

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

I. Details of the Institution

1.1 Name of the Institution	Synod College
1.2 Address Line 1	Jaiaw-Lumdiengjri
Address Line 2	-
City/Town	Shillong
State	Meghalaya
Pin Code	793002
Institution e-mail address	synodcollege@dataone.in
Contact Nos.	0364 2548317/2547489
Name of the Head of the Institution:	Dr.D.Wanswett
Tel. No. with STD Code:	0364 2548317
Mobile:	09436118942

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2005	2010
2	2 nd Cycle	A	3.10	2011	2016
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

1.8 AQAR for the year (for example 2010-11)

1.9 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 27.07.12 (DD/MM/YYYY)
- ii. AQAR 2012-13 18.07.13 (DD/MM/YYYY)
- iii. AQAR 2013-14 01.10.14 (DD/MM/YYYY)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Professional Course BCA

1.12 Name of the Affiliating University (for the Colleges)

North Eastern Hill University

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

DBT

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other	DBT Biotech Hub
UGC-COP Programmes	<input type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>		
2.3 No. of students	<input type="text" value="02"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="14"/>		
2.10 No. of IQAC meetings held	04		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="17"/>	Faculty <input type="text" value="15"/>
Non-Teaching Staff	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>
Students		Others	<input type="text" value="00"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="Rs. 3,00,000.00"/>		

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Assessment and Accreditation: Impact on Quality Cultures in HEIs

2.14 Significant Activities and contributions made by IQAC

1.Seminar on “Assessment and Accreditation: Impact on Quality Cultures in HEIs”
 2.FDP for teachers 3. Training program for office staff 4. Drafting for the proposed PG syllabus
 5. Constitution of the various cells and committees of the College 6. Meetings with departments of the College for quality enhancement

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1.To start a PG course on Governance and Development Studies	1.Draft syllabus was submitted to the university on 12 September 2013 for opening permission and affiliation
2.To start a certificate course in Music	2.Certificate course on Music was opened on the 4 th August 2014
3.To add 2 more laptop computers and 2 computers	3. 2 laptops computers and 2 computers were purchased in 2013-14
4.To organize one Quality related seminar in the academic session 2013-14	4. A seminar on “Assessment and Accreditation.....” was held on the 23 May 2014
5.To organize one FDP for teachers and one Training program for office staff during the academic session	5.Both the FDP and Training program were held
6. To organize three academic seminars in	6. One National seminar was held with the

collaboration with departments in the College	department of Chemistry and two state level seminars were held with the departments of Khasi and Political Science.
7.To constitute Research committee	7.Two MRPs were approved by the research committee during the academic year.

* Academic Calendar of the year 2013-14 attached 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

The Management has entrusted IQAC to take all necessary action as per the recommendation of the Peer Team and NAAC guidelines.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	18	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	03	-	-	1
Others	-	-	-	-
Total	21	00	00	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	×
Trimester	×
Annual	✓

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

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

*An analysis of the feedback attached in the Annexure II

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
67	37	30	00	00

2.2 No. of permanent faculty with Ph.D.

16

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
02	01	00	00	00	00	00	00	02	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	20	30
Presented papers	02	04	05
Resource Persons	00	00	01

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

1. Students' Seminar 2. Use of LCD projectors by all departments 3. Field trips to give field experience to the students
 4. Giving of assignments 5. Group discussions
 6. Remedial classes

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) None

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 00 00 04

2.10 Average percentage of attendance of students 80.2

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Hons	164	00	3.24	61.03	35.71	94.0
B.Sc Hons	60	00	10.20	85.71	4.08	81.6
BCA	05	00	60.00	40.00	00	100
B.A Pass	209	00	00	11.04	88.95	86.6
B.Sc Pass	14	00	00	78.57	21.42	100
B.Com Pass	22	00	00	00	100	50.0

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

Contribution: Initiate Students' Seminars, use of ICT in teaching, mentoring of students.

