

**Annual Quality Assurance Report
2011-12**

1. Kindly provide the details of the Institution

Name of Institution:	Synod College
Year of establishment of the Institution:	1965
Address Line 1:	Jaiaw-Lumdiengjri
Address Line 2:	-
City/Town:	Shillong
State:	Meghalaya
Postal Code:	793002
Email Address:	synodcollege@dataone.in

2. NAAC Accreditation/Reaccreditation Details

Year of Accreditation/ Reaccreditation:	2011
Current Grade:	A
CGPA:	3.10

3. Institutional Status

Government Aided

4. Contact Persons Details

Name of the Head of Institution:

Dr. D. Wanswett

Contact Phone:

09436118942

Email:

dwanswett@yahoo.com

Website URL:

Synod-College.com

Name of IQAC Coordinator:

Dr. M. Rani

Email:

merostar-rani@yahoo.co.in

5. Number of academic programme existing (Enter a Number; 0 for nil)

Undergraduate (B.A/B.Com etc.)

16

Post Graduate (M.A/M.Sc/M.Com etc.)

0

Research Programmes (M. Phil/PhD)

0

Certificate Programmes

03

Professional Programmes
(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/
Pharmacy/Paramedical/Nursing etc)

01

Other Value added programmes

0

Any other programme offered (specify)

0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year

New programmes designed

Programmes under revision

Interdepartmental Collaborative programmes

Inter Institutional Collaborative programmes

Number of review Committee recommendations Implemented (Total)

Number of NAAC peer team recommendations implemented

Number of UGC/any other expert committee recommendations implemented

Number of review committee recommendation under implementation

Number of NAAC peer team recommendations under implementation

Number of UGC/any other expert committee recommendations under implementation

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes

Total faculty on rolls

Faculty added during the year

Faculty positions vacant

Faculty left during the year

Total number of visiting faculty

Total number of guest faculty

8. Qualification of Faculty

PhD and above

MPhil

Masters

Any other (specify)

9. Faculty qualification improvement

PhD awarded to existing Faculty

MPhil awarded to existing Faculty

Any other degree awarded to existing faculty

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)

Administrative staff (Actual strength)

Added during the year of Reporting

Left during the year

Number of post vacant

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical support staff (Total sanctioned strength)

Technical support staff (Actual strength)

Added during the year

Left during the year

Number of post vacant

12. Establishment Details

	DD	MM	YYYY
Year of establishment of IQAC	17	10	2005

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	12
Number of Alumni in IQAC	01
Number of students in IQAC	0
Number of faculty in IQAC	08
Number of Administrative staff in IQAC	0
Number of Technical staff in IQAC	0
Number of Management Representatives	02
Number of external experts in IQAC	01
Number of any other stakeholder and community representatives	0

14. IQAC Meetings

Number of IQAC meetings held during the year	02
----------------------------------------------	----

15. Whether calendar of activities of IQAC formulated for the academic year

Yes

16. IQAC plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed 00

Number of value added programmes proposed 00

Number of skilled oriented programmes proposed 0

Number of faculty competency and development programmes proposed 01

Number of other staff development programmes proposed 01

Number of students mentoring programmes proposed 01

Number of co-curricular activities proposed 01

Number of inter departmental cooperative schemes proposed 0

Number of community extension programmes proposed 02

Any other programmes proposed (specify) 0

17. IQAC plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented

Number of value added programmes implemented

Number of skill oriented programmes implemented

Number of faculty competency and development programmes implemented

Number of other staff Development programmes Implemented

Number of student mentoring programmes implemented

Number of co-curricular activities implemented

Number of inter departmental cooperative programmes implemented

Number of community extension programmes implemented

Any other programmes suggested that are implemented (specify)

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/
conferences/workshops
organized by IQAC within
the institution

04

Number of participants
from the institution

150

Number of participants from
outside

40

Number of external experts
invited

05

Number of external
conferences/seminars/
workshops on institutional
quality attended

02

Number of events
Conducted with IQACs of
Other institutions as
collaborative programmes

0

19. Did IQAC receive any funding from UGC during the year?

Yes

No

20. If response to Qn.19 is yes, please provide the amount received from UGC (Input 0 – if NA.NIL-) Any other source including internal financial support from the management (specify amount)

Amount received from
UGC

0

Amount received from any
other source including the
college management

1, 50, 000.00

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Organisation of seminars/conference
- Students' Feedback
- Formation of Cells/Committees
- Use of ICT in teaching
- Mentoring of Students
- Formation of students' club

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development	10
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	120
Average percentage of attendance of students	80
Percentage of classes engaged by guest faculty and temporary teachers	10
Number of self financed programmes offered	01
Number of aided programmes offered	16
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place?

24. Feedback Details (if answer to question 20 is yes)

Percentage of courses
where student feedback is
taken

25. Is feedback for improvement provided to the faculty?

26. Faculty Research, Projects, and Publication details for the year

Number of major research
projects undertaken during
the year

Number of minor research
projects undertaken during
the year

Number of major ongoing
projects

Number of minor ongoing
Projects

Number of major projects
completed

Number of minor projects
completed

Number of major project
proposals submitted for
external funding

Number of minor project proposals submitted for external funding	0
Number of research publication in peer reviewed journals	00
Number of research publication in international peer reviewed journals	0
Number of research publication in national peer reviewed journals	00
Number of research papers accepted for publication in international peer reviewed journals	00
Number of research papers accepted for publication in national peer reviewed journals	00
Average of impact factor of publication reported	0
Number of books published	00
Number of edited books published	0
Number of books (single authored) published	00
Number of books (coauthored) published	00
Number of conferences attended by faculty	10

