

**Submission of
Annual Quality Assurance Report (AQAR)
Academic Year 2017-18**



**SNGAP SYIEM COLLEGE, MAWKYRWAT
SOUTH WEST KHASI HILLS DISTRICT
MEGHALAYA**

The Annual Quality Assurance Report 2017-18 (AQAR) of the IQAC
(Sngap Syiem Colleges)

Part – A

Data of the Institution

1. Name of the Institution SNGAP SYIEM COLLEGE, MAWKYRWAT

- Name of the Head of the institution : Dr. S.S. Khongkiam
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 9436106831
- Mobile no.: 9436333667 / 883727504
- Registered e-mail: sscollegem@rediffmail.com
- Alternate e-mail : kyntiewknongsiej@gmail.com
- Address :Mawkyrwat, South West Khasi Hills District, Meghalaya
- City/Town : Mawkyrwat
- State/UT : Meghalaya
- Pin Code : 793114

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(Please specify): Grant in Aids and UGC 2f & 12B
- Name of the Affiliating University: North eastern Hills University
- Name of the IQAC Co-ordinator : Kyntiewkumar Nongsiej
- Phone no. : 9436173693
Alternate phone no.: 8794978258
- Mobile: 9436173693
- IQAC e-mail address: Iqacsngapsyiemcollege16@gmail.com
- Alternate Email address: kyntiewknongsiej@rediffmail.com

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

<http://www.sngapsyiemcollege.edu.in/AQAR2016.17.doc>

4. Whether Academic Calendar prepared during the year?

Yes

Whether it is uploaded in the Institutional website: To be Uploaded

Web-link: N/A

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C	1.80	2016	from:2016 to: 2021
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 01/04/2014

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Name of quality initiative by IQAC	24/5/2018	31
1. One day workshop on NAAC Perspective	11-16,	
2. One week Faculty Development Programme	June,2018	38
3. National Conference on SOAR (Societal Changes, Opportunity exploration, Reflect & energize)	23-24 Nov, 2018	200

Note: Some Quality Assurance initiatives of the Institution are: (Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC)
- Preparation of Assurance Report (AQAR) to NAAC.
- Feedback from all stakeholders collected, analysed and used for improvements
- Send suggestions to Governing Body
- Organising Seminar/Workshop/Conference

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
State Government	Salary	DHTE		6867184.00
Central Government	Infrastructure, Procurement & Equity	RUSA		16250000.00

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

**upload latest notification of formation of IQAC*

10. No. of IQAC meetings held during the year: 3

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes/No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount: 80,000/- Year: 2018

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- * Computerization of Accounts and up-gradation of technology
- * Co-ordinate equity programmes with RUSA
- * Organising Faculty Development Programmes, workshops, and national conference
- * Propose to construct new building for starting B.Sc. course next academic session. This issues is taken up by RUSA Cell of the College
- * Workshop on research and publication

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

The Annual plan of action chalked out by the IQAC during 2017-18 and its achievement towards quality enhancement by the end of Academic Session 2017-18 till date are mentioned below:

Sl. No	Plan of Action	Before 1 st cycle	Present Achievements
1	Suggestion given by NAAC Peer Team		
	Open up more Streams	B.A	B.A and B.Com
	Using ICT in Teaching	Few	Increased
	Promotion of Research	Initiated	Implemented
	Collaboration	Initiated	Implemented
	Campus area	3099.79 Sq.m	Purchased 21 Acres
	Library Facilities	-	Up-gradation under RUSA
	Infrastructural Development	-	Construction under RUSA
2	Welfare Scheme, Pension Scheme, Superannuation, Gratuity	PPF	Approved by Governing Body and the Modality of the Schemes is under process.
3	Research and Publication	Initiated	Approved by Governing Body and one Retired Academician has been appointed
4	Computerization of account and administrative work	Not available	Just Implemented

5	Infrastructural Development	Modest	Construction under RUSA Scheme is going on
6	Service Rules	Not up-to the mark	Improvement
7	Organogram	Not up-to the mark	Improvement
8	Students' Mentoring	Initiated	Implemented
9	Feedback Mechanism	Initiated	Improvement
10	Motivating students	Instate Award	Implemented and improved

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the statutory body: Management Date of meeting(s): 29/07/2017 & 16/11/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18

Date of Submission: 19/03/2018

17. Does the Institution have Management Information System?

Yes: Initiated No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

The College has just initiated up-gradation of Technology operation system. Computerization of accounts is just started and Local Area Network is just installed. Basic information about the functioning of the institution is just working out and the same will be operational in the next academic session.

CRITERION I – CURRICULAR ASPECTS:

1.1 CURRICULUM PLANNING AND IMPLEMENTATION:

1.1.1: Institution has the mechanism for well-planned curriculum delivery and documentation:

The Curriculum of the different subjects being followed in the College is fixed by the North Eastern Hills University (NEHU), Shillong, which is the University to which this College is affiliated to. The Board of Undergraduate Studies (BUGS), constituted by NEHU, comprising of several experts on different disciplines drawn from the University and its affiliated colleges, oversees the framing and revision of the different courses prescribed. Sngap Syiem College follows this in the streams of Arts and Commerce.

For the proper delivery of the curriculum to the students, enrolled in the College, the administration has worked out a proper schedule in accordance with the semester system. The total number of working hours and days are calculated, which in turn is equitably distributed among the

departments by preparing a proper routine. Each department works out departmental routines in consultation amongst themselves. Care is taken to see that no inconveniences are faced by the faculty and the students.

