

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

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="15"/>						
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"/>	Students	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>	Others	<input type="text" value="00"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="x"/>	No <input checked="" type="text" value="✓"/>					
If yes, mention the amount	<input type="text" value="-"/>						

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

2.14 Significant Activities and contributions made by IQAC

1.FDP for teachers 2.Processing the application for PG course
 3. Training program for office staff 4.Students' Feedback 5. Constitution of the various cells and committees of the College 6. Meetings with departments of the College for quality enhancement 7. Mentoring 8. In house research projects 9. Feedback from parents

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 celebrate the Golden Jubilee of the College	1. Golden Jubilee was celebrated with Shri Kirren Rijju, Hon'ble Union Minister of State (Home Affairs) as Chief Guest in the inauguration of the Golden Jubilee Building and Shri P.A. Sangma as Chief Guest in the inauguration of the Jubilee celebration.
2.To open PG Course if permission is granted by the University.	2. Permission was not yet granted by the University
3.To complete the ground floor of the PG Block .	3. The ground floor of the PG block was completed
4.To complete the ground floor of the boys' hostel	4. The ground floor of the boy's Hostel was completed
5. To provide wifi internet connection in the	5. Quotations have been received for

<p>college campus</p> <p>6.To organize one international Conference in 2015.</p> <p>7.To conduct one FDP on the use of computers for teachers.</p> <p>8.To conduct one training program for office staff on the MS Word and Excel.</p> <p>9.To organize 2 seminars with the department of the college.</p> <p>10.To make provision for sanction of three In-house Projects .</p> <p>11.To initiate students’ research projects.</p> <p>12.To introduce double evaluation open book examination in college examination.</p> <p>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.</p>	<p>the installation of the wifi internet in the College campus</p> <p>6. An international Conference on “Human Migration in South Asia: Dynamics and Implications” was held on the 9th -10th October 2014</p> <p>7. FDP was held on the 20th October 2014 in the Conference Hall of the College</p> <p>8. One training programme for office staff on Ms word and Excel was held on 27th August 2014</p> <p>9. Workshop on the “Role of Durbar Shnong in the Context of Khasi Society” was held on 10th July 2015</p> <p>10. Two in-house project sanctioned in 2014</p> <p>11. Students research projects have been initiated during the academic session 2014-15</p> <p>12. Double evaluation open book examination has been initiated</p> <p>13. Use of ICT has been enhanced to 30% of the syllabus in the teaching and learning process. Students have made use of LCD in the Students’ Seminar</p>
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* Academic Calendar of the year 2014-15 attached as Annexure I.

2.16 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	17	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	-	-	-
Others	-	-	-	-
Total	21	00	00	-
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
69	32	37	00	00

2.2 No. of permanent faculty with Ph.D.

17

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
01	01	00	00	00	00	00	00	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

09 00 05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	07	17
Presented papers	05	02	01
Resource Persons	00	02	03

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 7. Students' Research Project

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)

Open Book Examination

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

04	02	02
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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	207	00	1.02	56.42	42.57	94.0
B.Sc Hons	67	00	37.88	62.12	00	94.28
BCA	08	00	75.00	25.00	00	100.00
B.A Pass	220	00	00	7.79	92.21	70.00
B.Sc Pass	09	00	00	44.45	55.55	100.00
B.Com Pass	11	00	00	00	100.00	81.81

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	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	05

Others-College FDP	63
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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	0	1	0	0
Outlay in Rs. Lakhs	0	2.98	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	05	00	00
Outlay in Rs. Lakhs	1.16	4.10	00	

3.4 Details on research publications

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

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 298000	Rs 298000*
Minor Projects	2	UGC	Rs 150000	-
	2	UGC	Rs 120000	-
	1	ICSSR	Rs 100000	Rs 50,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	2	IQAC	Rs 40000	Rs 40000
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs 708000	Rs 388000

* Received as additional sanctioned in 2014-15

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	Unive rsity	College
Number	01	0	01	0	0
Sponsoring agencies	ICSSR New Delhi		ICSSR NERC		

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
00	-	-	-	-	-	-

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)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="x"/>	State level	<input type="text" value="x"/>
National level	<input type="text" value="x"/>	International level	<input type="text" value="x"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="x"/>	State level	<input type="text" value="x"/>
National level	<input type="text" value="x"/>	International level	<input type="text" value="x"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="02"/>		
NCC	<input type="text" value="00"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="00"/>

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	x	Management	11.3
Class rooms	15 nos	2	Management	17
Laboratories	12 nos	x	Management	12
Seminar Halls	02	x	Management	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	x	x	-	00
Value of the equipment purchased during the year (Rs. in Lakhs)	x	x	DBT and Management	x
Others	x	x	x	x

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	90	30	16	16	00	14	14	00
Added	02	00	00	00	00	02	00	00
Total	92	30	16	16	00	16	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 144794

ii) Campus Infrastructure and facilities

Rs 166245

iii) Equipments Rs 176845

iv) Others Rs 1092633

Total : Rs 1580517

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
1961	×	×	111

(b) No. of students outside the state 26

(c) No. of international students 01

Men	No	%	Women	No	%
	911	46.45		1050	53.54

Last Year(2013-14)						This Year(2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	O B C	Physically Challenged	Total
05	06	1858	0	0	1869	03	04	1950	0	4	1961

Demand ratio 1135:790 Dropout % 3.87

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

Coaching for competitive examinations were not conducted in 2014-15

No. of students beneficiaries

00

5.5 No. of students qualified in these examinations

NET	<input type="checkbox"/>	SET/SLET	<input type="checkbox"/>	GATE	<input type="checkbox"/>	CAT	<input type="checkbox"/>
IAS/IPS etc	<input type="checkbox"/>	State PSC	<input type="checkbox"/>	UPSC	<input type="checkbox"/>	Others	<input type="checkbox"/>

5.6 Details of student counseling and career guidance

The following Programmes held were:

1. On 17th Sept. 2014 a counseling programme on "Relationships" was held.
2. On 1st November 2014, a counseling programme on "Relationships" was held for another group of students.

