

**THE ANNUAL QUALITY ASSURANCE REPORT**

**2012**



**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 2012- March 2013**

**SECTION A**

**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.**

The first meeting of the Internal Quality Assurance Cell for the session 2012-2013 took place on the 13<sup>th</sup> March, 2012 where the plan of action was chalked out and the outcome of the previous year's action plan was reviewed.

**Plan of Action.**

- To study the feasibility of the Introduction of new subjects like Sociology/ BSW at the degree and commerce stream at the Higher Secondary Level.
- Bifurcation of the higher secondary section.
- To initiate the introduction of a certificate course on Human Rights.
- 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 chalk out programs for the closing ceremony of the golden jubilee of the college.
- To continue with the remedial courses and the Students' Adoption Program.
- To Organize/ hold National/ Regional or State level Seminars or workshops.
- To organize inter collegiate competitions.
- To strengthen the community-campus relationship by organizing extension programs and also by supporting the activities of NSS and NCC.
- To encourage faculty members to involve in Research Activities and conduct Faculty Development Programs on Soft – skills periodically.

- To place more emphasis on field trips, industrial visits, Guest lectures etc for practical approach to the teaching learning process.

## **SECTION B**

### **01. Activities reflecting goals and objectives of the Institution :**

The institution focuses on bringing to level field students from the less privileged sections of the society. This is evident from the fact that the fee structure of the College is much lower compared to the fee structure of other institutions. Moreover out of 1007 students enrolled for the academic session 2012-2013, 944 students belong to the ST category, 09 students to the SC/OBC category and 54 students belongs to the general category. The Institution through its morning shift classes provides an opportunity for the working section of the students and self supporting students to pursue higher education. During the admission process for the morning shift, first preference is given to working students.

Further, to enhance the academic performance of the students, activities like remedial classes, tutorial classes, and departmental seminars, group discussions are held periodically apart from home assignments and term end examinations.

The Students Adoption Program introduced in the College not only helps in identifying students' academic problems but also their personal problems.

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 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 Programs initiated :**

No new Academic programs have been initiated this session, however, the possibility of starting new programs are being explored. The Proposal for starting Sociology as one of the subjects offered have been put forward to the Governing Body and the sanctioning of faculty position from the Directorate of Higher and Technical Education, Govt. of Meghalaya is being awaited.

**03. Innovations in curricular design and transaction :**

Since the College is affiliated to the North Eastern Hill University, it follows the curriculum designed 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 Programs started :**

A UGC Funded Certificate Course in Human Rights has been initiated in which all preliminary necessities including Curriculum design was prepared by the faculty of the History, Education and Political Science. However the Course could not be implemented as the response for the same was dismal and not as expected. Hence the financial assistance was refunded to the UGC.

**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.

**07. Initiative towards faculty development program :**

a. The Faculty Development Program was organized by the College on the 11<sup>th</sup> May, 2012, in the Conference Hall. Prof. D.K. Nayak, Department of Geography, North Eastern Hill University was one of the Resource Person. His talk was mainly concentrated on motivating the Teaching Staff of the College to involve themselves in different Research Activities.

Ms Isabel Shadap, Clinical Psychologist, Sanker Rehabilitation Centre, Mawlai, Shillong, highlighted the different psychological problems faced by the students and also suggested ways and means for teachers to cope up with them.

Br. Joe Johnson, Counselor, St Edmund's College, Shillong, was the third Resource and his talk was mainly on the different techniques of stress management for the teachers.

- b. Teachers presented papers at 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.

**08. Total number of seminars/ workshops conducted :**

- a. A two day workshop on "**Entrepreneurial Skills- Enhancing Earning Potential Through Self- Employment**" funded by the District Planning Office, East Khasi Hills under the Voluntary Action Fund was organized by the College on the 26<sup>th</sup>- 27<sup>th</sup> April, 2012.
- b. A one day Seminar on "**Tobacco Reduction in Young Adults**" was organized jointly by the College and the State Cancer Society of Meghalaya on the 31<sup>st</sup> May, 2012 to commemorate the World No tobacco Day .
- c. A one day workshop for school teachers on "**Nurturing Adolescent minds: Role playing by Educators**" was organized by the college on the 8<sup>th</sup> June 2012.