Motitor: Physical presence in Students' Seminars and inter departmental Students' Seminars, Teachers are to submit sample copy of ICT materials to IQAC, Teachers have to fill mentor sheets

Evaluate: From the Students’ Seminar Reports, Use of ICT is evaluated from the materials submitted and students’ feedback, Mentoring is evaluated from the mentor sheets.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	01
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others-College FDP	63

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	23	00	00	02
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

1. Provide seed money in the form of In-house Research Project
2. Facilitate teachers to apply Minor Research Project from UGC, ICSSR, etc.
3. Constitute a research committee.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	0	0
Outlay in Rs. Lakhs	7.52	31.61	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	0	2
Outlay in Rs. Lakhs	1.70	1.30	0	7.00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	2	3
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	1	4	0

3.5 Details on Impact factor of publications:

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	5	DBT	Rs 31.61 Lac	Rs 31.61 Lac
Minor Projects	1.5	UGC	Rs 90,000	Rs 90000
	2	UGC	Rs 1,70,000	Rs 1,70,000
	1	ICSSR	Rs 1,00,000	Rs 50,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1	IQAC	Rs 6500	Rs 6500
	1	IQAC	Rs 35,000	Rs 35000
	1	IQAC	Rs 20,000	Rs 20000
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs 3582500	Rs 3532500

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 x CAS x DST-FIST x
 DPE x DBT Scheme/funds x

3.9 For colleges

Autonomy x CPE x DBT Star Scheme x
 INSPIRE x CE x Any Other Biotech Hub from DBT

3.10 Revenue generated through consultancy

x

3.11 No. of conferences

organized by the Institution

Level	International	National	State	Unive rsity	College
Number	00	02	03	00	00
Sponsoring agencies		ICSSR	ICSSR		

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

14

3.13 No. of collaborations

International x National x Any other

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs :

From Funding agency Rs 3471000 From Management of University/College Rs 1.00 Lac

Total

Rs 3571000

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
00	-	-	-	-	-	-

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

x

x

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

x

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

JRF x

SRF x

Project Fellows 01

Any other x

3.21 No. of students Participated in NSS events:

University level 32

State level 25

National level x

International level x

3.22 No. of students participated in NCC events:

University level x

State level x

National level 100

International level x

3.23 No. of Awards won in NSS:

University level x

State level x

National level x

International level x

3.24 No. of Awards won in NCC:

University level x

State level x

National level x

International level x

3.25 No. of Extension activities organized

University forum 00

College forum 02

NCC 00

NSS 02

Any other 02

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

- Environmental Awareness Program in Schools in rural areas in collaboration with the State Council of Science and Technology, Meghalaya.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.3 acres	×	Management	11.3
Class rooms	15 nos	×	Management	15
Laboratories	12 nos	×	Management	12
Seminar Halls	02	×	Management	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	×	04	DBT	04
Value of the equipment purchased during the year (Rs. in Lakhs)	×	Rs 25.00 lac	DBT and Management	25.00
Others	×	×	×	×

4.2 Computerization of administration and library

Library: In the process

Administration: Will redo in the next academic year due to shifting to the new administrative block

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22,548	2299206	1748	460304	24296	2759510
Reference Books	349	145753	124	77389	473	223142
e-Books	-	-	-	-	-	-
Journals	30	29976	4	10340	34	40316
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86	30	16	16	00	10	14	00
Added	04	00	00	00	00	04	00	00
Total	90	30	16	16	00	14	14	00

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

Conduct Certificate Course in Computer Application for students

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs 211490
ii) Campus Infrastructure and facilities	Rs 226071
iii) Equipments	Rs 190614
iv) Others	Rs 155825
Total :	Rs 784000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1.Information about scholarships and awards from the College
- 2.Information about Students' Clubs

5.2 Efforts made by the institution for tracking the progression

1. Students' Seminar report 2. Mentoring sheets 3. Performance in tests conducted. 4. Evaluation of assignments

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1869	×	×	30

(b) No. of students outside the state

78

(c) No. of international students

01

	No	%		No	%
Men	859	45.96	Women	1010	54.03

Last Year(2012-13)						This Year(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	O B C	Physically Challenged	Total
03	11	1771	0	1	1786	05	06	1858	0	0	1869

Demand ratio 1059:791 Dropout % 4.8

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

The College conducted coaching for competitive examinations for :

1. Probationary Officers in banks
2. Clerical competitive examinations in banks
3. For Staff Selection Commission examinations