No. of students benefitted

250

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 conducted an Awareness Program on "Safety of Women: Protective Measures" on the 5th November 2014.

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	<input type="text" value="05"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>
Cultural:	State/ University level	<input type="text" value="00"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	13	Rs 32500.00
Financial support from government	2192	Rs 9817685.00
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: 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.Installation of 2 more computers 3. Construction of Boys' Hostel, PG Block and new College auditorium

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 500000.00

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
3. Donated a multi utility van to the College on the occasion of Golden Jubilee

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. Golden Jubilee was celebrated with Shri Kirren Rijiju, Hon'ble Union Minister of State (Home Affairs) as Chief Guest in the inauguration of the Golden Jubilee Building and Shri P.A. Sangma as Chief Guest in the inauguration of the Jubilee celebration.
2. Permission was not yet granted by the University to start PG course
3. The ground floor of the PG block was completed
4. The ground floor of the boy's Hostel was completed
5. Quotations have been received for the installation of the wifi internet in the College campus
6. An international Conference on "Human Migration in South Asia: Dynamics and Implications" was held on the 9th -10th October 2014
7. FDP was held on the 20th October 2014 in the Conference Hall of the College
8. One training programme for office staff on Ms word and Excel was held on 27th August 2014
9. Workshop on the "Role of Durbar Shnong in the Context of Khasi Society" was held on 10th July 2015
10. Two in-house project sanctioned in 2014
11. Students research projects have been initiated during the academic session 2014-15
12. Double evaluation open book examination has been initiated
13. Use of ICT has been enhanced to 30% of the syllabus in the teaching and learning process. Students have made use of LCD in the Students' Seminar

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 programs in villages in collaboration with the State Council of Science Technology & Environment, Meghalaya.
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 hold closing function of the Golden Jubilee of the College
- 2.To open PG Course if permission is granted by the University.
- 3.To complete the 1st floor of the PG Block .
- 4.To complete the 1st 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 semester system for teachers.
- 8.To conduct one training program for office staff on the MS Word and Excel.
- 9.To organize 2 seminars with the departments of the college.
- 10.To make provision for sanction of three In-house Projects .
- 11.To continue with students' research projects.
- 12.To continue double evaluation open book examination in college examination.
- 13.To enhance the use of ICT in the teaching and learning process. At least 40% of the course will be taught using ICT. Opportunity will be given to students to give their students' seminar using LCD.
14. To purchase two more LCD projectors and five computers.
15. To publish two journals by the college.

Name : *Dr.Merostar Rani*

Name:*Dr.Devo D.Wanswett*



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I: Academic Calendar

SYNOD COLLEGE : : SHILLONG ACADEMIC ACTIVITIES FOR THE SESSION 2014-15 DEGREE COURSE

Sl.No	Propose Activities	Tentative dates
1.	Reopening of Classes	6 th February, 2014
2.	Degree Examination	18 th February, 2014
3.	Extension Programme on Environment	28 th March, 2014
4.	Development Programme for Non-Teaching staffs	25 th April, 2014
5.	Admission for 2 nd yr & 3 rd year Degree	30 th April, 2014
6.	Extension Programme on Environment	9 th May, 2014
7.	Regular Classes for B.A/B.Sc/B. Com/BCA 2 nd & 3 rd Year	12 th May, 2014
8.	Faculty Development Programme (Teaching staff)	3 rd June 2014
9.	World Environment Day	5 th June, 2014
10.	Regular Classes for 1 st year	15 th June, 2014
11.	College Foundation Day	1 st July, 2014
12.	Graduation Day	2 nd August, 2014
13.	Students' Seminar	12 th August, 2014
14.	Extension Programme on Environment	6 th September, 2014
15.	International Seminar	9 th – 10 th October, 2014
16.	Golden Jubilee Celebration: Opening	6 th November, 2014
17.	College Week	7 th – 14 th November, 2014
18.	Selection Test for 2 nd & 3 rd year	31 st November, 2014
19.	Advance Christmas Service	19 th December, 2014
20.	Reopening of Classes	6 th February, 2015

Annexure II: Overall Analysis of Feedback by Students – 2014-15

Item	Very Good	Good	Average	Poor	Very Poor
1.Academic content	23%	61%	15%	00	00
2.usefulness of teaching materials	12%	54%	29%	02%	01%
3. Usefulness of study-groups in furthering learning	12%	36%	28%	09%	00
4. Timelines of practical works	08%	34%	46%	0%	01%
5. Giving and getting helpful feedback	11%	57%	28%	02%	00
6. Fairness of evaluation	13%	58%	25%	02%	00
7. Interaction with faculty	04%	66%	25%	04%	00
8. Interaction with administration	08%	50%	33%	06%	00
9. Library facilities	16%	33%	37%	11%	00
10. Computer facilities	00	21%	36%	27%	14%
11. Hostel facilities	02%	33%	38%	12%	12%
12. Recreational facilities	7%	43%	34%	10%	03%
13. Extra-curricular activities	08%	59%	27%	3%	01%
14. Sports facilities	12%	47%	23%	11%	04%

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 the 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 to 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

Name of the Principal: Dr.D.Wanswett

Name of the Institution: Synod College

City: Shillong

Pin Code: 793002

Accredited Status: A Grade

Work Phone : Fax: 0364 2547489

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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 30% 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.

8. Contact Details

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