

THE ANNUAL QUALITY ASSURANCE REPORT

2011



SANKARDEV COLLEGE

BISHNUPUR, SHILLONG- 793004

MEGHALAYA

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution: **Sankardev College, Bishnupur, Shillong- 793004, Meghalaya.**

Year of Report: **February 2011- March 2012**

SECTION A

Plan of Action chalked out by the IQAC in the beginning of the year towards quality assurance and enhancement and the outcome achieved by the end of the year.

The first meeting of the Internal Quality Assurance Cell for the session 2011-2012 was held on the 29th April, 2011 where the plan of action was chalked out. The achievements of the previous year and pending activities of the previous year were reviewed.

Plan of Action.

- To continue with the Remedial Course and the Students Adoption Programme.
- To submit proposals to UGC seeking financial Grants for the development of the College Infrastructure.
- To submit Proposals seeking financial aid to different funding agencies for the conduct of Seminars, workshops etc.
- To organize/ conduct at least two workshops or seminars on issues of importance.
- To strengthen the Career Counseling and Placement Cell, Alumni Committee and the Parents Teachers Association.
- To organize faculty development programs.
- To encourage Faculty members to take up Minor Research Projects.
- To organize inter collegiate competitions.
- To encourage students for participating in different social outreach programs and other college activities.
- To provide internet connectivity to all departmental rooms.
- To start with the preparation of the Golden Jubilee Celebrations.
- To continue with the popular talks, field trips etc for the students.

SECTION B

01. Activities reflecting goals and objectives of the Institution :

The year 2011 was a memorable year since the College celebrated its 50 years of service of creating and promoting a learning community, with greater emphasis for the less privileged and academically poorer sections of the society. The Institution, through its morning shift provides opportunity for the working sections of the students who support themselves in the pursuit of higher education. Out of **941** students enrolled for the academic session **2011-2012**, **878** students belongs to the ST category, **16** students to the SC/OBC category and **47** students belongs to the general category.

In tune with the theme of the Golden Jubilee ***“Conceived with a belief, aspiring for excellence”***, the institution tries to enrich and uplift the capabilities of the students through different activities in order to bring out the best potentialities inherent in them.

The academic performance of the students is enhanced by incorporating activities like remedial classes, tutorial classes and departmental seminars. Group discussions are held periodically apart from home assignments and term end examinations. Screenings of various documentary films are also included as a part of the teaching –learning process.

To inculcate a sense of social responsibility among the students, various activities are taken up by the NSS and NCC units of the Institution.

To develop student’s inner competencies, the different departments of the college organize various literary competitions, while the College Week provides a platform for dancing and singing, cultural activities, sporting events, debates, painting, etc.

To improve the quality of education and provide quality services, the IQAC from time to time conducts meeting with the teaching staff, non teaching staff, parents and the students and gets feedback and suggestions for the overall improvement of the Institution.

02. New Academic Programmes initiated :

This session the college has submitted a proposal to the UGC for seeking financial assistance to start a certificate course on Human Rights.

03. Innovations in curricular design and transaction :

Since the College is affiliated to the North Eastern Hill University, it follows the curriculum design of the University. However some faculty members represent the College as members of the Board of Under Graduate Studies (BUGS) during the preparation of the Curriculum.

04. Inter Disciplinary Programmes started :

In this session, inter- disciplinary programme could not be initiated.

05. Examination reforms implemented :

It may be noted that the system of Examination is controlled by the University. However, some of the faculty members do participate in the decision making activities of the University by being a member of the different committees constituted by the university.

06. Candidates qualified NET/ SLET/ GATE etc.:

Since the college offers only undergraduate courses the above examination is not directly applicable. However, some departments keep a track of their ex students and in December 2011 **Mr Kelvin Uchoi** an ex-student of the Economics Department of the college qualified the UGC NET Examination.

