

THE ANNUAL QUALITY ASSURANCE REPORT

2013



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 2013- March 2014**

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 2013 took place on the 26th March, 2013 where the plan of action was chalked out and the outcome of the previous year action plan was reviewed.

Plan of Action.

- To submit proposals to UGC seeking financial Grants for the development of the College Infrastructure.
- To further 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 Programme.
- To organize soft skill/ skilled based programmes 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 Programmes 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.

SECTION B

01. Activities reflecting goals and objectives of the Institution :

The activities reflecting goals and objectives of the Institution continue as follows:

- Focus on the students from the academically and weaker sections
- Morning shift classes
- Students Adoption Programme
- Remedial class,
- Tutorial classes
- Departmental seminars
- Group discussions,
- Home assignments and
- Term end examinations
- NCC and NSS activities

Moreover out of 1147 students enrolled for the academic session 2013-2014, 1080 students belongs to the ST category, 12 students to the SC/OBC category and 55 students belongs to the general category

To develop student's inner competencies and to provide them a platform to showcase their talents, the College organizes a College Week where different events like sports, singing, cultural activities, etc are included with active student participation.

To improve the quality of education and provide quality services, the IQAC conducts regular meetings with the teaching staff, non teaching staff, parents and the students while also studying the feedback and suggestions from them and wherever possible and practicable moves for their implementation.

02. New Academic Programmes initiated :

The college is awaiting the approval of sanctioned posts for faculty positions from the office of the Director of Higher and Technical Education to enable the introduction of Sociology as one of the subjects offered.

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. Some faculty members represent the College as members of the Board of Under Graduate Studies which prepares the Curriculum from time to time.

04. Inter Disciplinary Programmes started :

No interdisciplinary programmes have been started, however, the feasibility of introducing the same is being actively considered for the future.

05. Examination reforms implemented :

It may be noted that the system of Examination is controlled by the University, and all faculty members actively participate in the different activities of the University Examination System as Examiners, Scrutinizers, Paper Setters, etc. Teachers also attend different workshops on Examination Reforms which are held in different institutions.

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

Since the College offers only Under Graduate courses, the above is not applicable. However, different Departments try to keep track of the achievements of the past pupils.

07. Initiative towards faculty development programme :

- a. A Faculty Development Programme was held on the 30th September 2013. The Resource persons invited for the programme were (i) Prof Q. Kharbuli, ASC NEHU, who made a presentation on *API, UGC Regulation 2010* and (ii) Prof A K Gupta, Department of Education, who gave a presentation on the topic- *Dynamics of Education*.
- 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 two day workshop on “*Entrepreneurial Skills-enhancing earning potential through self employment*” was organized by the IQAC in collaboration with the Seminar committee on the 24th and 25th Oct. 2013.

09. Research projects :

- a. Approved – 02
 - b. Sanctioned - 01
- Completed : NIL

10. Patents generated, if any : NIL

11. New collaborative research programmes :

The Institution is exploring the possibilities of collaborating research programmes with the different government departments, namely, Meghalaya Pollution Control Board and the State Council of Science, Technology and Environment.

12. Research grants received from various agencies :

Minor research project received by teachers from UGC

- Mrs. M. Umdor, Department of Botany.

Amount: Rs 1, 55,000.00. (Sanctioned)

- Mrs. R. Nongrum, Department of Chemistry.

Amount: Rs 1, 40,000.00.