For the convenience of the departments and students, subject combinations and honours (Major) are fixed. Counseling is provided to the students prior to their admission in the first semester. Inter-departmental meetings are periodically held to review or upgrade the method of curriculum delivery. Individual departments conduct consultative meetings to assign topics to the faculty as per the requirements of the subjects/papers. Review meetings are frequently held to keep the departments and thereby the College abreast of the progress of the courses. Proportionate numbers of classes are allotted to the individual faculty as per the requirements of the topics allotted.

Normally, the sessions conducted in the classes comprise of activities such as Lecture, Discussion, Interactive and Questions answer sessions. ICT is also frequently used in the class rooms. Some departments also take their students on field trips if and when there is demand from the topics.

For judging the effectiveness in carrying out the implementation of the curriculum, frequent tests are conducted, assignments are given. Further, instructions are provided on the use of library facilities. In order to provide e-resources, the College has IT facilities and is extended to the students.

The College library has a healthy number of books; consisting of texts and reference books. The library also subscribes to at least one journal per department. Daily newspapers and regular magazines are subscribed. These sources provide the much needed additional information so important in carrying out the curriculum prescribed.

It has been observed that students enrolled in the Undergraduate Courses are mostly passed-out students of the higher secondary schools from the rural setups. These students find it rather difficult to cope with the curriculum prescribed by the University, while at the same time the pattern of the end semester exams are difficult to be answered, being mostly descriptive. To overcome this challenge, the departments are required to put in extra efforts. For this, additional materials in simplified forms are provided to the students in need. Remedial classes are also conducted as per the schedule prepared by the College.

All necessary documents are maintained by the departments and the abstract reports on them are furnished to the College. This includes the maintenance of attendance, both of the teacher and the students in normal and remedial classes, question papers, marks obtained in all test, examinations and assignments. Each faculty maintains a teachers dairy where in all activities are recorded on a daily basis. Feedbacks are also taken from the students and teachers for the purpose of augmentation and revision when needed.

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
ANNEXTURE – I (Enclosed)					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
HINDI SPOKEN LANGUAGE	DIPLOMA OF COMPUTER APPLICATIONS (DCA)	27/11/2017 9 Months			
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
NIL	NA	NA	NA		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL	NIL	NIL	NIL	NIL	NIL
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	7	72			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction		Number of students enrolled		
NIL	NA		NA		
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NIL			NA		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

The College receives feedbacks from the students, teachers, employers, alumni and the parents through standard feedback forms which are analyzed by persons appointed by the college. The method of feedback in all of the above is manual. The analyzed feedbacks are thoroughly discussed by a panel of senior faculty members. The faults/shortcomings, if any, are identified on different domains and corrective measures/mechanisms are brought to the notice of the concern authority. The relevant measures suggested by the experts are put in force. It has been observed that these feedbacks have helped the Institution quite significantly in bringing about an overall development of the Institution.

Criterion II

CRITERION II – TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the Year

Name of the Programme	Number of Seats available	Number of Application received	Students enrolled
B.A 1 st , 2 nd Semester	350	320	316
BA 3 rd , 4 th Semester	350	203	194
BA 5 th , 6 th Semester	350	167	163
B. Commerce 1 st Semester	50	20	12
Total	1600	710	685

2.3 TEACHING – LEARNING PROCESS

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems LMS, e-learning resources etc. Current year data

Number of teachers on roll	Number of teachers using ICT LMS, E-resources	ICT tools and resources available	Number of ICT enabled classrooms	Number of Smart Classrooms	E-resources and techniques used
33	20	Overhead Projector, Screen, Pointer, Laptop	4	Nil	Inflibnet – nlist

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2.3.2 Students' Mentoring System available in the Institution/ give details. Maximum 500 words.

THE KEY ELEMENTS OF THE MENTORING PROGRAMME INCLUDED:

All students (mentees) were assigned a mentor from among the teachers. In our Semester system, since students have chosen a particular subject as honours right from the time of taking admission, the faculty or teachers concerned were supposed to mentor their concerned students. So the students enrolled in the first Semester with honours in any subject were under the care of that Department.

Students were matched randomly with their faculty but with the faculty of the Department that the students have taken as honours subject to avoid conflicts of interest within their programmes of study.

Mentor and mentee assignment happened at orientation i.e. on the first day of each Semester session.

Mentors were required initially to be in contact with mentees once a week. But later they could adjust the frequency based on the needs of the mentees.

While mentoring students we adopted the following strategies:

1. **Group meeting** – A faculty/teacher once assigned a number of students (normally a group of 30-40 students), have to meet the group immediately. The mentor explained the working dynamics of both formal and informal systems within the College. This involved such basics as filling out application forms, choose honours subject based on students' performance in the previous examinations. This was done especially to the BA first Semester students as they were instructed that once they have opted for a particular subject as honours, they could not change till the end of the course. Then the mentor would take the information of each students like name, sex, age, parents' occupation, place, class, school last attended, contact number, email address etc. in such meeting, opportunities were given to students to express their concerns to the mentor, especially problems related to their academic or educational problems. In these meetings, mentors were able to make their expectations of the students' clear and set the stage for subsequent discussion.

2. **One-to-one meetings:** It was found that one-to-one meetings or small group meetings to be an important complementary to group meetings. Such meetings gave students time to express their concern to mentors in a confidential environment. Here students were encouraged to participate in various activities organized by the College and other activities off-campus. The mentors explained the necessity for attending seminars, conferences or any awareness programmes and also encouraged the advantage of membership in NSS and NCC programmes and other social useful organizations.

PROBLEMS ENCOUNTERED DURING MENTORING:

Undergraduates were under tremendous stress at times for a number of reasons. Sometimes they underestimated the workload and time commitment their classes required and sometimes they were overwhelmed by the transition

faced in College and the responsibilities of adult life. But the mentors were encouraged to maintain empathy for students and to understand students' context.