- d. A UGC sponsored Two day national Seminar on **“Mining: Impact Assessment on Economy, Ecology, Polity, Society and Technology”** was organized by the College in collaboration with Buddha Bhanu Saraswati College on the 27<sup>th</sup> – 28<sup>th</sup> September, 2012.

**09. Research projects :**

- a. Ongoing: NIL  
Completed: NIL

**10. Patents generated, if any : NIL**

**11. New collaborative research programs : NIL**

**12. Research grants received from various agencies : NIL**

**13. Details of Research scholars:**

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

Ms. I. Khyriem Department of Philosophy (Admitted – 1<sup>st</sup> Dec. 2012).

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

Name of the teacher	Publication	Impact Factor
Dr. P. Nath Department of Assamese	1. Contextualisation Nationalism in the writings of Bezbaroa..... <b><i>The Marginal Voice- International Journal of Humanity and Social Science, ISSN: 0976-853X, Vol: 1, March 2012.</i></b>	

Ms. R. Nongrum	<p>2. Sanskritir Somarohan..... <b><i>Prantachar- National Research Journal of Humanity and Social Science, ISSN: 2231-6760, Vol 1, June 2012.</i></b></p> <p>3. Meghalayar Hajong Jokolor Kathita Vasa..... <b><i>Mesankari- Multidisciplinary National Research Journal, Issue 1 , June 2012.</i></b></p> <p>4. Khasi Somaj Beboatha..... <b><i>Mesankari- Multidisciplinary National Research Journal, Issue 2, December 2012.</i></b></p> <p>Microwave Assisted Synthesis of 3- substituted-4(3H)-quinazolinone using silica supported potassium carbonate, <b><i>2012. Organic Chemistry: An Indian Journal. ISSN: 0974-7516.</i></b></p>	
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**15. Honors / Awards to the faculty :**

- Ms M. Kharkongor, Department of Zoology was awarded a degree on the Lay Leadership Course conducted by the John Roberts Theological Seminary, Mawklot, Shillong.

**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 programs :**

NIL

### **18. Community Services :**

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

#### **I. NSS UNIT.**

- The NSS Unit of the College organized and participated in the construction of the mushroom shed and mushroom plantation along with the Self Help Group NONGTHYMMAI-1 at Laitkroh village, East Khasi Hills District, on the 6<sup>th</sup> August, 2012. There was a follow-up of the same on the 18<sup>th</sup> September, 2012.
- A special camp was organized by the NSS unit at the adopted village in Seng Khasi L.P. School, Nongthymmai from the 1<sup>st</sup> to the 7<sup>th</sup> December, 2012, a footpath of 60 meters was constructed.

#### **II. ALUMNI ASSOCIATION.**

- As a part of its outreach program, the Alumni Association of the College organized a School Program for the Schools located in and around the College Area which included different competitions like Drawing and painting, elocution, extempore speech and essay writing on the 18<sup>th</sup> May, 2012.

#### **III. IQAC**

- A two day workshop on ***“Entrepreneurial Skills- Enhancing Earning Potential through Self- Employment”*** was organized on the 26<sup>th</sup>- 27<sup>th</sup> April, 2012 for the educated and unemployed youths nominated by the local Headman of the Raid Laban Area.
- A one day workshop on ***“Nurturing Adolescent minds: Role playing by Educators”*** was organized on the 8<sup>th</sup> June 2012 for school teachers of Shillong City.

### **19. Teachers/ officers newly recruited:**

Teaching Staff: Nil

Non-teaching Staff: Nil



**20. Teaching Nonteaching Staff Ratio :**

	Sanctioned	College	Part-time	Total
Teaching Staff	53	08	05	66
Non Teaching Staff	20	02	-	22
Ratio	3:1			

**21. New books and journals subscribed and their values.**

395 New books have been purchased and added to the library. **(Annexure IX)**

**22. Courses in which students Assessment of teachers are introduced and action taken on student feedback:**

The Grievance Redressal Committee receives feedback from the students through a questionnaire, and then lists their grievances. The same is then forwarded to the IQAC and the Head of the Institution so that these grievances can be looked into and effectively redressed.

Complaints and suggestions concerning the various facilities offered by the College like the library, canteen, etc, are looked into by the Grievance Redressal Committee who further takes up the matter with the Head of the Institution.