07. Initiative towards faculty development programme :

- a. A one day orientation program was organised by the College for both the teaching and the non teaching staff on the 8th June, 2011. Rev. Fr. J. Celia, Director, Don Bosco Youth Centre, Shillong, Prof. A.K. Nongkynrih, Deptt. Of Sociology, NEHU, Smt. Darilin Syiem, Chairperson People Learning Centre and Smt. Jasmine Lyngdoh, Counselor, were the resource persons.
- b. Teachers presented papers at Seminars of the local, state and national level.

- c. Teachers also attended the UGC sponsored Orientation and Refresher Courses.
- d. Teachers participated in workshops, seminars at the state and national level.
- e. Apart from this some faculty members also visited institutions like NEHU as Guest Faculty.

08. Total number of seminars/ workshops conducted :

- a. A five –days UGC sponsored workshop on “**Capacity Building for Women Managers in Higher Education**” was organized by the College on the 7th – 11th March, 2011.
- b. A one- day UGC sponsored Seminar for school teachers on “**Human Rights- to educate, not to violate but to propagate and inculcate**” was held on the 3rd June, 2011.
- c. A one –day workshop on “**Introduction of Semester System in Colleges**” was organized by the College on the 10th December, 2011.

09. Research projects :

Teachers have submitted minor research project proposals to the UGC, NERO, and are still awaiting the approval of the same.

- a. Ongoing – NIL
- b. Completed- 01, Submitted on the 28th Nov, 2011, by Dr. P. Nath, Department of Assamese, on the topic “Socio-Cultural similarities between the Khasi and Assamese society; Critical Study”.

10. Patents generated, if any :

None

11. New collaborative research programmes :

None

12. Research grants received from various agencies :

NIL

13. Details of Research scholars:

The following faculty members are admitted/ registered with the North Eastern Hill University as part time research scholars.

Mr L M. Umlong, Department of Philosophy.

Mr W. Thabah, Department of Khasi.

14. Citation index of the faculty members and impact factor : -

NIL

15. Honors / Awards to the faculty :

Ms. Irabel Nongbri, Department of Economics, received a national award of the **National Service Scheme (NSS), the Indira Gandhi NSS Award for the year 2010-11** from the Ministry of Sports & Youth Affairs, New Delhi, for the services rendered to the community and contribution to the society through students' community partnership.

16. Internal Resource generated :

Internal resources are generated in the form of fees.

17. Details of departments getting assistance/ recognition under SAP, COSIST(ASSIST)/ DST, FIST and other programmes :

All financial assistance is received from the UGC.

18. Community Services :

The various activities organized for the benefit of community by the different department are as follows:

I. NSS UNIT.

- a. From the 27th -29th Jan, 2011, the NSS unit of the college organized a demonstration camp on the low cost Science and Technology in collaboration with the State Centre for Science, Technology and Environment, Govt. of Meghalaya.
- b. On 5th -8th April, 2011, The NSS unit of the College organized training on low cost sanitation and construction of toilets at Laitkynsew Village, Laitkroh Elaka.
- c. From 6th to 9th April, 2011, 10 volunteers and 1 P.O. attended the North East Youth Festival at Shillong.
- d. On 21st May, 2011, a technology awareness camp was organized at St. Peter's High School, Mawjrong.
- e. On 4th June, 2011, the NSS organized a one day awareness camp on vegetable cultivation and training on the use of pesticides. A tree plantation programme was organized to celebrate the World Environment Day, at St. Peters High School, Mawjrong.
- f. On 18th June, 2011, volunteers donated blood at the Voluntary Blood donation Camp organized by the Regional Blood Bank, Shillong at St. John's Higher Secondary School, Laban, Shillong.
- g. On the 3rd- 9th Dec, 2011, Special Camp at Nongthymmai Village, Laitkroh Elaka, was organized whereby training on Mushroom Cultivation and Construction of mushroom sheds were undertaken.

ON THE 19th NOV 2011, THE NSS UNIT OF THE COLLEGE RECEIVED THE NSS INDIRA GANDHI AWARD FOR THE UNIT AND THE PROGRAMME OFFICER.