Another problem was due to time constraints. As mentors were teachers themselves, running for the course/classes was always a priority. Mentors were suggested that during extra hours of classes to create a healthy and open line of communication with students and take more time to build companionship.

The following have been useful in our mentoring system:

Team meeting: Once in three or four months, all members and faculty of the mentoring system meets. During such meetings, one or two members of the team can present the progress of their mentoring and allow other members to ask questions. We have found that an open discussion period at the end of the conversation to be especially important for furthering the project in the best way possible.

Number of students enrolled in the Institution	Number of full-time teachers	Mentor; Mentee Ratio
685	33	1:25

2.4 TEACHER PROFILE AND QUALITY

2.4.1 Number of full-time teachers appointed during the year

No. of Sanctioned positions	No. of Filled positions	Vacant positions	Positions filled during the current year	No. of Faculty with Ph.D.
Nil	Nil	2 in Commerce Department	Nil	2

2.4.2 Honours and recognitions received by teachers

Received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year

Year of Award	Name of full time Teachers receiving Awards from State level, National level, International level	Designation	Name of the Award /Fellowship, received from Government or recognized bodies
Nil	Nil	Nil	

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 Number of days from the date of Semester-end/Year-end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/Year	Last date of the last Semester –end/ Year-end Examination	Date of declaration of results of Semester-end / Year-end Examination
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ODD SEMESTERS

BA 1 st Sem		First Semester	23 rd October 2017	27 th March 2018
BA 3 rd Sem		Third Semester	23 rd October 2017	28 th March 2018
BA 5 th Sem		Fifth Semester	23 rd October 2017	28 th March 2018
B.Com 1 st Sem		First Semester	23 rd October 2017	22 nd March 2018

EVEN SEMESTERS

BA 2 nd Sem		Second Semester	14 th May 2018	10 th September 2018
BA 4 th Sem		Fourth Semester	14 th May 2018	10 th September 2018
BA 6 th Sem		Sixth Semester	14 th May 2018	20 th July 2018
B.Com 2 nd Sem		Second Semester	14 th May 2018	26 th July 2018

2.5.2 Reforms initiated on Continuous Internal Evaluation CIE system at the institutional level 250 words

The College uses the following mechanisms for continuous evaluation of the students.

1. **Evaluation through Internal Assessments:** as per the regulations and norms of the affiliating university, Internal assessment carries 25 marks (15 marks for internal tests and 10 marks for assignment to be written by the students in their own handwriting). In consultation with the Principal, the Secretary of the Exam Cell (a committee constituted by the Governing Body to see the smooth running of the examinations) prepared the detailed schedule of the Internal test as prepared in the Academic Calendar. The schedule contained the dates of the internal test,

evaluation process and also information to check malpractices.

The schedule was circulated among the faculty members and the same was notified to the students on the notice board and the announcement was made in the classrooms.

2. **Evaluation through Assignments:** Teachers of each Department had a meeting at the beginning of each Semester, worked out and announced the topics for assignments and clearly notified to students that it was part of internal assessment. The assignments were written by the students on time with deadline for submission. The quality of the assignment as well as the punctuality in submission of the assignments was the basis for assessment.

3. **Evaluation through Attendance:** The College promoted maximum possible attendance through allotting internal marks as incentives.

4. **Through viva-voce:** Viva-voce was not mandatory in all Departments but in some Departments, certain amount of internal marks was set to be granted based on the performance in the viva-voce.

5. **Through effective Presentation:** In certain subjects like Education where “Skills of Teaching” is a part of the syllabus, students were advised to prepare, present and demonstrate in the open class which was judged to award marks for the internal assessment.

REFORMS INITIATED BY THE COLLEGE ON ITS OWN:

1. **Arrangement of Answer scripts:** During internal test, where students have to sit minimum 2 in each bench, the College sealed the scripts with ABCD so that students in two benches would not get the same question. This pattern made the invigilators’ duty easier and evaluation of papers would be equally distributed among teachers of the subject concerned.

2. **Early announcement of Result:** With the above practice, it took less time for teachers to evaluate the scripts and it has become possible to announce the result early.

3. **Opportunity for Retest:** The College had a provision for internal retest for those students who could not sit for the regular test due to sickness or other unavoidable reasons.

4. **Remedial Classes:** The College has introduced one best practice for those students who fell short of attendance to make up for their deficiency through attending extra hours of classes conducted exclusively for them. This avoids the students from losing a Semester’s University Examination.

COLLEGE EFFORTS TO AVOID MALPRACTICES:

Strict invigilation was conducted in the examination hall throughout the duration of examination. Seating arrangement was decided in advanced and printed registered numbers were pasted in each set. The seats were spread out to avoid possibility of malpractice. Verbal instruction was given to all the students at the commencement of the examination about the consequences of malpractice. Staff on duty, work in shift to ease the process of invigilation. Students were instructed to keep all their personal belongings outside the hall. The surrounding areas of the examination hall was made noise free and made no entry zone. The officer-in-charge of the examination monitors the examination hall through fitted CCTV and was continuously recorded for future review if needed.

Preparation of Academic Calendar. The College prepared the Academic Calendar annually before the Odd Semesters. This was done so that the new Semesters i.e., first Semesters students will adhere to the College culture. The Staff Meeting sat as soon as the State Board of Secondary Education (mid week of May) declared the result. In this meeting, the faculty decided the date of commencement of first Semester class and few teachers were selected by the meeting to prepare the Academic Calendar, mostly the Heads of the Departments.