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

1. Mrs. R. Nongrum : Department of Chemistry
2. Ms S Diamai : Department of History
3. Ms P Syiemiong : Department of English

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

Name of the teacher	Publication	Impact Factor
Dr P Nath Department of Assamese	<p>-<i>Meghalayar Khasixokolor Xajpaar Aru Alankar</i>. A Research Oriented Book, Banphool Prakashan, Jan, 2013, ISBN: 978-93-81710-19</p> <p>-<i>Khasixokolor Xajpaar</i>. Research Oriented Book, published by Farkating College, Assam. Feb, 2013. ISBN 987-93-81710-19-17</p> <p>-<i>Khasixokolor Nongkrem Nitra Utshab</i>. MEZANKARI, Multidisciplinary National Research Journal, ADKW Publication. June 2013, Vol:2, ISSN: 2278-604X</p> <p>- <i>Khasi Aru Asomiya Xomaj Xanskriti</i>. Published by Sankardev College, Shillong. June 2013. ISBN: 978-81-927630-1-9 (Book)</p>	

Dr N. Bhuyan Department of English	<p>- <i>Sonitpur Jiloh Cah Jonogosthir Kothito Bhasa</i> Published by Sankardev College, Shillong. July 2013. ISBN: 927630-8-8 (Book)</p> <p>-<i>Soul Speak: Tribute of 108 poems to the Universe and the Spirit of Man. Published by Fairgraphics Media Services (P) Limited, 4th April, 2013 (Book)</i></p>	
Ms J. Thangkhiew Department of English	<p>-<i>The Lucky Daughter, Ejournal- efiction india. Vol: 01, Issue 09. June2013. ISBN-978-1490380667</i></p>	
Mrs. Ridaphun Nongrum	<p>Cupric Acetate catalysed alkylation of indoles in water: A comparative study between conventional heating and microwave irradiation.</p> <p>2013, Organic Chemistry: An Indian Journal. ISSN : 0974-7516.</p>	

15. Honors / Awards to the faculty :

Ms R. Lyngdoh, Head of Dept. of Education completed a six month Certificate Course on Guidance in June 2013 from IGNOU.

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 :

NIL

18. Community Services :

The various community related activities organized by the different department are as follows:

I. NSS

- On the 5th June, 2013 the Unit organized a tree plantation at Kyrdemkhla. 40 volunteers along with six teachers including the Vice Principal Prof. K. Chyne participated in the function.
- On the 22nd August, 2013 a mushroom cultivation programme was organized at Kyrdemkhla in collaboration with the Philosophy and Economics department. 40 volunteers along with nine teachers took part in the programme.
- On the 10th September, 2013, two volunteers took part in the pre- Republic Day selection at NEHU organized by NEHU NSS Cell.
- On the 24th September, 2013, six volunteers performed the khasi drumbeat and 20 attended the NSS day celebration organized by NEHU NSS Cell, at NEHU, Shillong.
- On the 28th September, 2013, fifteen volunteers along with Ms I. Nongbri (NSS P.O) took part in the cleaning drive at Mawjrong village which was organized by the office of the Matabor, Mawjrong.
- On the 25th-26th November, 2013, the Unit in collaboration with the Economics department organized a training programme on floriculture at Fruit Garden Shillong as part of the Skill development programme. Altogether 30 volunteers, the PO's and the teachers from Economics Department took part in the informative training.
- On the 28th November, 2013, 10 volunteers with Ms I. Nongbri and Mr L.M. Umlong (PO's) took part in the cleaning drive at Golf Course, Shillong, organised by the Golf Association, Shillong.
- On the 12th- 24th December, 2013, Mr L. M. Umlong and 12 volunteers participated in the NSS Mega Camp at Tezpur organized by the Ministry of Youth Affairs, New Delhi.

- From the 1st-7th December, 2013, a special camp at Nongthymmai, Laitkroh was organized by the Unit in which 40 volunteers, the Pos and the local volunteers took part in the trekking and construction of the mushroom shed.
- On the 7th-11th January, 2013, three volunteers and Ms I.Nongbri took part in the NSS North East Youth Festival at State Central Library Shillong organized by the Ministry of Youth Affairs, New Delhi.

II. NCC

- On the 22nd November, the NCC unit of the College participated in the Blood Donation Awareness programme organized by the 2nd Meghalaya Battalion at Nongrim Hills, Shillong. Two cadets donated Blood on the occasion.
- On the 1st December, the NCC Unit of the College participated in the World Aids Day Rally organized by the Aids Control Society at Mawngap.