No. of students beneficiaries

62

5.5 No. of students qualified in these examinations

NET	×	SET/SLET	×	GATE	×	CAT	×
IAS/IPS etc	00	State PSC	NA	UPSC	NA	Others	NA

5.6 Details of student counseling and career guidance

The following Programmes held were:

1. On 10th July 2013 career guidance programme on “Scope of Nursing” was held.
2. On 19th September 2013, a career guidance programme on “Data protection, Data archiving...” sponsored by the Meghalaya Information Technology Society was held.
3. On 26th July 2013 a career guidance on “The Scope of Insurance Policy, etc..” was held in collaboration with SBI Life Insurance.

No. of students benefitted

309

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
0	0	0	0

5.8 Details of gender sensitization programmes

The Women Cell of the College in Collaboration with the Meghalaya Aids Control Society conducted an Awareness Program on Youth and Aids on the 27th September 2013.

5.9 Students Activities

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

State/ University level

45

National level

00

International level

00

No. of students participated in cultural events

State/ University level

00

National level

00

International level

00

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

Sports : State/ University level

05

National level

00

International level

00

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	Rs 62500.00
Financial support from government	529	Rs 570835.00
Financial support from other sources	×	×
Number of students who received International/ National recognitions	02	Rs 160000.00

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: none

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To provide the highest standard of academic excellence in a Christian environment, primarily for the economically disadvantage students in preparation for a life of purpose, service and leadership.

Mission: Shaping the lives of students particularly the economically disadvantage, by providing education par-excellence , so as to produce well informed, equipped and responsible citizens

6.2 Does the Institution has a management Information System

It is in the process of reinstallation due to shifting to the new administrative block

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

6.3.1 Curriculum Development

Curriculum is developed by the University. Some teachers are members of the Curriculum development Committee.

6.3.2 Teaching and Learning

1. Use of ICT, 2. Students' seminars, 3. assignments, 4. Teachers' diary

6.3.3 Examination and Evaluation

After evaluation by teachers, Students are shown their evaluated answer scripts so that they can also evaluate their own performance

6.3.4 Research and Development

1. In-house research project, 2. Research Committee.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Process of Computerization of Library initiated 2. Installation of 4 more computers 3. Construction of Boys' Hostel and new College auditorium
4. New generator installed 5. New instruments installed in Bio-Tech Hub.

6.3.6 Human Resource Management

Constitution of different Cells and Committees where every staff is a member

6.3.7 Faculty and Staff recruitment

Implementation of API as per UGC recommendation 2010 for teachers' recruitment

6.3.8 Industry Interaction / Collaboration

-

6.3.9 Admission of Students

1. Based on merit, marks obtained in the Qualifying examinations
2. Transparent procedure, the list of selected students is put in the notice board

6.4 Welfare schemes for

Teaching	✓
Non teaching	✓
Students	✓

6.5 Total corpus fund generated

Rs 50,000.00

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	no	×	no	×
Administrative	no	×	no	×

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

For UG Programmes Yes No

For PG Programmes Yes No

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

-

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

-

6.11 Activities and support from the Alumni Association

1. It gave awards to students who secured ranks in the University examinations
2. It support the College by suggestions for quality enhancement

6.12 Activities and support from the Parent – Teacher Association

The association meets once a year and gives suggestions for improvement of educational environment in the College.

6.13 Development programmes for support staff

The College conducted one training programme

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

- 1.Tree plantation in the proposed new campus.
- 2.Observation of the World Environment Day by NSS of the College.

Criterion – VII

7. Innovations and Best Practices

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

- 1.Inter-departmental students seminar(IEST): Two best presentations from each department were selected to participate in the IEST. These students have the opportunity to present the seminars in the presence of all teachers of the college and selected students as audience. Mementoes were awarded to these presenters.
 2. Publishing of a book of cells and committees for the term 2014-16 where every teacher is a member of at least one cell or committee has had a very positive impact on the staff. It has imbibed a sense of belonging as every teacher has a responsibility to contribute to the corporate development of the college other than teaching.
- These were initiated by IQAC of the College.