The College attempts to satisfy the following requirements:

The Academic Calendar was divided into Odd and Even Semesters of approximately 15 weeks each. The Academic Calendar included dates or weeks, occasion or events of dates and important day of the Departments. The Departments were instructed to choose a date to be observed as 'IMPORTANT DAY OF THE DEPARTMENT' so as to enter in the Academic Calendar. A day should have relevance with the syllabus, for example Education Department chose 'International Literacy Day', Political Science Department chose 'Human Rights Day' and the like. The reports of such activities were reported to the Staff Meeting.

ODD SEMESTER

The Odd Semester began in June. As soon as the classes commence, announcement of topics of assignments was given to students and inform them that after the completion of each unit a unit test would be conducted. This was not included in the Academic Calendar as it depends in the wisdom of the Department concern. The first week of October is usually the Odd Semester final examinations, so by 1st or 2nd week of September a general internal test will be held to prepare students for the final examinations. The last two weeks of October was designated as Odd Semester break.

EVEN SEMESTER

Even Semesters also covered 15 weeks excluding winter break. The first week of November was the commencement of Even Semesters. Most of the co-curricular activities of the College take place at the beginning of this session 10 days of December and January were Christmas holidays and winter break respectively. In February started the continuation of Even Semester till March. By March 1st week or 2nd week internal test was held. In the first week of April started the Even Semester final exam. Half of May was the Even Semester break and enrollment of new students took place till the second week of June. By second week of June commencement of Odd Semester started.

During Semester break, students and teachers were free from taking classes. However this was counted as working days for faculty.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Programme outcomes, programme specific outcomes for all programmes offered by the Institution were stated and displayed in Website of the Institution – to provide the Web link

2.6.2 PASS PERCENTAGE OF STUDENTS

Programme Code	Programme Name	Number of Students appeared in the final Semester Examination	Number of Students passed in final Semester Examination	Pass Percentage
	B A 1 st Semester	304	88	28.94
	BA 2 nd Semester	257	44	17.12
	BA 3 rd Semester	186	34	18.27
	BA 4 th semester	167	76	45.50
	BA 5 th Semester	160	79	49.37
	BA 6 th Semester	137	25	18.24
	B.Com 1 st Semester	12	10	75.00
	B.Com 2 nd Semester	12	7	58.33

2.7 STUDENT SATISFACTION SURVEY

2.7.1 Student Satisfaction Survey SSS on overall institutional performance. (Institution may design the Questionnaire). Result and details be provided as web link.

CRITERION III- RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations.				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the academic year.
Major projects	NIL			
Minor projects	NIL			
Interdisciplinary projects	NIL			
Industry sponsored Projects	NIL			
Projects sponsored by the University/College	NIL			
Students Research Projects (other than compulsory by the college)	3 months	Sngap Syiem College	Rs 5,000	Rs 5,000
International Projects	NIL			
Any other (Specify)	NIL			
Total			Rs 5,000	Rs. 5,000
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights and Industry-Academic Innovative practices during the year.				
Title of Workshop/Seminar	Name of the Dept.	Date(s)		
NIL				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the Innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL				
3.2.3 No of Incubation centre created, start-ups incubated on campus during the year				
Incubation centre	Name	Sponsored by		
NIL				

Name of the Start-up	Nature of Start-up	Date of commencement				
NIL						
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National			International	
NIL						
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Centre)						
Name of the Department					No. of Ph. Ds Awarded	
NIL						
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication			Average Impact Factor, if any	
National	NIL					
International	NIL					
3.3.4 Books and Chapters in edited Volumes/Books published, and papers in National/International Conference Proceedings per Teacher during the year.						
Department					No. of publication	
Political Science					2	
3.3.5 Bibliometrics of the publications during the Last Academic year based on average citation index in Scopus/Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the Author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL						
3.3.6 h-index of the Institutional Publications during the year.(based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL						

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year:				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/Workshops	6	31		25
Presented papers	5	4		1
Resource Persons				
3.4 Extension Activities				
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/RedCross/Youth Red Cross (YRC) etc., during the year				
Orientation programme National Services Schemes Sngap Syiem College Unit		50	6	National Services Schemes Sngap Syiem College Unit
Observance of Swachta Pakwada		60	2	Organised by NSS Unit, Sngap Syiem College
Celebration of the week for freedom from open Defecation “Khule Shauch se aazadi week”		20	1	o/o the Deputy Commissioner, South West Khasi Hills
Celebration of International Day of Yoga Organised by National Services Schemes Unit South West khasi hill		50	2	Ramakrishna Mission
Awareness programme on Career Guidance Organised by National Services Schemes Sngap Syiem College		60	3	National Service Schemes, Sngap Syiem College
Aids Awareness programme		50	6	Social Welfare and Youth Organisaton Jingiaseng Samla Mawkyrwat District in collaboration with National Service Schemes Sngap Syiem College

One day workshop Social Media and role of Youth	50	3	NSS Unit, Sngap Syiem College
Two days workshop on Youth and Career	50	5	NSS Unit, Sngap Syiem College
World Aids Day 2017	20	1	Meghalaya Aids Control Society
Trekking-cum-Adventure Programme	20	3	NSS Unit
Free Health Camp	20	1	NSS Unit
Cleaning Drive	50	1	NSS Unit
Celebration of International Yoga day(2018)	15	1	NSS Unit
Observance of Swachta Pakwada	60	1	NSS Unit
Observance of World Environment Day	50	2	Basin Development Mawkyrwat
Training on Disaster Management	30	1	DRDA South West Khasi Hills
Training on Youth and Self Employment	30+ villagers of Nongdom Nongbrei	2	Meghalaya State Skill Society
World Aids Day 2018	80+	2	NSSUnit
World Aids Day 2018	150	20	Piramal Swashthya Management and Research Institute Shillong.