**23. Feedback from Stake holders :**

Feedback from the students on various issues continues to be an important part of the Institution's progressive redressal of their grievances. This is obtained through questionnaires. Parents/ guardians share their experiences and suggestions are seriously taken up by the College for improvement. However, they are free to interact with and to discuss any matter of importance with the Head of the Institution as well as the teachers.

A suggestion Box is also available where the stakeholders can drop in their complaints, suggestions and opinions regarding their view on the overall functioning of the College.

**24. Unit cost of Education:**

Unit cost (including salary) = Rs 67399/-

(Excluding salary) = Rs 5342/-

Since the College has (10+2) level numbering 867 Students, the actual unit cost excluding salary is **Rs 2870/-**

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

Admission process and Examination process are computerized.

**26. Increase in the infrastructural facilities:**

- a. Construction of annex building which will house the indoor stadium and few classrooms was started.
- b. Renovation of the Library.
- c. A Cooling Centrifuge, UV-Visible Spectrophotometer, BOD incubator and an Autoclave was procured for the different Science departments.
- d. Construction of the Women's Hostel is still under process.

**27. Technology Up gradation:**

In this academic year, the following equipments were procured.

- a. Online 5KVA UPS + 16 (2nos)
- b. IBM Server (1 no)
- c. Windows 2008 Server (1 no)
- d. LCD projectors+ screens+ accessories (4 nos)

e. HP Pavilion dv6-6165TX (6 nos)

f. MI- Board attachments (4 nos)

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

Internet facilities are available in the library for the students, teaching and the non-teaching staff. Also, every departmental room has internet connectivity.

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

**29. Financial Aid to students:**

All students of the State of Meghalaya belonging to the ST category receive scholarship from the Government which is disbursed through their personal bank account. Similar procedure is followed in case of students from other states receiving Scholarship from their respective State Governments.

**30. Activities and Support from the Alumni Association:**

As a part of the Golden Jubilee celebration of the College and its outreach program, the Alumni association of the College organized an inter school competition entitled "Tap your Talent" for the students of the nearby schools on the 18<sup>th</sup> May 2012. The competition was divided into five categories viz, recitation, essay writing, poetry writing, painting and sketching and quiz.

The Alumni Association in collaboration with the different Departments of Languages organized a *mini carnival cum food fest* on the 18<sup>th</sup> August, 2012 and the proceeds of which were contributed towards the infrastructural development of the college.

**31. Activities and support from the Parent-teacher Association:**

Parents were invited to take part in some of the activities of the Golden Jubilee Program.

**32. Health Services:**

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

**33. Performance in sports activities:**

As part of the Golden Jubilee celebration, the sports committee organized an inter-college basketball tournament for girls, which was inaugurated by the principal on the 3<sup>rd</sup> July, 2012. Altogether 11 colleges including the host college took part in the tournament. St Mary's College, Shillong emerged as winner of the Tournament.

An Inter –college traditional archery competition (individual) was also organized by the sports committee on the 6<sup>th</sup> July, 2012. 25 students from different academic institutions participated in the tournament. Shri Aibanlak Pohti of Seng Khasi College, Shillong was adjudged the winner and Shri. Kitboklang Khriam, a student of the college bagged the runners-up prize.

**34. Incentives to Outstanding sportsperson:**

Total expenses incurred on sports persons participating in sports events are borne by the college.

They are allowed to appear for additional examination if they miss out on regular exams conducted by the College for representing the college in different sports activities.

Further, the college continues to exempt the 2<sup>nd</sup> installment of fees for outstanding sportspersons who are students of the College.

**35. Students achievements and awards:**

a. Academic Achievement:

	CLASS	No. OF STUDENTS		Percentage
		Appeared	Passed	
1	BSc. I	94	55	58.5 %
2	BSc. II	35	19	54.2%
3	BSc. III	22	16	72.7%
4	BA I	401	224	55.8%
5	BA II	167	101	66.4%
6	BA III	157	96	61.1 %

b. Achievement in Extra- Curricular Activities:

Shri. Kitboklang Khriam, a student of the college bagged the runner-up prize in the Inter –college traditional archery competition (individual) organized by the sports committee on the 6<sup>th</sup> July, 2012 as a part of the Golden Jubilee celebration.

The students of the College bagged the Third prize at the Inter College Khasi Traditional Singing Competition organized by the Department of the Khasi Traditional Music, Sankardev College on the 20<sup>th</sup> July, 2012 as a part of the Golden Jubilee celebration.