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

1. The draft syllabus was submitted to the university on 12 September 2013 for opening permission and affiliation.
2. The Certificate course on Music was opened on the 4th August 2014.
3. The laptops (2) and 2 computers were purchased in 2013-14.
4. A seminar on “Assessment and Accreditation.....” was held on the 23 May 2013.
5. Both the FDP and Training program were held.
6. One National seminar was held with the department of Chemistry and two state level seminars were held with the departments of Khasi and Political Science.
7. Two MRP were approved by the research committee.

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

1. Students’ Seminar

2. Use of LCD projectors in teaching

**Details provided in annexure III,IV*

7.4 Contribution to environmental awareness / protection

1. Conducted 2 Environmental Awareness program in villages in collaboration with the State Council of Science Technology & Environment.
2. Organised tree plantation program in the site for proposed new campus.

7.5 Whether environmental audit was conducted?

Yes

No

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

Extract of the SWOT analysis

Strength: The College has a **good** work culture, mentoring, library, students' activities, NSS, NCC, and has done **very good** in imparting knowledge to rural students. The function of the IQAC is also **good**.

Weakness: There are **insufficient** numbers of international students, internet facilities, first aids facilities, number of academic programmes, digital class rooms.

Opportunity: There has been **good** recognition of the institution regionally and nationally, **good** relationship with funding agencies, **good** in publishing books and journals, **good** in organizing seminars, **very good** in development of infrastructure.

Challenges: Threat due to low salary of the college posts teachers. There is a **threat** in case of natural calamities such as earthquakes. The non-availability of the Education Policy of the state government has affected the smooth functioning of the institution. Other challenges are less number of government sanction posts and irregularity in payment of salary from the state government.

8. Plans of institution for next year

- 1.To celebrate the Golden Jubilee of the College
- 2.To open PG Course if permission is granted by the University.
- 3.To complete the ground floor of the PG Block .
- 4.To complete the ground floor of the boys' hostel
5. To provide wifi internet connection in the college campus
- 6.To organize one international Conference in 2015.
- 7.To conduct one FDP on the use of computers for teachers.
- 8.To conduct one training program for office staff on the MS Word and Excel.
- 9.To organize 2 seminars with the department of the college.
- 10.To make provision for sanction of three In-house Projects .
- 11.To initiate students' research projects.
- 12.To introduce double evaluation open book examination in college examination.
- 13.To enhance the use of ICT in the teaching and learning process. At least 30% of the course will be taught using ICT. Opportunity will be given to students to give their students' seminar using LCD.

Name : Dr.Merostar Rani

Name:Dr.Devo D.Wanswett



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I: Academic Calendar

Sl. No	Propose Activity	Tentative dates
1.	Reopening of Classes	6 th February, 2013
2.	Degree Examination	5 th March, 2013
3.	Admission for 2 nd & 3 rd year degree	22 nd April to 30 th April, 2013
4.	Regular Classes for B.A/B. Com, BCA 2 nd & 3 rd year	6 th May, 2013
5.	Regular Classes for 2 nd & 3 rd year B. Sc	15 th May, 2013
6.	Development Programme for Non- teaching staffs	10 th May, 2013
7.	Extension Programme on Environment	24 th May, 2013
8.	Regular Classes for 1 st year degree	3 rd June, 2013
9.	World Environment Day	5 th June, 2013
10.	Faculty Development Programme (Teaching staffs)	10 th -15 th June, 2013
11.	National Seminar	19 th – 21 st June, 2013
12.	College Foundation Day	1 st July, 2013
13.	Graduation Day	2 nd August, 2013
14.	Student's Seminar	14 th August, 2013
15.	Extension Programme on Environment	6 th September, 2013
16.	Selection test for degree 1 st year	21 st October, 2013
17.	College Week	7 th – 14 th November, 2013
18.	Selection test for 2 nd & 3 rd year	28 th November, 2013
19.	Advance Christmas Service	16 th December, 2013
20.	Reopening of Classes	6 th February, 2014