Construction of drinking water pond at Nongdom-Nongbrei during NSS Special Camp 5th -11th , November, 2018

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of Activity	Award/recognition	Awarding bodies	No.of Students benefited
nil	nil	nil	nil

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swatch Bharat, Aids Awareness, Gender Issue ,etc. during the year

Name of the Scheme	Organising unit/ agency/collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration

NIL				
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year.				
Nature of linkage	Title of linkage	Name of the partnering institution/industry/research lab with contact details	Duration	Participant
NIL				
3.5.3 MOUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MOU signed	Purpose and Activities	Number of students/teachers participated under MOUs	
NIL				

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES		
4.1 Physical Facilities		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
1.1 crore	1.1 crore	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	3099.79 sq. m	22 acres
Class rooms	13	3
Laboratories	2	1
Seminar Halls	1	NIL
Classrooms with LCD facilities	3	3
Classrooms with Wi-Fi/ LAN	-	-
Seminar halls with ICT facilities	1	-
Video Centre	NIL	NIL
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	10	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	32 lakhs
Others (Up-gradation of Library and Computer Centre)	-	70 lakhs

4.2 Library as a Learning Resource

4.2.1 Library is automated { Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Preparing	-	-	-

4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5185	27,51,180	135	73409	5320	28,24,589
Reference Books	368	2,45,600			368	2,45,600
e-Books	NLIST	5900			NLIST	5,900
Journals	7	17450	2	8600	9	26,050
e-Journals	NLIST	5900			NLIST	5,900
Digital Database						
CD & Video	38				38	
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	10	8	Yes	Yes	Yes	4	8		
Added	25	17	Yes	Yes	Yes	2	0		
Total	35	25				6	8		

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

Wimax/Landline..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording
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		facility	
Nil		Nil	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil	NA	NA	NA

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4,80,950.00	13,000,000	12,77,419	13,000,000
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>The Governing Body of the College has constituted several committees and cells for the maintenance and utilisation of Physical, Academic and Support facilities. In this regard, it has framed the Procedures and Policies.</p> <ul style="list-style-type: none"> (i) The College Campus Development Committee has been constituted to look after all infrastructural needs of the College like Constructions, Supply of Water and Electricity etc. (ii) The Sports Committee has been constituted to look after Sport matters and facilities. It has been entrusted to conduct Coaching Camp, Competition and Participation in Sports events etc. (iii) Academic Committee has constituted to look after the role of implementation of the Curriculum, Examination etc. (iv) Library Committee has constituted to look after Procurement of Books, Maintenance and interior infrastructure etc. (v) It has also been constituted a Procurement Committee to look after what is to be procured but it also does the work of the upkeep of equipment such as Computers, Printers etc. (vi) Project Implementation Committee and Procurement Committee under RUSA have been constituted to monitor and execute all component as per RUSA Guideline. 			

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student support			
5.1.1 Scholarship and Financial Support			
	Name/Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	People With Disability Scheme	5	Rs. 3,419
Financial support from other sources			
a) National	Minority and Umbrella Scholarship	167	Rs. 3,500
b) International			
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga Meditation, Personal Counseling and Mentoring etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
A. Soft Skill Development:			
1.Personality Development and Interview Skill	March-May 2018	60	Hundredfold Academy, Shillong.
2.Diploma in Computer Application	January-September 2018	72	Add-On Course Committee, Sngap Syiem College
3.Hindi Spoken Class	January-September 2018	7	Add-On- Course Committee, Sngap Syiem College
4.Training on Integrated Farming	May 2018	20	RRTC Umran, Ribhoi
5.Training on Data Entry and Tally	November-December, 2018	20	A/MA Computer Centre, Nongmynsong, Shillong
B. Personal Counseling:			
1. Personal Counseling	September-October 2018	10	Community Health Centre, Career Guidance Cell of Sngap Syiem College.
C. Mentoring:			
Mentoring System of Sngap syiem College	June 2017	685	All Departments of the College

D. Remedial Coaching						
RUSA Scheme		September 2017- March 2108	685	Sngap Syiem College		
5.1.3 Students benefitted by guidance for competitive examinations and career counseling offered by the institutions during the year.						
Year	Name of the scheme	Number of benefited students by Guidance for competitive examination	Number of benefited students by career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed	
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, prevention of sexual harassment and ragging cases during the year.						
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal		
1 (Sexual)		1		1		
5 Student Progression						
5.2.1 Details of campus placement during the year						
On Campus			Off Campus			
Name of Organization visited	Number of Students Participated	Number of Students Placed	Number of Organization Visited	Number of Students participated	Number of Students Placed	
			Police Department	50	2	
			Office of the Deputy Commisioner, Mawkyrwat	80	5	
5.2.2 Students Progression to higher education in percentage during the year						
Year	Number of students enrolling into higher education	Program me graduated from	Department graduated from	Name of Institution joined	Name of Programme admitted to	

2018	2	Sngap Syiem College, Mawkyrwat	Education, Political Science	N.E.H.U	M.A
2017	4	Sngap Syiem College, Mawkyrwat	English and Education	D.I.E.T, Nongstoin	D.EL.ED

5.2.3 Students qualifying in state/national/ international/level examination during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities/competitions organized at the Institution level during the year

Activity	Level	Participants
Sports and Competitions:		
1. Basketball Competition for both boys and girls	Institutional Level	40 Boys and 40 girls
2. Volleyball Competition for boys only	Institutional Level	48 Boys only
3. Mawpoin Competition for girls	Institutional Level	60
4. Football Competition for both boys and girls.	Institutional Level	72 Boys and 72 Girls
Coaching Camp:		
Coaching Camp for Football for both Boys and Girls	Institutional Level	25 Boys and 25 Girls

5.3 Students Participation and Activities

5.3.1 Number of Awards/medals for outstanding performance in sports/cultural activities at National/International level (award for a team events should be counted as one)

Year	Name of the	National/International	Sports	Cultural	Students	Name of the students
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	award/medal				ID number	

5.3.2 Activity of student Council& representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council Sngap Syiem College Mawkyrwat:-

A Student Council is a representative structured where students can become involved in the affairs of the College working together with the College management, College faculty and parents for the benefits of the College and its students.