**36. Activities of the Guidance and Counseling Unit:**

On the 9<sup>th</sup> and 10<sup>th</sup> July, 2012, an Orientation Program was organized for the 1<sup>st</sup> year students’ both day and morning shift. The students were briefed regarding the vision, mission, objectives and the rules and regulations of the institution laying emphasis on discipline, dress code etc. They were also informed of the Grievance and Counseling Cell which is available for counseling on areas like academic, personal, career, etc.

The different activities of the cell during the session are as follows,

**Academic counseling:** In this regard, a customize questionnaire was prepared and distributed to the students. After analyzing their responses, their feedback and

suggestions was forwarded to the respective departments for their immediate perusal and necessary action. Also a copy of the same was submitted to the head of the Institution for her information and follow up action.

**Personal Counseling:** An awareness program on issues relating to the different level of stress associated with student's life was organized and they were also encouraged to meet the counselor and share their problems and experiences. The aspect of trust and confidentiality were also emphasized. Lessons on moral values were imparted to all classes.

**Career counseling:**

- ETPL, in collaboration with IT Department, Government of Meghalaya, conducted an orientation program of the offered courses at the college campus. The courses are free of cost for Degree students both Arts and Science streams and 22 students had joined and completed their course successfully.
- Department of Information Technology, Government of Meghalaya in association with NIIT (National Institute of Information Technology) conducted an orientation program on the 5<sup>th</sup> October, 2012. The objective of the program was to enhance the employability skills set for the youth of Meghalaya. NIIT also offers job placement assistance to candidates after successful completion of the program. The program was held at the college campus. 24 students enrolled and 15 students successfully completed the course and were given job placement.
- NIFT (National Institute of Fashion Technology) conducted an orientation program on the 4<sup>th</sup> September 2012 for students of Degree 1<sup>st</sup> year, both Arts and Science streams on the courses offered and career prospects.
- On the 2<sup>nd</sup> August, 2012 students of BA 1<sup>st</sup> year History Honors' attended a workshop on "Career options in History with special reference to Archeological studies" at St Mary's College, Shillong accompanied by Ms D. Kynta, Lecturer, History Dept.

- On the, 7<sup>th</sup> June 2012 four students from BA 3<sup>rd</sup> year attended a National Seminar on “The Road to Integration” at Lady Keane College organized by the Career and Counseling Cell accompanied by Ms D. Kynta and Ms I. Raplang, College Counselor.
- On the 25<sup>th</sup> April 2012, the Principal, Ms D. Dkhar and the counselor, Ms I. Raplang attended an open forum for heads of educational institutions on “Mental Health of Adolescents” at Pine Wood Hotel, Shillong organized by SANKER, Mawroh.
- On the 3<sup>rd</sup> August 2012, the counselor, Ms I. Raplang attended a one day workshop for college lecturers, organized by SANKER, Mawroh. The emphasis of the program was on the need of professional counselors in educational institutions.

**37. Good Practices of the Institution:**

- The Students Adoption Program 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 enthusiastically in the College.
- The college collaborates with the different training Institutes which have a tie up with the State Government to impart training to students on Employability Skills.
- Campus – Community relationship is strengthened through different activities organised both by the NSS as well as the IQAC. Further, the college tries to reach out to the community by organizing Seminars for the school teachers on themes that are important in the present educational context.
- Educational tours conducted by the various departments have greatly benefited the teachers as well as the students by providing a practical approach on the subject concerned.

**38. Any other relevant information the institution wishes to add.**

- On the 30<sup>th</sup> May, 2012 a Legal Literacy Class was conducted by the Meghalaya State Legal Services Authority, Shillong for the students of the college. The

Resource Persons, Smt. Barisuk Khriam, Advocate, Smt. Y. Shylla, Advocate highlighted on the basics of Law.

