



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SNGAP SYIEM COLLEGE
Name of the head of the Institution		Dr. S.S. Khongkham
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		919436106831
Mobile no.		9436333667
Registered Email		sscollegem@rediffmail.com
Alternate Email		sngapsyiemcollege@gmail.com
Address		Mawkyrwat, South West Khasi Hills District-793114
City/Town		Mawkyrwat
State/UT		Meghalaya
Pincode		793114

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	KYNTIEWKUPAR NONGSIEJ
Phone no/Alternate Phone no.	919436173693
Mobile no.	8575364745
Registered Email	sscollegem@rediffmail.com
Alternate Email	sngapsyiemcollege@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	_http://sngapsyiemcollege.ac.in/2021/07/01/aqar-2018-19/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sngapsyiemcollege.ac.in/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.80	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC	01-Apr-2014
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7. Internal Quality Assurance System

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
Staff interaction meeting	02-Jul-2020	35

	1	
introduces of online classes	10-Jun-2020 1	30
View File		

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
Central Government	Equity programme	RUSA	2020 0	62500
Central Government	Infrastructure,	RUSA	2020 0	200000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Progress of Computerization in administrative work of the College. Coordinate equity programmes with RUSA Retain the service of Retire Teacher .Seed money for journal publication Online Classes

[View File](#)

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

Plan of Action	Achivements/Outcomes
To Retain the Service of Retired	Sir. G.N Turnia, exHead of Department

Teacher Research and Publication Computerization of account and administrative work Faculty Development Programme National Seminar Promotion of Teacher	Khasi and Viceprincipal has been appointed as Guest Prof. with effect from 1st October, 2019 The College paid the publication fees of paper publish by teachers in any approved journals of UGC Partially Implemented The GB Agreed to bear some expenditure to staff attending orientation Course, Refresher course, Short Term Course, etc Proposed to held on 27th28th March, 2020 but has to cancel due to Covid 19 lockdown The GB agreed to set up an internal system of evaluation and assessments of teachers deserve to get promotion as per UGC Guideline. Small incentive will be provided monthly as reward
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14. Whether AQAR was placed before statutory
body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	06-Jul-2020

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

No

16. Whether institutional data submitted to
AISHE:

Yes

Year of Submission

2019

Date of Submission

30-Sep-2019

17. Does the Institution have Management
Information System ?

No

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

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 Under Graduate Studies (BUGS), constituted by NEHU, comprising of several experts on different disciplines drawn from the University and its affiliated colleges, overseas 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 topic 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 topic allotted.. 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 are extended to the students. The college Library has a healthy number of books; consisting of text and reference books. The library also subscribes to at least one journal per department. Daily News Papers 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 Under Graduate 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

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	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	No

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

Feedback Obtained
The college receives feedbacks from the students, teachers and employee through standard feedback forms which are analyzed by persons appointed by the college. The analyzed feedbacks are thoroughly discussed by a panel of senior faculty members. It has been observed that these feedbacks have helped the institutions quite significantly in bringing about an overall development of the Institution

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA.	1050	818	733
BCom	BCOM	150	58	45
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	778	Nil	38	Nil	Nil

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
38	20	5	4	Nil	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
778	38	1:20

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	Nil	Nil	Nil

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised 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
2020	Kyntiewkumar Nongsiej	Assistant Professor	Global Teacher Awards 2020
View File			

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
BCom	4	4 SEMESTER	07/10/2019	16/12/2020
BCom	2	2 SEMESTER	07/10/2020	16/12/2020
BA	6	6 SEMESTER	07/10/2019	16/12/2020
BA	4	4 SEMESTER	07/10/2020	16/12/2020
BA	2	2 SEMESTER	07/10/2020	16/12/2020
BCom	1	1 SEMESTER	26/11/2019	06/03/2020
BA	5	5 SEMESTER	26/11/2019	10/08/2020
BA	3	3 SEMESTER	26/11/2019	10/08/2020
BA	1	FIRST SEMESTER	26/11/2019	07/08/2020
View File				

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

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 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. 2. 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. 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. This pattern made the invigilators' duty easier and evaluation of papers would be equally distributed among teachers of the subject concerned. With the above practice, it took less time for teachers to evaluate the scripts and it has become possible to announce the result early. 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. This avoids the students from losing a Semester's University Examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

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. This may change with the academic calendar of NEHU 2019-20. 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 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BA	BA	300	88	29.33
3	BA	BA	221	88	39.81
5	BA	BA	194	133	76
6	BA	BA	173	47	27.16
1	BCom	B COM	20	11	55
6	BCom	B COM	11	6	54