III IQAC

- The IQAC of the College in collaboration with the Seminar Committee organized A two day workshop on ***“Entrepreneurial Skills- Enhancing Earning Potential through Self-Employment”*** on the 24th -25th October, 2013 for the students of the College and the educated and unemployed youths nominated by the local Headman of the Raid Laban Area.

19. Teachers/ officers newly recruited:

A. Teaching staff: --

B. Non-Teaching staff:

Name	Designation	Subject	Appointment Date	Nature of Post
1. Shri S.Nongpiur	Lab. Attendant	Botany	15.06.2013	Sanctioned Post

2. Shri L.Diengdoh	Lab. Attendant	Chemistry	01-10-2013	-do-
3. D. Swer	Physical Instructor	Physical Education	16-06-2013	College Post

20. New books and journals subscribed and their values:

365 new books was added to the library.

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

The Grievance Redressal Committee continues to receive feedback from the students on the overall academic atmosphere and infrastructural facilities.

Complaints and suggestions are looked into by the Grievance Redressal Committee.

22. Feedback from stakeholders:

Feedback from parents on the overall aspects of the College is obtained during the Parent-Teacher Interactive Session. Parent's comments and suggestions are forwarded to the Head of the institution which are then taken up by the Management.

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

Admission process and Examination process are computerized.

24. Increase in the infrastructural facilities:

During the current Academic session the following works were taken up

- a. Construction of the top floor of the annex building.
- b. Construction of toilets for boys, water storage facilities, stair case, Boundary wall towards the Northern side of the main building and master septic tank of the annex building.

c. Construction of the indoor stadium has been completed.

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

Wi-Fi and LAN Internet facilities are available in the library and different departments which can be accessed by the teachers, non-teaching staff and students.

Moreover, the College provides for a week long basic computer knowledge training to students who are computer illiterate.

26. 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 receiving Scholarship from their respective State Governments.

27. Activities and Support from the Alumni Association:

The Alumni Association along with the different Language Departments of the College Organised a Mini Carnival cum food festival on the 17th August. The main objective of the programme was to highlight and showcase the various cuisines of the North East and also the culinary skills of the students.

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

The parent-teacher meeting was held on the 9th November, 2013. The objective of the meeting was to discuss ways and means that can be adopted in order to bring about improvement in the quality of education. This interaction programme between the college authorities, teachers, students and parents/guardians provided an important platform for the exchange of views, opinions and innovative suggestions on issues relating to the welfare of the students in particular and College in general.

29. 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 Sankardev Cultural Society is available.

30. Performance in sports activities:

The various sports activities and achievements of the students are as follows:

- The Zonal Inter-College Badminton, table tennis and chess tournament was conducted by the North Eastern Hill University from the 21/08/2013. The college team participated in all the events and Shanti Roy Chakna, of BSc I, reached up to the semifinals in the chess competition.
- The 1st Fr. Joseph Arokiasamy Memorial Inter- college football tournament was organized by St. Anthony's College from the 05/08/2013. The boys' team participated in the tournament and reached up to the semi-finals.
- The sports committee of the College organized various intra college competitions including basketball, football, carrom board, arm-wrestling and chess as part of the college week activities.

31. Incentives to Outstanding sportsperson:

Total expenses of the sports person participating in sports are borne by the college.

Students 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 has also decided to exempt the 2nd installment of fees for outstanding sportsperson.

32. Students achievements and awards:

a. Academic Achievement:

	CLASS	No. OF STUDENTS		Percentage
		Appeared	Passed	
1	BSc. I	48	37	77 %
2	BSc. II	41	28	68%
3	BSc. III	32	29	91%
4	BA I	373	224	60%
5	BA II	241	177	73%
6	BA III	137	83	60 %

Ms Juliana Nongkhaw, a student of Khasi Honours secured 6th position in the University ranking List 2013.

Ms Arshida W Marak, was awarded the Dr Mrs Tripathy Award for securing the highest marks in Garo.