19. Teachers/ officers newly recruited:

- 1. Teaching Staff: Smt. Sengchi Diamai – Department of History joined on September 2011 as Assistant Professor.
- 2. Non-teaching Staff: Ms Ibalahun Raplang (Career & Personal Counselor) on July, 2011.

20. Teaching : Non Teaching Staff Ratio :

Post	Sanctioned	College	Part-time	Total
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Teaching Staff	53	07	05	65
Non Teaching Staff	20	02	-	22
Ratio	3:1 (approx)			

21. Improvement in Library services:

Internet connectivity is provided to all work stations in the library and to all other workstations that have LAN connectivity, WIFI secured connection is provided to limited number of work stations.

22. New books and journals subscribed and their values:

This year 368 new books have been added.

23. Courses in which students Assessment of teachers are introduced and action taken on

Student feedback:

The Grievance Redressal Committee receives feedback from the students on all aspects of the Institution. Their grievances with regards to the overall performance and academic environment being provided and catered to by the teachers are redressed and given attention to, by the Head of the Institution along with the Heads of different Departments.

Complaints and suggestions concerning the various facilities of the college like the library, canteen, etc, are looked into by the Grievance Redressal Committee.

24. Feedback from stakeholders:

Students being the main stakeholders, feedback from them on various issues related to the overall functioning of the college are obtained through questionnaires. Parents/ guardians share their experiences and suggestions for improvement during the Parents –Teachers meeting. However, they are free to interact and discuss any matter

which they feel important, with the Head of the Institution as well as the teachers anytime during college hours.

25. Unit cost of Education:

Unit cost (including salary) = Rs 67046/-

(Excluding salary) = Rs. 5965/-

Since the College has (10+2) level numbering 669 Students, the actual unit cost excluding salary is **Rs 3486. 60**

26. Computerization of administration and the process of admissions and examination results, issue of certificates:

Admission process and Examination process are computerized.

27. Increase in the infrastructural facilities:

- a. The proposal for the Construction of an annex which will house the Indoor Games Hall and few classrooms was approved.
- b. Internet connectivity to all the Science departments was installed.
- c. Renovation of the College Auditorium was done.
- d. Kirloskar Generator of 40KV was procured and commissioned.
- e. Four numbers of refrigerators for the different science departments was procured.
- d. Kyorcera Printer and Reso photocopying facility were procured.

28. Technology Up gradation:

The following equipments were also purchased during the session.

- a. P A System (6 units)
- b. Laptop (6 nos)
- c. LCD with screen (3 nos)
- d. Audio track (3 nos)

29. Computer and internet access and training to teachers, non-teaching staff and students:

Internet facilities are available in the library for the students and the non-teaching staff. Teachers get access to the internet in the departments.

The College also provides for a week long basic computer knowledge training to those students who are computer illiterate.

30. Financial Aid to students:

All ST Students belonging to the State of Meghalaya received the Post Matric scholarship which was disbursed through their personal bank accounts. Altogether 115 students from Manipur and 53 students from Arunachal Pradesh also received the Scholarship from their respective State Government.

31. Activities and Support from the Alumni Association:

The Alumni Association of the College actively participated in assisting the different committees of the College to organize the Golden Jubilee celebration.

32. Activities and support from the Parent-teacher Association:

A formal parents-teachers meeting could not be held this session; however parents were invited by the teachers of the different departments to inform them regarding the performance/ progress of their wards. Parents were also invited to be a part of the Golden Jubilee function which commenced on the 2nd September, 2011.

33. Health Services:

The institution provides for a sick room with First-Aid facilities and for any emergency, the Urban Health Centre of the Government of Meghalaya at the premises of the Srimanta Sankardev Cultural Centre is available.

34. Performance in sports activities:

The girls Basketball Team qualified for the quarter finals of the Inter- College Basketball tournament organized by the Meghalaya Basketball Association in the month of May, 2011.

35. Incentives to Outstanding sportsperson:

Total expenses of the sports person participating in sports are borne by the college. The sports person was also allowed to appear for additional examination if they miss out their regular examinations conducted by the College for representing the college in different sports activities. Furthermore, the college has also exempted the 2nd installment of fees for outstanding sportspersons.