Composition of the Student Council: It is composed of the following:-

1. Two class representatives of each class.
2. All class representatives will elect the office bearers of the Students Council from among them by voting system.
3. Office bearers of the council is indicated in the following table:-

Composition	In charge
Supervisor	Student's Welfare Section
President	Fifth Semester of any stream (Arts/Commerce)
Vice- President	From any class of any stream
General Secretary	From any class of any stream
Secretary	Final year of any stream
Assistant Secretary	Third semester of any stream
Treasury	From any class
Sport Secretary	From any class
Publicity Secretary	From any class
Two College Faculty Members	Adviser to the Students' council

Role of the Students Council: Its role is to promote the interest of the College and the involvement of students in the affairs of the College, in co-operation with the board, parents and the teachers.

Objectives of the Students Council:-

1. To enhance communication between students, college management, faculty members and parents
2. To promote an involvement conducive to educational and personal development.
3. To promote friendship and respect among the students.
4. To support the college management and faculty members in the development of the college.
5. To represent the views of the students on matters of general concern to them.

Functions of the Council:-The Students Council undertakes the following functions:-

1. Representing the views of the student body to the college management.
2. Promoting good communication within the college.
3. Supporting the educational development and progress of the students.
4. Assisting with induction/mentoring for first year students.
5. Assisting in college sporting and cultural activities.
6. Organizing fund- raising events for charity.
7. Organizing fresher's social meet, college fest etc.
8. Liaising with Students Councils of other colleges.

The Constitution:-

The council has its own working constitution. The constitution provides for the aims, purposes, tenure and the composition of the council. There are provision for the function of the student's council, sub-committees, finance and fund-raising, meeting at least 3 times a year, removal of members and filling in vacancies and amendment of constitution. It also provides for the duties and responsibilities of the office bearers and its members.

It is hope that the student's council would be an active participatory unit of the institution contributing to the effective working of the college as a whole. At the same time it develops the confidence of the students to overcome shyness, motivate team-work, decision making, problem solving, constructive discipline and develop healthy working relationship. Through this platform, a sense of responsibility, accountability, dedication and devotion is instill in the young minds of the students community, thereby, prepared them to be fruitful citizen of the nation

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The alumni has just prepared all documents related registration under Registration Act

5.3.2 No. of registered enrolled Alumni: Compulsory registration of all pass pupils

5.3.3 Alumni contribution during the year(In Rupees): Nil

5.3.4 Meetings/activities organized by Alumni Association: 2 Meetings

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The Management has entrusted to the teaching and non-teaching faculties to perform their own responsibilities as per the work assigned to them. Four teachers are members of the Governing Body. Two Vice-Principals are appointed to assist management. Heads of Department concern are entrusted to perform their activities both academic and non-academic activities with the active participation of fellow teachers in the Departments. Departments are allowed to conduct students' projects and researches with the seed money provided by the College. Departments are allowed to organise different programmes, seminars, workshops and Conference of different level at their capacity with support from the management. Some faculties have been deputed on behalf to attend various meetings and workshops at different Government and non-Government functionaries.
2. Members in different Committees/Cells: The management has setting up about 20 different Committees/ Cells with the primary objective to ensure quality enhancement both in the academic and non-academic indicators. Teaching and non-Teaching faculties are actively involved as office bearers and members of different committees and their contribution as per the instruction from the management is immense. Students are also involved as members in the NSS Advisory Committee, NCC, Student Welfare Committee, Student's Council and other Committees too. Each teacher has been assigned to mentor a group of students so as to accumulate primary information about student background with the target to minimise dropout rate to zero level and to raise their performance level.

6.1.2 Does the Institution have a Management Information System (MIS)?

Yes/No/Partial:

Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the Institution for each of the following (with in 100 words each):

- ❖ Curriculum Development: Curriculum has already been developed by the affiliating university (NEHU). It is done by the Boards of Undergraduate Studies (BUGS) which also reviews the curriculum periodically. However, the College too augments the syllabus within a frame work so as to effectively cater to the need of the students, specific to the need of the students undergoing BA and B.Com Courses. The Syllabus for the Add-on Courses such as Spoken Hindi, Diploma in Computer Application is developed by the Institution. However, other courses like Integrated Farming, Soft Skill and Personality Development are developed by our collaborative Institutions such as Rehabilitation Research and Training Centre, Umran and Hundredfold Academy Shillong. Courses on Tally and data Entry is developed by Asiatic Liberal Multifarious Association (ALMA) Computer Centre, Shillong.
- ❖ Teaching and Learning: Teachers are well equip with the modern teaching aids. Library and e-resources are helping students to access more information to study materials and make them more interest in visiting library. Students projects and assignment make students more active in participative learning hence it improve their learning habits and a spirit of competitiveness among them.
- ❖ Examination and Evaluation – The College adopted new strategies by conducting regular class tests and strict invigilation during the examination period. An internal test which is a part of the Internal Assessment in the Affiliating University is conducted as per the criteria notified by the University.

