

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 2548317/2547219 |
| Name of the Head of the Institution: | Dr.D.Wanswett |
| Tel. No. with STD Code: | 0364 2547219 |
| Mobile: | 09436118942 |
| Name of the IQAC Co-ordinator: | Dr. M. Rani |

Mobile:

09863083056

IQAC e-mail address:

merostar_rani@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

11531

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/57/RAR/23 November 30, 2011

1.5 Website address:

www.synod-college.com

Web-link of the AQAR:

www.synod-college.com/readmore.php?category=main&id=18

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

17.10.2005

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

2015-16

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 25.9.14 (DD/MM/YYYY)
- iv. AQAR 2014-15 15.9.15 (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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme Yes UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify) DBT

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

17

Faculty

15

Non-Teaching Staff Students

01

Alumni

01

Others

00

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

Yes

x

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.

1

International

0

National

x

State

0

Institution Level

1

(ii) Themes

Innovation in the Teaching and Learning Process and CBCS

2.14 Significant Activities and contributions made by IQAC

- | |
|---|
| <p>1. Quality Improvement Initiatives 2.FDP for teachers 3. Training program for office staff 4. Opening of the PG Course 5. Constitution of the various cells and committees of the College 6. Meetings with departments of the College for quality enhancement</p> |
|---|

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 hold closing function of the Golden Jubilee | 1.The closing function of the Golden Jubilee was held on the 15 November 2015 |
| 2.To start a PG course M.A in Political Science | 2.Inauguration of PG Course was held on the 30 th July 2016 |
| 3. To complete the first floor of the PG Block | 3.The First floor of the PG block was completed |
| 4. To complete the first floor of the boys' hostel | 4. The First floor of the boy's Hostel was completed |
| 5. To provide wifi internet connection in the college campus | 5. wifi internet has been installed in the College campus |
| 6.To organize one International Seminar | 6. . An International Seminar on " Climate Change Mitigation and Technologies for Adaptation " was held on the 20 th & 21 st June 2016 by the Department of Geography and UTM. |
| 7.To organize one FDP for teachers | 7.FDP for teachers was held on 3 rd June 2016 |
| 8.To conduct one Training program for office staff during the academic session | 8.The Training Programme was held on the 13 May 2016 |
| 9. To organize two seminars with departments of the College | 9. Three seminars/colloquiums were organized with departments of the College |
| 10.To make provision for sanction of three In-house Research Projects | 10.Four In-house Research Projects were sanctioned |

| | |
|---|---|
| 11.To continue with students’ research projects | 11. Students’ research Projects were continued |
| 12.To enhance use of ICT in the teaching and learning process. Opportunity to be given to students to use LCD projector in students’ seminar. | 12. 40% of the course were taught using ICT. Students gave their presentation in students/ seminar using LCD projector. |
| 13. To purchase two more LCD projectors and five computers | 13.The LCD projectors and computers were purchased |
| 14. To publish two journals by the College | 14. The journals were published . |

* Academic Calendar of the year 2015-16 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 | 05 | - | - | 2 |
| Others | - | - | - | - |
| Total | 23 | 00 | 00 | 02 |

| | | | | |
|-------------------|---|---|---|---|
| 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* Alumni Parents Employers Students
(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure 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 |
|-------|------------------|----------------------|------------|--------|
| 64 | 33 | 31 | 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 |
| 00 | 01 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 01 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

04 00 05

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 20 | 20 | 48 |
| Presented papers | 0 | 2 | 0 |
| Resource Persons | 0 | 0 | 2 |

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. Coaching Classes for Job entry into services

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)

2

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%

2.11 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 | 234 | 05 | 07 | 111 | 55 | 73.9 |
| B.Sc Hons | 72 | 03 | 20 | 40 | 00 | 83.3 |
| BCA | 05 | 01 | 04 | 01 | 00 | 100 |
| B.A Pass | 168 | 00 | 00 | 05 | 59 | 38.1 |
| B.Sc Pass | 18 | 00 | 00 | 08 | 02 | 55.5 |
| B.Com Pass | 30 | 00 | 00 | 00 | 20 | 66.6 |