- A Disaster Management Training and Mock Drill simulating the occurrence of an earthquake was organized on the 30<sup>th</sup>, 31<sup>st</sup> of July and 1<sup>st</sup> of August 2012 at the College campus. The experts and personnel from the Home Guards and Civil Defense had imparted the training to fifty student volunteers on Disaster Management and also ushering and guiding the Mock Drill Display for all the staff and students.
- A Panel Discussion on “Regressive attitude towards Women in India” was organized on the 8<sup>th</sup> August 2012. The panel experts were Shri Toki Blah, President ICARE, Ms Patricia Mukhim (Padmashree) educationist, activist and editor of the daily, The Shillong Times, Mrs Angela Rangad, social acitivist and Dr Sukalpa Bhattacharjee, Associate Professor, NEHU. The moderator of the panel discussion was Ms Anuradha Paul, practicing advocate of the Shillong Bench of the Guwahati High Court.



## **SECTION C**

### **OUTCOME ACHIEVED**

The institution tried its level best to accomplish the above laid plans on a priority basis. However, due to certain constraints, some of the plans had to be deferred. The following were some of the outcome achieved.

- The process of bifurcation of the Higher Secondary Section is under progress and necessary steps have been taken to complete the process before the start of the next academic session.
- Different proposals seeking financial assistance were sent to UGC, as and when notification is received for the same.
- Proposals seeking financial assistance for the conduct of seminars/workshops have been submitted to the different funding agencies cohering with the proposed topic/subject of the seminar.
- Different activities both intra college and inter college have been organized as a part of the Golden Jubilee celebration, the details of which has already been mentioned.
- The Remedial course and the Students' Adoption Program were conducted as per the plans laid down.
- A UGC sponsored two day national Seminar on "***Mining: Impact Assessment on Economy, Ecology, Polity, Society and Technology***" was organized by the College in collaboration with Buddha Bhanu Saraswati College on the 27<sup>th</sup> – 28<sup>th</sup> September, 2012.
- A two day workshop on "***Entrepreneurial Skills- Enhancing Earning Potential Through Self- Employment***" funded by the District Planning Office, East Khasi Hills under the Voluntary Action Fund was organized by the College on the 26<sup>th</sup>- 27<sup>th</sup> April, 2012.

- A one day Seminar on **“Tobacco Reduction in Young Adults”** was organized jointly by the College and the State Cancer Society of Meghalaya on the 31<sup>st</sup> May, 2012 to commemorate the World No tobacco Day.
- A one day workshop for school teachers on **“Nurturing Adolescent minds: Role playing by Educators”** was organized by the college on the 8<sup>th</sup> June 2012.
- The yearlong golden jubilee Celebration of the College culminated on the 15<sup>th</sup> September, 2012. To mark the occasion, a GOLDEN JUBILEE SOUVENIR was released by the Chief Guest, Shri Bindo N Lanong, Deputy Chief Minister, Government of Meghalaya.
- Extension programs to strengthen the campus-community relationship in the form of different activities were organized by the IQAC, NSS and the Alumni.
- A Faculty Development Program was organized by the college on **Teaching and Research**, to encourage teachers to take up research activity. Also, a talk on **Youth Psychology** was organized for the teacher’s in order to enable the teachers to understand the psyche and problems of the youth and guide them in proper direction.
- Minor Research Project proposals by the teaching faculty have been submitted to UGC, NERO and approval of the same is awaiting.
- The Department of Zoology organized a study tour for the Degree Science final year students to Puri and Kolkata from the 2<sup>nd</sup>-11<sup>th</sup> December, 2012.
- The language departments also organized an excursion for the degree Arts final year students to Puri and Kolkata from the 27<sup>th</sup> December,2012- 5<sup>th</sup> January, 2013.

## **SECTION D**

### **Plan of Action for the next year**

- To submit proposals to UGC seeking financial Grants for development of the College Infrastructure.
- To Improve the Infrastructure of the College
- To complete the Higher Secondary Bifurcation Process.
- To finalize the necessary procedures required related to the occupancy of the Women's Hostel.
- To Submit Proposals seeking financial aid to different funding agencies for the conduct of Seminars, workshops etc
- To continue with the remedial courses and the Students' Adoption Program.
- To organize soft skills/ skilled based programs for students.
- To organize inter collegiate competitions.
- To continue with the community services by supporting the activities of NSS and NCC.
- To Organize/ hold National/ Regional or State level Seminar or workshop.
- To conduct faculty Improvement Programs periodically.
- To Encourage the Teaching Faculty to take up Research Projects
- To lay more emphasis on field trips, industrial visits, Guest lectures etc for practical approach to the teaching learning process.

Name and signature of the Coordinator,

*IQAC*

Name and signature of the Chairperson,

*IQAC*