Continuous Internal Evaluation is done regularly by				
❖ Research and Development: Some teachers and students have conducted minor research which seed money provided by the College.				
❖ Library, ICT and Physical Infrastructure / Instrumentation: The College has up-gradated Library to more spacious facilities under RUSA Scheme. More computers have been added under RUSA Scheme.				
❖ Projectors in some rooms and laptops to all departments were provided. Blackboards have been replaced by fibre board. PA systems have been installed in large halls. In the face manner the College has also replaced the filament and CFL bulbs by LED Bulbs in order to minimise the expenses on electricity. Water supply system has been upgraded with financial assistance from RUSA. New toilets for faculty and students, Local Area Network (LAN), Differently abled toilet facilities, simple ramp, new benches and desks, conference hall, computer laboratory, 3 new classrooms for Commerce Block.				
❖ Human Resource Management: Teaching and non-Teaching are appointed as per UGC Norm and Guidelines. A part from Both Teaching and non-Teaching have assigned as per their capability				
❖ Industry Interaction / Collaboration: The College has collaborated with Hundredfold Academy, Shillong for Students' Enrichment Programme like Personal Skill Development. The College had also take students to Indian Institute of Entrepreneur (IIE), Guwahati for one day Training on Entrepreneurship.				
❖ Admission of Students: All students who have applied admission are admitted because the College is the only Institution imparting higher education in the District especially to the under privilege students hailing from the very remote villages within the District.				
6.2.2 : Implementation of e-governance in areas of operations:				
❖ Planning and Development: The implementation of RUSA Scheme in the College has brought lot of changes in the planning and development of the College in term of Infrastructure and academic programmes for students. The active role of IQAC in the College has initiated lot of valuable suggestion before Governing Body and the same have been implemented for the overall development of the College.				
❖ Administration: The College has introduced Computerization in the administrative and office work. Computerization of accounts is one of the biggest achievements that the College has just introduced.				
❖ Finance and Accounts: Computerized of Accounts has just initiated.				
❖ Student Admission and Support: All students passed Higher Secondary Schools who have seeking admission are admitted without any hard and fast rule.				
❖ Examination: The departments Concern have entrusted to arrange Class tests and Assignments as per the instruction of the Affiliating University. Special tests and exams are conducted to the slow learners and weak students to assess their performance level and to provide remedial classes with the help of equity programme under RUSA.				
6.3 Faculty Empowerment Strategies				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

Nil					
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018	One Day Workshop on NAAC Perspective		24.5.2018	31	7
2018	One Week Faculty Development Programme		11-16, June, 2018	28	3
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
One Week Faculty Development Programme		31		11-16, June ,2018	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime=2	Permanent=1	Fulltime/temporary	
6.3.5 Welfare schemes for					
Teaching			Public Provident Fund (PPF)		
Non-teaching			PPF		
Students			First Aids, relaxation of fees to Physical Challenge Students, exemption of about 25% of fees to awardees at State and National Level.		
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly: (with in 100 words each) Internal Audit: The Governing Body has appointed two retired government Accountant for the purpose of internal Audit. These personnel are autonomous and have not involved in any committee executed by the Institution. External Audit: The Governing Body has continued to entrust D. Das & Associates, Chartered Accounts to conduct external financial audit regularly.					

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
NERC		5000		Student programme
6.4.2 Total corpus fund generated : Nil				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Governing Body
Administrative	No	NA	Yes	Governing Body
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
1. One day Interactive Session with parent to highlight about different policies adopted by the Institution for the overall improvement of both academic and non-academic activities of students.				
6.5.3 Development programmes for support staff (at least three)				
1. 7 supporting staff attended the One day workshop on NAAC perspective				
2. 3 supporting staff attended the One week faculty Development Programme				
3. 2 supporting staff have been deputed to attend one day awareness cum training on computerisation of Account at Shillong College				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : (Yes)				
b. Participation in NIRF : (No)				
c. ISO Certification : (No)				
d. NBA or any other quality audit : (No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2018	One day workshop on NAAC Perspective	24.5.2018	4 hours	38
2018	One week Faculty Development Programme	11-16, June, 2018	6 days	31
2018	National Conference on SOAR (Societal Changes, Oppurtunity exploration,	23-24 November, 2018	2 days	200

	Authentic Leadership, Reflect & energize)			
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Sensitization Programme on Women & Child Protection Act and Social Welfare Scheme	27/4/2018	66	5

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

1. Observation of World Environment day by NSS Unit
2. Observation of Swachta Pakenda on 15 August 2018 by NSS Unit

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	
Provision for lift	No	
Ramp/ Rails	Yes	
Braille Software/facilities	No	
Rest Rooms	No	
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ol style="list-style-type: none"> 1. Installation of Dustbins 2. Using CFL Bulb to minimise energy consumption 3. Using water harvesting 4. Free plastic zone 5. Campus beatification 		
7.2 Best Practices Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your Institution website, provide the link 7.2 Best Practices 7.2.1. Describe at least two institutional best practices (as per NAAC) format Best Practices I Title of the Practice: Identification of plant species in old and new campus of the College. Objectives of the Practice Environmental Studies is part of the courses for the undergraduate students of all streams, but most of the students are less aware about the diversity of plant species present in our own surrounding. So the main objectives of the practice are: <ul style="list-style-type: none"> • To make them aware about the diversity of plant species in our own campus. • To enable them to identify the species with photographs. • To provide them information about the role of plants in our environment. • To make them aware about the effect of deforestation or clearing of vegetation. • To inculcate them a sense of responsibility towards the environment. The Context <ul style="list-style-type: none"> • The students were excited to do the task entrusted to them.. • The Principal had sent a request to the expert of Soil and Water conservation Department, South West 		

Khasi Hills District to help in the identification work.