36. Students achievements and awards:

a. Academic Achievement:

	CLASS	No. OF STUDENTS		Percentage
		Appeared	Passed	
1	BSc. I	52	31	60 %
2	BSc. II	40	23	57%
3	BSc. III	44	41	93%
4	BA I	451	179	40%
5	BA II	174	108	62%
6	BA III	146	97	66 %

Shri. Vijay Kumar Singh, a Student of Chemistry Honours secured 9th position in the University Ranking List.

Shri. Mayank Pramod, a Student of Zoology Honours secured 9th position in the University Ranking List.

Shri. Richmond Tariang, a Student of Zoology Honours secured 10th position in the University Ranking List.

Shri. Poilang Thawmuit, a Student of Botany Honours secured 7th position in the University Ranking List.

Kum. Joycee, a student of Education secured 6th Position in the University Ranking List.

Award:

All the above mentioned students were also awarded the R. N. Upadhyay Gold medal.

- **Achievement in Extra- Curricular Activities:**

On 5th June, 2011, students of the department of economics participated in the Essay competition organized by Shillong College, on the theme “**Rupture in the natural cycle of earth’s Equilibrium**”, for which **Aristarfield Nongsiej of BA First Year(Morning)** bagged the consolation Prize.

On the 12th August, 2011, **Roushan Alam** and **Debojyoti Das** of BSc II participated and won the third prize in the Inter-College Quiz Competition organized by the Department of Zoology, St. Edmund’s College, Shillong.

37. Activities of the Guidance and Counseling Unit:

This session a qualified Counselor was appointed by the College to look into matters concerning the Personal as well as Career aspects of the students. The Career Counseling and Guidance Committee of the College organized the following activities:

- a. On 27th July, 2011 Reliance Telecom conducted a campus recruitment drive for its BPO concerns for the degree students. Around 80 students participated in this recruitment.
- b. The ETPL, Shillong a computer training agency which collaborates with the IT Department of the Govt. of Meghalaya, conducted an interactive session with the students informing them about the different courses available being sponsored by the Govt. of Meghalaya. Around 30 students registered for the different courses.

- c. NIIT Ltd. Shillong organized an 'Employability enhancement Program for the Youth' in the College Campus to select meritorious students for imparting employability skills training in Information Technology sponsored by the Government of Meghalaya. Few students were selected for the final phase of selection process.
- d. ICICI Bank interacted with eligible graduates through a kiosk system informing them about the posts of Sales Officer and the different responsibilities associated with it.
- e. Apart from these, the Cell organized various classes for the students to sensitize them about personal counseling/ psychotherapy which is a new way of coping with the different personal/ psychological problems and social issues. Members of the cell also maintained a constant interaction with the students through classes or group interaction or individual interactions on various related topics such as studying skills, career skills/ career options, problem solving skills, stress management, self esteem, assertiveness training, etc.,.

38. Development Programmes for Non- teaching Staff:

A one day Orientation Program was organized by the College for both the teaching and the non teaching staff on the 8th June, 2011. Rev. Fr. J. Celia, Director, Don Bosco Youth Centre, Shillong, Prof. A.K. Nongkynrih, Department. Of Sociology, NEHU, Smt. Darilin Syiem, Chairperson People Learning Centre and Smt. Jasmine Lyngdoh, Counselor, were the resource persons.

A one month on job training on filing system and office administration by Mrs. M. Syiem, Retd. Registrar, Directorate of Information and Publication, Govt. of Meghalaya was organized by the college for the office staff.

39. Good Practices of the Institution:

- The Students Adoption Programme has been one of the best practices of the Institution whereby the all-round progress of the student is monitored.
- Other days such as World Environment Day, Teachers Day etc are being celebrated in the College.
- The College has instituted the R.N. Upadhyay Gold medal Award which is given to students securing University Ranks. There is also the A. R. Tripathy Award which is awarded to students securing highest marks in any language paper.
- Campus development and cleaning drive is organized every year in the College.
- Community service by the students is realized through the different activities taken up by the NSS Unit of the College.
- Field Trips and Study Tours taken up by different Departments gives a practical approach to the existing theoretical concepts of the teaching learning process.