Ms Juliana Nongkhaw, a student of Khasi Honours who secured 6th position in the University ranking List 2013 was awarded the Dr R. N Upadhyay Award.

b. Achievement in Extra- Curricular Activities:

- Preciousful Shabong and Banlumlang Nongkhaw of BA III were adjudged the Best Team in the inter-college debate competition organized by St Anthony's College, Shillong on the 7th August, 2013

- Banlumlang Nongkhlaw of BA III was adjudged Best Speaker in the inter-college debate competition organized by St Anthony's College, Shillong on the 7th August, 2013
- Banlumlang Nongkhlaw and Preciousful Shabong of BA III bagged the 2nd and 3rd prizes in the debate competition organized by the Rupang Silver Jubilee Celebration Committee at the Community Hall, Mission Compound, Shillong on the 7th September, 2013.
- Abhishek Kumar of BSc III secured the third prize in the inter-college essay writing competition organized by the Divisional Forest Officer, Khasi Hills Wildlife Division, Shillong on the 30th October, 2013.
- The Honours students of the Zoology Department of the College were adjudged winners in the Inter-college Quiz Competition organized by St Anthony's College, Shillong.

33. Activities of the Guidance and Counseling Unit:

The Career Counseling and Guidance Committee of the College organized the following activities:

- ETPL, in collaboration with IT Department, Government of Meghalaya, conducted an orientation programme of the offered courses at the college campus. The courses are free of cost for Degree students both Arts and Science stream and 6 students had joined and completed the courses successfully.
- Department of Information Technology, Government of Meghalaya in association with NIIT conducted an orientation programme of their offered courses which is free of cost for all the degree students .NIIT also offers job placement assistance to candidates after successful completion of the course. The programme was held at the college campus on the 26th – 27th July 2013. Twenty five students enrolled and successfully completed the courses. Two students, Willbida Khongsit and Iaihunlang Lyngdoh were placed by Webx Pvt Ltd.

- The career and counseling cell conducted an orientation programme for B A and B.Sc 1st year students about the functions of the cell on 12th June, 2013 at the college auditorium.
- Ten students from B A III year attended an Orientation programme on “Skill Development” which was held on the 17th August 2013 at Don Bosco Technical School, Shillong. The programme was organized by The Meghalaya Skill Development Society in collaboration with Synjuk Ki Seng Samla Shnong. Ms Dakerlin Kynta and Dr Luckily Raneer accompanied the students.
- Students of class XII science participated in the Career counseling programme organized by Ramakrishna Mission, Shillong on the 19th -21st June, 2013.
- Newspaper clippings and advertisement related to job vacancy in Government and non- Government sector are put up on the students’ notice board.
- Brochures of different universities and institutions sent to the college are put up on the notice board for student’s awareness.

34. Development Programmes for Non- teaching Staff:

A meeting of the non-teaching staff with the Principal was held on the 11th July, 2013. In this meeting the Principal re-shuffled the duties of the office staff. The staff expressed their grievances, which the committee tried its best to address. Other issues relating to cleanliness of the college, punctuality and discipline in the office were also discussed.

35. 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 collaborates with the different training Institute who has a tie up with the State Government to impart training to students on Employability Skills. Also, workshop on Entrepreneurial skills are being conducted for the students and other educated unemployed youths to motivate them and to enhance their capability for self employment.
- Campus – Community relationship is strengthened through different activities organised both by the NSS as well as the IQAC.
- 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.

36. Any Other Information the Institution wish to add

- On the 14th May and 12th June,2013, an orientation programme for the class XI students and the degree students respectively was organized by the Programme Officers of the NSS.
- On the 6th July,2013 A talk on Inclusive Education was organized by the Education Department and the Resource person was Ms. R. Syiemlieh, Resource Teacher, SSA, Government of Meghalaya.
- On the 8th August, 2013, four students from the college participated in the Platinum Jubilee Inter-college Quiz Competition, organized by St. Mary's College, Shillong at the college premises.
- On the 8th October, 2013, students from the college participated in the Inter-college Debate and Inter-college Quiz Competition organized by Lady Keane College, Shillong.
- Thirteen students participated in the marathon organized Kripa Foundation, Shillong on the 5thOctober, 2013. The marathon title 'Run for a Cause' aimed at creating awareness among the youths on issues such as substance abuse and HIV.