- The students, some faculties along with the expert had done the identification and also took the photographs of different plant species available in both old and new campus.

The Practice

To achieve the mentioned objectives the students along with the faculties and expert went to the new campus for identification. The students that had been taken to the field were only the sixth semester students. Being students from arts background they hesitate in taking part in doing the activities. But when through motivation they had helped a lot in looking for different plant species which they could identify by the morphology of the plants. And the most interesting part was that most of them they could identify the plants by local names as most of the students are from different villages which they had used and collect firewood from the jungle for cooking and house construction. Some of them were also shepherds, so they could identify the fodders and different grasses present in the campus. To make them aware about the impact of deforestation, during world environment day a short lecture about deforestation was given by the faculty.

Evidence of Success

As on 24th November 2018, forty one plant species had been identified in both the College campuses. The plant species includes herbs, shrubs and trees and some of the plant species has medicinal properties as they are commonly used by the local people for treatment of various ailments. Some of the plants has edible stem some edible fruits and some are used as fodders, timbers and fire woods. Some of the identified plant species are: *Viburnum cylindricum*, *Viburnum foetidum*, *Viburnum corylifortium*, *Holboellia latifolia*, *Canthium glabrum*, *Agapates satigera*, *Elignus conferta*, *Myrica nagi*, *Myrica esculenta*, *Ligustrum robustum*, *Mussaenda roxburghii*, *Exbucklandia popunea*, *Toddali asiatica*, *Vaccinium sp*, *Helicia nilagirica*, *Robus elipticus*, *Rubia cordifolia*, *Photinia notoniana*, *Fraxinus floribunda*, *Castanopsis indica*, *Rauvolfia densiflora*.

Problems encountered

- Facing problems in identification of the plant species as most of the species are known only in local name and some do not even know the name.
- Ensuring the participation of the students in the programme is also a tough task.
- Need the expert from outside as only the faculty and students will not be able to complete the task.

Best Practices II

Title of the Practice: Student Research.

Objectives of the Practice:

To find out the constraints faced by secondary schools of Mawkyrwat village from teachers' perspective and to offer useful suggestions.

The Context:

Secondary education is a ladder to higher education. Schools offering this kind of education serve as feeders. Education the schools offers affect quality inputs at college level. Since students coming to Sngap Syiem College were so far in want for quality, the results at higher level was impacted adversely, and hence this study was meant to pinpoint the problems faced by these schools from what teachers perceived.

The Practice:

Three students of Sixth Semester from the Department of Education took the initiative to undertake this study. Faculty members of the Department were actively involved right from planning, executing to completion stages. The study was based on primary data. Collection of data was taken from 48 teachers from 8 secondary and higher secondary schools of Mawkyrwat village. Questionnaire developed by Dr. Belinda Marwein, Assistant Professor in the Department of Education was used. It was based on dimensions like aims and objectives of the school, curriculum, methods of teaching, testing and evaluation, discipline, medium of instruction, use of ICT, infrastructure, laboratory, library, teacher-management relationship, satisfaction level of teachers, professional development, students' facilities, students' outcomes and reinforcements.

Students identified the schools and personally went out for data collection by using the questionnaires. Data thus collected was analysed by using percentages and interpreted accordingly. Findings and suggestions were given in the research report along with photos of the teachers, the heads of the school and the investigators along with teachers involved in it.

Evidence of Success:

From the study, many constraints faced by secondary schools were identified. Teachers of secondary schools were found to use mother tongue mixed with English while teaching English as a subject. This finding was very true because most students coming to the college still struggled to communicate English orally. They seemed not satisfied with pay band especially those working in private schools. Most of them did not use modern ICT in their classrooms. Many of them expressed burden of school work and suggested that more teachers must be appointed in the schools they were teaching. Teaching methods they used were mainly teacher-centred. Most secondary schools and higher secondary schools did not have libraries and adequate classrooms, not to mention about auditoriums.

All respondents including heads of the institutions showed remarkable enthusiasm and involvement in responding to the questionnaires distributed to them. Evidently, it shows teachers need changes and in fact expect changes.

The research report was released during Sngap Syiem Day on 30th November, 2018 by one of the founding members of the College itself, Shri. N. Syiemiong. It had inspired others and some students even came forward to other teachers of other Departments requesting them to guide them in similar research works.

Problems encountered:

Time constraint was one problem encountered by students. Students have to simultaneously go out for data collection while their classes were on. Again, the College did not have much resource like 4G internet facilities,

and slow internet affected work. Another problem was finance. Library was not adequate.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

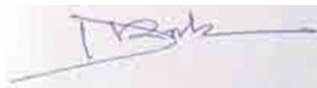
- The College could start B.Com in 2017 with the sole objective to serve the society as being mention in the vision and priority of the Institution. Keeping in the heart of the Governing Body that the Institution will open more streams such as B. Sc in the next Academic Session, the initiative was started by preparing proposal of construction new building under RUSA. Despite many hindrances face by the Institution, the College also prepared to set up an extension campus to serve the utmost demand of the public and to address the dropout rate in the entire District.

8. Future Plans of action for next academic year (500 words)

1. Open extension Campus
2. Open Science Stream
3. Construct new Buildings through RUSA Scheme
4. Initiate more Equity Programmes for students
5. Organize National seminar/workshop/symposium/conference
6. Improve the pass percentage of students
7. Improve performance of faculty
8. More collaboration with other institutions
9. Improve for MIS
10. More add-on courses for students

Name _Kyntiewkumar Nongsiej

Name Dr.S.S. Khongkiam



Signature of the Coordinator, IQAC.

Signature of the Chairperson, IQAC.