Annexure II :**Overall Analysis the Feedback by Students**

Item	Very Good	Good	Average	Poor	Very Poor
1.Academic content	12.69%	66.66%	20.63%	00	00
2.usefulness of teaching materials	21.31%	50.81%	27.86%	00	00
3. Usefulness of study-groups in furthering learning	12.69%	34.92%	39.68%	12.69%	00
4. Timelines of practical works	8.69%	39.13%	32.60%	19.56%	00
5. Giving and getting helpful feedback	15%	58.83%	28.33%	00	00
6. Fairness of evaluation	11.86%	52.54%	35.59%	00	00
7. Interaction with faculty	18%	40%	38%	0.04%	00
8. Interaction with administration	8.33%	43.33%	40%	8.33%	00
9. Library facilities	20.63%	46.03%	26.98%	6.34%	00
10. Computer facilities	8.62%	15.51%	41.37%	34.48%	00
11. Hostel facilities	13.51%	24.32%	27.02%	16.21%	18.91%
12. Recreational facilities	5.26%	33.33%	49.12%	10.52%	1.75%
13. Extra-curricular activities	13.11%	39.34%	36.06%	9.83%	1.63%
14. Sports facilities	16.12%	35.48%	35.48%	9.67%	3.22%

Annexure III : Best Practices

1. Title of the Practice: Students' Seminar

2. Goal

The aim of the practice is to enhance the students' learning ability.

The main concepts of this practice are:

To teach the students the process of independent learning, guide them to do literature survey, to learn and fine tune the use of ICT as a tool of learning, to enhance their communication skill, to learn about the basic method of paper writing and to inculcate a healthy spirit of competition among students.

3. The Context

Our students are mostly rural based and hence lack communication skills. It is very difficult for them to speak in language other than their mother tongue. This initiative is a step to enhance their communication skill. It is also to help the students to make use of ICT as one of the learning tools.

The issues that have to be addressed are to help them improved their use of English language and to provide assistance on the use of computers as many students are not yet computer literates.

4. The Practice

The students with guidance from supervisor research for materials of their own presentation on the topic chosen. They are to do survey of the topic in literature using library and internet. They have to keep the references.

They then make a power point presentation enabling them to learn use of ICT. They present their prepared topic in the presence of their teachers and students. The first stage is a competition in their own department. Then the best two seminars are selected from each department to take part in the inter-departmental seminar conducted by the IQAC in the presence of all teachers and selected students of the College.

They then compile their presentation in the form of a paper. They have to follow all procedures of paper writing.

5. Evidence of Success

Informal feedback has been received from teachers of the university that our students have done better in seminar presentations.

They have won inter college competitions whenever they are held which involves presentations or seminars.

They have improved their overall approach of their study.

6. Problems Encountered and Resources Required

The process involves cost of light refreshments provided to participants of the seminar for all departments. It also involves the cost of printing and binding the report. It is an extra burden for the teachers who have to supervise the students work.

The cost involve is born by the College. The teachers have fully supported this initiative of the IQAC.

7. Notes (Optional)

None

8. Contact Details

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Annexure IV: Best Practices

1. Title of the Practice: Use of LCD projector in teaching

2. Goal

The main aim of the practice is to incorporate ICT in teaching which will create a better learning environment for students. Since Visual aids can attract much better attention and enable higher percentage of retention of the classroom teaching, hence this practice is adopted in the institution.

3. The Context

The cooperation of the teachers is vital in this initiative. After meetings and discussion it was agreed to implement to teach 25% of the syllabus using power point presentation. The IQAC then conducted FDP on the use of power point in teaching. Another challenge is the availability of LCD projectors as it involves high cost. The management has been very positive and it has sanctioned one LCD projector for each department.

4. The Practice

The practice is simple to implement once the consent of the teachers is received. Two trainings have been conducted to help teachers fine tune their knowledge in using of power point. The IQAC granted projectors to departments as sanctioned by the management. The practice is not unique but it has greatly contributed in the enhancement of the quality of teaching in the College. The constraints are problems with frequent power cuts, and maintenance of the instruments.

5. Evidence of Success

The students are more attentive in class. The teachers have achieved the target of teaching 25% by power point. The pass percentage of the students as per the results of the university examination has shown improvement. The IQAC has reviewed this practice and it will be enhanced to 30% from the academic year 2014-15.

6. Problems Encountered and Resources Required

The problems are power cut, insufficient numbers of instruments and room fitted with LCD projectors.

7. Notes (Optional)

The commitment of teachers towards implementing this practice is very essential.

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