- Considering the increase of substance abuse in the city, 1st yr students of both morning and day shift were given a special awareness talk on the danger of Drug Abuse and substance awareness on the 26th June, 2013, in recognition of the International Day of Drug Abuse and Illicit Trafficking.
- Four cadets of the NCC Unit attended the Combined Annual Training Camp at Umroi on the 20th-29th July,2013. The camp was organized by the 2nd Meghalaya Battalion.
- From 9th -20th Dec, 2013, three cadets of the NCC attended the National Integration Camp held at Silchar , Assam.

SECTION C

OUTCOME ACHIEVED

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

- Different proposals seeking financial assistance were sent to UGC, as and when notification for the same is received.
- The process of bifurcation of the Higher Secondary Section was completed.
- 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.
- The Remedial course and the Students' Adoption Programme were conducted as per the plans laid down.
- Different soft- skilled based were organised for the students as already discussed.
- 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 24th- 25th October, 2013.
- An inter- college debate Competition was organized and conducted jointly by the Physics and the Chemistry Department on the 26th October, 2013. The topic for debate was “Radiation from Mobile Towers causes Environmental Hazards”.
- Extension programmes to strengthen the campus-community relationship in the form of different activities were organized by the IQAC, NSS and the NCC.
- Minor/ Major Research Project proposals by the teaching faculty have been submitted to UGC, NERO and approval of the same is awaiting.
- On the 31st October, 2013, the Department of Education organised a field trip for the students to Dwar Jingkyrmen School, Shillong, an inclusive school for children with

special needs. The objective of the visit was to enable the students to understand how inclusive education is implemented in normal schools.

- On the 21st November, 2013, the Department of Khasi organised a field trip to Sohra, a place of historical importance in the Khasi Hills.
- On the 8th October, 2013, the Department of Botany organised a field trip to Botanical Garden, BSI, Umiam.
- On the 26th July, 2013, the Department of Zoology organised a field trip to ICAR, Fisheries Department, Umiam.
- The Department of Zoology organised a study tour from the 7th- 22nd October, 2013 to Bangalore, Thiruvananthapuram and Kanya Kumari. The places visited in Bangalore were wildlife resources like Zoological garden, Tiger Reserve, Aquarium etc. The places visited in Thiruvananthapuram were the Science and Technology Musuem, the Priyadarshni Planetarium, Zoological Park and the Neyyar dam.
- The language department of the College organised an excursion for the Arts final year students to Gangtok and Dajeeling on the 8th -18th December, 2013.
- On the 6th July, 2013, the Department of Education organised a talk on **“Inclusive Education”** and Ms R. Syiemlieh, SSA, Govt. of Meghalaya was the Resource person.
- On the 5th October, 2013, the Department of Botany and Zoology organised a talk on **“Biodiversity”** and Dr S. R Joshi, Department of Biotechnology, NEHU, Shillong was the Resource person.
- On the 5th October, 2013, the Department of Mathematics organised a talk on **“Some interesting aspects of Mathematics”** and Prof S.S Khare, Department of Mathematics, NEHU, Shillong was the Resource person.

SECTION D

Plan of Action for the next year

- Preparation for Reassessment and Reaccreditation by the NAAC, Bangalore.
- 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.
- To strengthen the Career Counseling and Placement Cell, Alumni Committee and the Parents Teachers Association.
- To organize faculty development programs.
- To organize inter collegiate competitions.
- To encourage students to initiate a Students Club for different outreach programs and other college activities.
- To continue with the popular talks, field trips etc for the students.

Name and signature of the Coordinator,
IQAC

Name and signature of the Chairperson,
IQAC