40. Any other relevant information the institution wishes to add:

- The Education Department of the College in collaboration with the NRHM, Civil Hospital Shillong conducted an awareness programme on “Adolescence health” on the 30th November, 2011.
- The Golden Jubilee celebration of the College was launched on the 2nd September, 2011, by Dr Mukul Sangma, Honourable Chief Minister, Meghalaya, amidst the presence of the Vice- Chancellor of North Eastern Hill University, Prof A N Rai and other distinguished guests and dignitaries. The theme of the Golden Jubilee was **“CONCEIVED WITH A BELIEF, ASPIRING FOR EXCELLENCE”** which signifies the journey of the college and the constant endeavour on the part of all those involved in bringing the institution to its present status and aspiring for greater heights and achievements. A calendar of different activities and programmes has been prepared to commemorate the year long event.
- A book exhibition was organized by the Library Committee on the 22nd September, 2011 at the College Premises. Different publishing house from the state as well as from outside the state were invited for the event.

SECTION C

OUTCOME ACHIEVED

The institution tried its level best to accomplish the above laid plans on a priority basis. These are reflected in the different activities of the College.

1. The Remedial Course and the Students Adoption Program are being conducted as usual.
2. Proposals for seeking financial assistance for the construction of the Indoor sports facilities and sports equipments have been approved by the UGC. Construction of the same has started.
3. Proposal for seeking financial assistance for organizing a national seminar and for a workshop have been submitted to UGC and the Office of the Deputy Commissioner, East Khasi Hills respectively.
4. a. A five –day UGC sponsored workshop on “**Capacity Building for Women Managers in Higher Education**” was organized by the College on the 7th – 11th March, 2011.
b. A one- day UGC sponsored Seminar for school teachers on “**Human Rights- to educate, not to violate but to propagate and inculcate**” was held on the 3rd June, 2011.
c. A one –day workshop on “**Introduction of Semester System in Colleges**” was organized by the College on the 10th December, 2011.
5. The Career Counseling and Guidance Committee of the College organized various programmes as described above.
6. A one day Orientation Program was organized by the College for both the teaching and the non teaching staff on the 8th June, 2011.
7. Some members of the Teaching Faculty have submitted proposal to the UGC for Minor Research Project.
8. An inter college debate competition was organized on the 3rd December 2011 on the Topic “Should the Government bail out the Private Sector in the interest of the country”.

9. Students participated in the different outreach programs and other college activities through NSS as mentioned above.
10. Internet connectivity was provided to all departmental rooms in the college campus.
11. The Golden Jubilee Celebration was inaugurated on the 2nd September 2011 in which Dr. Mukul Sangma, Honorable Chief Minister of Meghalaya who was also the Chief Patron of the Golden Jubilee Celebrations Committee was the Chief Guest of the occasion. The different year long events followed thereafter.
12. Field trips were organized by the Department of Zoology for the final year Science students to the Regional Research and Training Centre, Umran, and by the Khasi Department to Lum Sympet, South West Khasi Hills on 1st December 2011 for the degree Arts students.

SECTION D

Plan of Action for the next year

1. To submit proposals to UGC seeking financial Grants for the development of the College Infrastructure.
2. To Submit Proposals seeking financial aid to different funding agencies for the conduct of Seminars, workshops etc
3. To work out programmes for the closing ceremony of the golden jubilee of the college.
4. To continue with the remedial courses and the Students' Adoption Programme.
5. To Organize/ hold National/ Regional or State level Seminar or workshop.
6. To organize inter collegiate competitions.
7. To continue with the community services by supporting the activities of NSS and NCC.
8. To conduct Faculty Development Programmes on Soft – skills periodically.
9. To lay more emphasis on field trips, industrial visits, Guest lectures etc for practical approach to the teaching-learning process.
10. Bifurcation of the higher secondary section.

Name and signature of the
Coordinator, IQAC

Name and signature of the
Chairperson, IQAC