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

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

Monitor: 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 | 00 |
| 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. | 01 |
| Others-College FDP | 00 |

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 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | - | - | - | - |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|-----------|------------|-----------|
| Number | 0 | 2 | 0 | 0 |
| Outlay in Rs. Lakhs | - | 3.00 lacs | - | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | - | - | 1 |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | - | - | 04 |

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 | | DBT | | |
| Minor Projects | | | | |
| | 1 | ICSSR | Rs 1.00 lac | |
| Interdisciplinary Projects | - | - | | |
| Industry sponsored | - | - | | |
| Projects sponsored by the University/ College | 1 | IQAC | Rs 20,000 | Rs 20,000 |
| | 1 | IQAC | Rs 20,000 | Rs 20,000 |
| | 1 | IQAC | Rs 15,000 | Rs 15,000 |
| | 1 | IQAC | Rs 15,000 | Rs 15,000 |
| Students research projects <i>(other than compulsory by the University)</i> | - | - | | |
| Any other(Specify) | - | - | | |
| Total | - | - | | |

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 ✓
 INSPIRE x CE x Any Other (specify) ✓

3.10 Revenue generated through consultancy x

3.11 No. of conferences organized by the Institution

| Level | International | National | State | Unive rsity | College |
|---------------------|---|----------|-------|----------------|-------------------|
| Number | 02 | 01 | 00 | 00 | 03 |
| Sponsoring agencies | College and NESFAS UTM and IRD Foundation | ICSSR | | | ICSSR and College |

3.12 No. of faculty served as experts, chairpersons or resource persons 10

3.13 No. of collaborations International 0 National x Any other ✓

3.14 No. of linkages created during this year 0

3.15 Total budget for research for current year in lakhs :

From Funding agency INR 5.00 lac From Management of University/College INR 5.00 Lac

Total INR 10 lac

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 01 | - | 01 | - | - | - | - |

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

50

National level

x

International level

x

3.22 No. of students participated in NCC events:

University level

x

State level

44

National level

05

International level

x

3.23 No. of Awards won in NSS:

University level

01

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

02

NSS

02

Any other

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, Technology & Environment, 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. | × | × | × | × |
| Value of the equipment purchased during the year (Rs. in Lakhs) | × | × | × | × |
| Others | × | × | × | × |

4.2 Computerization of administration and library

| |
|--------------------------------|
| Library: Completed |
| Administration: In the process |

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|-------------|---------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 24296 | 2759510 | 2889 | 1081285 | 27185 | 3840795 |
| Reference Books | 473 | 223142 | 51 | 90238 | 524 | 313380 |
| e-Books | - | - | - | - | - | - |
| Journals | 34 | 40316 | 37 | 63780 | 71 | 104096 |
| 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 | 20 | 10 | 00 | 06 | 00 | 03 | 01 | 00 |
| Total | 110 | 40 | 16 | 22 | 00 | 17 | 15 | 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. Wifi provided in Library and Computer Centre

4.6 Amount spent on maintenance in lakhs :

| | |
|--|------------------|
| i) ICT | Rs 44626 |
| ii) Campus Infrastructure and facilities | Rs 313762 |
| iii) Equipments | Rs 59855 |
| iv) Others | Rs 3404 |
| Total: | Rs 421647 |

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

00

| | | | | | |
|-----|-----|-------|-------|------|-------|
| Men | No | % | Women | No | % |
| | 859 | 45.96 | | 1010 | 54.03 |

| Last Year(2014-15) | | | | | | This Year(2015-16) | | | | | |
|--------------------|----|------|-----|-----------------------|-------|--------------------|----|------|-------|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | O B C | Physically Challenged | Total |
| 02 | 10 | 1949 | 0 | 0 | 1961 | 04 | 02 | 2049 | 0 | 0 | 2055 |

Demand ratio 1000:750 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. Awareness Programme organized by the **Physically Challenged Cell**
 24th August 2015

