Social Maintenance Scheme 2011. For this purpose, the College is contributing a token amount of Rs 50,000/- (rupees fifty thousand only) to Jail Road Boys High School and an amount of Rs 25,000/- (rupees twenty five thousand only) to 31 retired staff. These expressions of gratitude and felicitations would be made in the Closing Ceremony of the Diamond Jubilee Celebration to be held in the month of August, 2017.

This Diamond Jubilee Year have also witnessed that the college have been able to reaffirm its mission objectives to serve the socially, economically and educationally disadvantaged groups. This is shown by the fact that Shillong College has been able to waive the tuition fees of 68 students in the 3rd and 5th semester belonging to this group under RUSA Scheme for equity assurance.

To add more meaning to the celebration that would reflect the best outcome of the Diamond Jubilee year, the college intend to reach out to a community to extend literary support or other services based on local needs and Mawkasiang Village has been identified for the purpose.

It is pertinent to note that like all events that had been organized by the college, the celebration of the 60th milestone also witnessed active and enthusiastic participation from all the stakeholders of the college demonstrating the strength of the Shillong College fraternity.

5. Evidence of Success

(Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.)

The evidence of success may be briefly summarized as follows:

- Enhancing visibility of the college such that it has made its mark in the State, the country and abroad.
- Visit of prominent personalities, dignitaries, policy and decision makers from the central and state governments, officials from various departments and institutions which have ensured sharing of information, their support and well wishes.
- Participation of NGO's, village chief's and members of local durbar, State Womens' Commission etc. ensuring collaborative efforts and strengthening the extension activities of the college.
- Focus on organizing international, national, regional and state level seminars, workshops, faculty development programmes etc. which are participated by renowned academicians from the country and abroad, policy makers, faculty, research scholars and others from all over the country have greatly benefited not only the college but the State.
- Renewed efforts for publications of the college and for this year 5 publications would be brought out.
- Students' participation, their achievements and excelling in debates, quiz and other competitions, sports and cultural activities develops their confidence, builds a sense of responsibility and belonging to the college.
- Builds stronger relationships between management, staff and students, with alumni, retired staff and other stakeholders amongst others benefiting the college in many aspects.
- Enhances institutional responsibility.
- Celebrating milestones enhances a sense of well-being and noble achievement.

6. Problems Encountered and Resources Required

(Please identify the problems encountered and resources (Financial, Human and others) required to implement the practice in about 150 words.

In implementing this practice, the main problem encountered was gaining financial support for the various programmes and in some instances the college had funded for the events. Also, the problems of time constraints and not compromising on the teaching-learning process because of the celebrations were encountered. However, the organizing committee had chalked out a calendar of events keeping in mind the academic interest of the students and with the unstinted support and dedication of all the faculty members these were not compromised at all.

7. Notes (Optional)

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

Celebrating Milestones have renewed the commitment of the college to strive forward for quality and excellence. The motto of the college is, "***Knowledge is Immortal***" and within this motto the Diamond Jubilee motto has been framed as, "***Pursuing Excellence***". So the college will continue to move ahead and overcome all obstacles to be able to achieve its goal to serve the society and contribute to nation-building.

Contact Details

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ABBREVIATIONS

EDC-Entrepreneurship Development Cell

MIE-Meghalaya Institute of Entrepreneurship

DCIC-District Commerce and Industries Centre

MIDC-Meghalaya Industrial Development Corporation Ltd

KVIB-Khadi Village and Industries Board

MHHDC-Meghalaya Handloom and Handicraft Development Corporation Ltd

KVIC-Khadi and Village Industries Commission.

RRTC-Rural Resource Training Center, Umran

SIRD-State Institute for Rural Development

EDI- Entrepreneurship Development Institute of India.