Number of international conferences attended	00
Number of national conferences attended	00
Number of papers presented in conferences	00
Number of papers presented in international conferences	00
Number of papers presented in national conferences	00
Number of conferences organized by the institution	01
Number of faculty acted as experts resource persons	02
Number of faculty acted as experts resource persons-international	00
Number of faculty acted as experts resource persons-national	00
Number of collaborations with international institutions	00
Number of collaborations with national institutions	0
Number of linkages created during the year	00

Total budget for research for current year as a percentage of total institution budget	2.5
Amount of external research funding received in the year	1,10,000
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	0
Number of PhD awarded during the year	0
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	10 %

27. Student Details and support Mechanisms

The total intake of students for various Courses (sanctioned)	1500
Actual enrollment during the year	1558
Student dropout percentage during the year	3.33

Success percentage in the final examination across the courses

79.85

Number of academic distinctions in the final examination and percentage

03

Number of students who got admitted to institutions of national importance

-

Number of students admitted to institutions abroad

-

Number of students qualified in UGC NET/SET

-

Number of students qualified GATE/CAT/other examination (specify)

-

28. Does student support mechanism exist for coaching for competitive examinations?

YES

29. Students participation, if yes to Qn. 28

Number of students Participated

25

30. Does student counseling and guidance service exist?

YES

31. Students participation, if answer to Qn. 30 is yes

Number of students
participated

100

32. Career Guidance

Number of career guidance
programmes organized

2

Percentage of students
participated in career
guidance programme

30

33. Is there provision for campus placement?

NO

34. If yes to Qn. 32

Number of students
participated in campus
selection programmes

X

Number of students
selected for placement
during the year

X

35. Does gender sensitization program exist?

YES

36. If answer is yes to Qn. 34

Number of programmes
organized

01

37. Students activities

Number of students participated in external cultural events

0

Number of prizes won by students in external cultural events

0

Number of cultural events conducted by the institute for the students

01

Number of students participated in international sports and games events

0

Number of students participated in national level sports and games events

00

Number of students participated in state level sports and games events

02

Number of students participated in University level sports and games events

00

Number of prizes won by students in international sports and games events

0

Number of prizes won by students in national level sports and games events

0

Number of prizes won by students in state level sports and games events

0

Number of prizes won by students in University level sports and games events

00

Number of sports and games events conducted by the institute for the students

01

38. Composition of students

Percentage of scheduled Caste

0

Percentage of scheduled Tribe

100

Percentage of other backward communities

0

Percentage of women students

54.08

Percentage of physical challenged

0.06

Percentage of rural students

71.9

Percentage of urban students

28.1

39. Scholarships and Financial Support

Number of students availing financial support from the institution

Amount disbursed as financial support from the institution

Number of students awarded scholarship from the institution

Number of students received notable national/international achievements/recognition

40. Students initiatives

Number of community upliftment programmes initiated by students

Number of literary programmes initiated by students

Number of social action initiatives based on science/environment initiated by students

Number of student's research Initiatives

41. Whether perspective plan for overall developmental activities is created?

Yes

No

42. If the answer for the Qn. 41 is yes, is the plan implemented and monitored?

Yes

No

43. Whether bench marking is created for institutional quality management efforts?

Yes

No

44. If the answer to Qn. 43 is yes, please list the benchmarking in various areas of development in bullet format

Teaching: Use of ICT to teach 25% of the course

Research: Each Department to complete one

- In-house Research Project
- Minor Research Project

Others:

- Annual internal audit
- Governance- Cells to function as per booklet published
- Students- Students' Clubs to organize one programme for one year

45. Is a management information system (MIS) in place?

Yes

No

46. If answer to Qn. 45 is yes, please provide details of MIS applied to

1. Student admission
2. Students records

47. Existence of learning resource management

	Yes	No
e-database in library	<input checked="" type="radio"/>	<input type="radio"/>
ICT and smart class room	<input checked="" type="radio"/>	<input type="radio"/>
e-learning sources (e-books, e-journals)	<input checked="" type="radio"/>	<input type="radio"/>
Production of teaching modules	<input checked="" type="radio"/>	<input type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>	<input type="radio"/>

48. Internal resource mobilization: Kindly provide the amount contributed

Research	<input type="text" value="-"/>
Consultancy and training	<input type="text" value="-"/>
Students contribution	<input type="text" value="1800000.00"/>
Alumni contribution	<input type="text" value="50000.00"/>
Well-wishers	<input type="text" value="-"/>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	<input type="text" value="50, 00, 000.00"/>
Amount spent for student welfare	<input type="text" value="2, 00, 000.00"/>
Amount spent for staff welfare	<input type="text" value="-"/>

50. Is delegation of authority practiced

Yes

No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	<input checked="" type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>

52. Grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received

Numbers of grievances resolved

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

55. Has the institution conducted any SWOT analysis during the year

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strength from SWOT Analysis (in bullet format)

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

61. Identify any significant progress made by the Institution towards achieving the goals and objectives during the year (list below in bullet format)

- 1st floor of administration block completed (above parking)
- 2nd floor of College Hostel has been completed
- FDP for faculty
- Training for office staff held
- One day workshop on RTI held
- A National Conference on “Human Development in North East India: Special Focus on Youth” was held during 2,3 May 2011
- Two Extension Programme
- Addition of 2 LCD projectors and 3 Computers

62. How do you perceive the role of NAAC in the quality development of your institution (suggestions in bullet format to be given below)

- Improvement in teaching methods like use of ICT
- Help us to set bench mark
- Make us aware of our best practices
- NAAC suggestions for research, gym facility, Library facility, add-on courses, Women Cell have helped us to improved upon these facility
- NAAC recommendation during the re-accreditation for starting PG Course, activities of Alumni, presentation of papers by teachers in Seminars/Conferences have enable us to take new initiatives in this direction.

Chairperson
IQAC

Coordinator
IQAC