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 |
| 01 | 20 | 4 | NA |

5.8 Details of gender sensitization programmes

The Women's Cell organized a Programme on the theme "Women's Health" on the 5-6 July 2016 in collaboration with the Biotechnology Cell ,Civil Hospital Shillong

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 | 20 | Rs 41500 |
| Financial support from government | Free studentship- 32 Book Grant- 217 | Rs 52350 Rs 139700 |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

| | | | | | | |
|-------------|---------------------------|---------------------------------|----------------|--------------------------------|---------------------|--------------------------------|
| Fairs | : State/ University level | <input type="text" value="01"/> | National level | <input type="text" value="x"/> | International level | <input type="text" value="x"/> |
| Exhibition: | State/ University level | <input type="text" value="01"/> | National level | <input type="text" value="x"/> | International level | <input type="text" value="x"/> |

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.

6.2 Does the Institution has a management Information System

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

6.3 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

Students are shown their answer scripts

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

| |
|--|
| <p>Constitution of Cells and Committees where every staff is a member.</p> |
|--|

6.3.7 Faculty and Staff recruitment

| |
|--|
| <p>Implementation of API for teachers' recruitment</p> |
|--|

6.3.8 Industry Interaction / Collaboration

| |
|----------|
| <p>-</p> |
|----------|

6.3.9 Admission of Students

- | |
|--|
| <p>1. Based on merit, marks obtained in the Qualifying examinations</p> <p>2. Transparent procedure, the list of selected students is hung in the notice board</p> |
|--|

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | ✓ |
| Non teaching | ✓ |
| Students | ✓ |

6.5 Total corpus fund generated

| |
|--------------------|
| <p>Rs 6.00 lac</p> |
|--------------------|

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. Gave awards for students who secured ranks in the University examinations
2. Support the College by suggestions for quality enhancement

6.12 Activities and support from the Parent – Teacher Association

Have a meeting once a year with college authority for improvement of educational environment in the College.

6.13 Development programmes for support staff

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 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 imbued a more sense of belonging as every teacher has a responsibility to do 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 closing function of the Golden Jubilee was held on the 15 November 2015
- 2.Inauguration of PG Course was held on the 30th July 2016
- 3.The First floor of the PG block was completed
4. The First floor of the boy's Hostel was completed
5. wifi internet has been installed in the College campus
6. . An International Seminar on “**Climate Change Mitigation and Technologies for Adaptation**” was held on the 20th & 21st June 2016 organize by the Department of Geography and UTM.
- 7.FDP for teachers was held on 3rd June 2016
- 8.The Training Programme was held on the 13 May 2016
- 9.Four In-house Research Projects were sanctioned
10. Students' research Projects were continued
11. 40% of the course were taught using ICT. Students gave their presentation in students/ seminar using LCD projector.
- 12.The LCD projectors and computers were purchased
13. The journals were published .

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

1. In-house research Projects

2. Students' Seminar

**Details provided in annexure II, III*

7.4 Contribution to environmental awareness / protection

1. Extension Programme **Lawmei on the 30th March 2015**

2. Rally and Street play International Day against Drug Abuse and Illicit Trafficking organized by the Department of Sociology 24th June 2016

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** number 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 complete the 2nd floor of the PG Block
- 2.To complete the 2nd floor and 3rd floor of the Boys' Hostel
- 3.To organize one international seminar
- 4.To conduct one FDP for the teachers
- 5.To conduct one Training Programme for the office staff
- 6.To organize two seminars/ workshops with the departments of the College
- 7.To make provision for three In-house research projects
- 8.To purchase 3 more LCD projectors and 20 computers.
- 9.To publish one more journal and one book.

Name Dr.Merostar Rani

Name Dr.D.Wanswett



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I: Academic Calendar**SYNOD COLLEGE:: SHILLONG
ACADEMIC ACTIVITIES FOR THE SESSION 2015-16
DEGREE COURSE**

| Sl.No | Propose Activities | Tentative dates |
|--------------|--|--|
| 1. | Reopening of Classes | 6 th February, 2015 |
| 2. | Degree Examination | 17 th February, 2015 |
| 3. | Extension Programme on Environment | 27 th March, 2015 |
| 4. | Admission for B.A/B.Com/BCA 2 nd year | 6 th -10 th April, 2015 |
| 5. | Regular classes for B.A/B.Com/BCA 2 nd year | 15 th April, 2015 |
| 6. | Development programme for Non-teaching staffs | 24 th April, 2015 |
| 7. | Admission for B.A/B.Com/BCA 3 rd year | 27 th – 28 th April, 2015 |
| 8. | Regular classes for B.A/B.Com/BCA 3 rd year | 29 th April, 2015 |
| 9. | Admission for B. Sc 2 nd and 3 rd year | 1 st – 4 th May, 2015 |
| 10. | Regular classes B. Sc 2 nd and 3 rd year | 5 th May, 2015 |
| 11. | Extension programme on Environment | 14 th May, 2015 |
| 12. | Admission for B.A/B. Sc/B. Com/ BCA 1 st year | 1 st June, 2015 |
| 13. | World Environment Day | 5 th June, 2015 |
| 14. | Regular classes B.A/B. Sc/B. Com/ BCA 1 st year | 16 th June, 2015 |
| 15. | Special Lecture on Thomas Jones | 22 nd June, 2015 |
| 16. | College Foundation Day | 1 st July, 2015 |
| 17. | Faculty Development Programme (Teaching Staff) | 10 th July, 2015 |
| 18. | Graduation Day | 25 th July, 2015 |
| 19. | Extension Programme on Environment | 8 th September, 2015 |
| 20. | Students' Seminar | 21 st October, 2015 |
| 21. | International Seminar | 2 nd – 3 rd November, 2015 |
| 22. | College Week | 12 th – 19 th November, 2015 |
| 23. | Closing of Golden Jubilee | 20 th November, 2015 |
| 24. | Selection Test for 2 nd & 3 rd year | 1 st December, 2015 |
| 25. | Advance Christmas Service | 19 th December, 2015 |
| 26. | Winter Vacation | 21 st Dec., 2015 – 9 th Feb., 2016 |
| 27. | Reopening of Regular Classes | 10 th February, 2016 |

Annexure II: Overall Analysis of Feedback by Students – 2015-16

| Item | Very Good | Good | Average | Poor | Very Poor |
|--|------------------|-------------|----------------|-------------|------------------|
| 1.Academic content | 30% | 59% | 10% | 00% | 00% |
| 2.usefulness of teaching materials | 18% | 52% | 25% | 02% | 00% |
| 3. Usefulness of study-groups in furthering learning | 10% | 43% | 38% | 07% | 00% |
| 4. Timelines of practical works | 10% | 39% | 34% | 13% | 02% |
| 5. Giving and getting helpful feedback | 19% | 50% | 29% | 00% | 00% |
| 6. Fairness of evaluation | 15% | 48% | 32% | 02% | 00% |
| 7. Interaction with faculty | 13% | 44% | 27% | 06% | 01% |
| 8. Interaction with administration | 07% | 47% | 31% | 13% | 00% |
| 9. Library facilities | 09% | 37% | 40% | 08% | 04% |
| 10. Computer facilities | 13% | 23% | 13% | 35% | 13% |
| 11. Hostel facilities | 10% | 29% | 33% | 12% | 14% |
| 12. Recreational facilities | 09% | 41% | 36% | 09% | 03% |
| 13. Extra-curricular activities | 20% | 44% | 22% | 08% | 02% |
| 14. Sports facilities | 17% | 44% | 29% | 04% | 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.

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

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.

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.

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.

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

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 so far support this initiative of the IQAC.

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

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

Website: E-mail: synodcollege@dataone.in

Mobile: 09436118942

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 40% 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 40% 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

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: 03642547489

Website: E-mail: synodcollege@dataone.in

Mobile: 09436118942