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

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 year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NATIONAL WEBMINAR	IQAC RUSA CELL	29/09/2020
INTERNATIONAL WEBMINAR	IQAC RUSA CELL	24/11/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
GLOBAL TEACHER AWARD	KYNTIEWKUPAR NONGSIEJ	MVLA TRUST, INDIA	05/10/2020	GLOBAL TEACHER AWARD ROLE MODEL AWARD 2020
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ECONOMICS	1	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ECONOMICS	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
SAMPRITI	K NONGSIEJ	SAMPRITI	2020	2454.3	GUWAHATI UNIVERSITY	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	3	Nil	Nil
Presented papers	3	3	Nil	Nil
Resource persons	Nil	2	Nil	Nil
View File				

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/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
College week celebration	STUDENT COUNCIL	38	400
Shri. K Nongsiej, P.O and NSS Volunteers of Sngap Syiem college have been appointed as Covid 19 volunteers by the Deputy Comissionner SWKHD Meghalaya: The	NSS	1	9

objective of appointment was to create awareness and maintain social distancing in public place			
Shri. K Nongsiej, P.O NSS Sngap syiem College has visited different Community Quarantine Centre in the District to interact and have counseling with Students/villagers in those Centres during the period of Covid 19 lock down	NSS	1	1
Shri. C Sohshang local Member of District Council, KHADC has donated 10 package of rice (10@50 kg500Kg) to NSS Unit and Shri. K Nongsiej P.O NSS Sngap Syiem College has distributed to 4 Villages. Due to restriction on taking volunteers to the spot,	NSS	1	1
Shri. K Nongsiej, P.O NSS Sngap Syiem College has distributed essential commodities to the 25 poorest families at Mawten Village during Covid 19 lock down Using the Car Pass issued by the District Administration on Covid 19 volunteer, Shri. K Nongsie	NSS	1	1
Shri. K Nongsiej, P.O, NSS Sngap syiem College, had distributed essential commodities like sugar, dal, mustard oil and onion to 75	NSS	1	1

poor families at Nongbrei-Nongdom (Adopted village)			
Shri. K Nongsiej, P.O NSS Sngap Syiem College has distributed 100 face mask at Pawphlang village (previous adopted village) and handed over to headman's daughter	NSS RUSA	1	1
Shri. K Nongsiej, P.O, NSS Sngap Syiem College along with Principal and HoD English Dept. had visited Hope Orphanage Trust Mawkyrwat and handed over essential commodities like sugar, potato, onion, mustard oil and dal to the care taker of the orphana	NSS	1	1
Distribution of Mask and Sanitizer to Hope Orphanage Trust Mawkyrwat	POLITICAL DEPARTMENT	5	5
Farewell-Cum-Felicitation Programme	IQAC	220	30
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NEHU/NSS PANDEMIC SERVICE	UNIVERSITY AWARD	NSS CELL NEHU	13
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh 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 participated in such activities	Number of students participated in such activities
AIDS AWARENESS PROGRAMME	NSS	OBSERVANCE OF WORLD AIDS DAY	25	200
View File				

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
No Data Entered/Not Applicable !!!			
View File			

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 the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

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/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
26244000	3456750

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Class rooms	Newly Added
Classrooms with LCD facilities	Newly Added
Laboratories	Newly Added
Campus Area	Newly Added
View File	

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
Nill	Nill	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.2.3 – 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	0	0	0	0	0	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

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

0 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 facility
No Data Entered/Not Applicable !!!	

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
1500000	1200000	300000	100000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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. (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 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Minority and Umbrella Scholarship	778	0
b) International	0	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	digital Literacy course	80	80	80	Nil
2020	Hindi Spoken class (Postponed due to pandemic)	20	20	20	Nil

[View File](#)

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	Number of grievances redressed	Avg. number of days for grievance redressal

Nill	Nill	Nill
------	------	------

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nill	Nill	NA	Nill	Nill
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	0	0	0	0
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

5.3 – Student 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 event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal in Inter College Cross Country Run 2019	National	1	Nill	68	AIDARIS LYNGKHOI
No file uploaded.						

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

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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: Meeting supposed to be held in Last week of March but postponed due to Pandemic lockdown

5.4.2 – No. of enrolled Alumni:

137

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

4 Meetings/activities organized by Alumni Association: Meeting supposed to be held in Last week of March but postponed due to Pandemic lockdown

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)

Best Practices I Title of the Practice: Reusing of plastic bottles for making vertical garden. Objectives of the Practice Environmental studies is part of the courses for the under graduate students of all streams, but most students are not aware about the possible waste management practices that can be done by them. So the main objectives of the practice are: • To make them aware about the possibility of reusing plastic bottle. • To provide them information about the problem caused by directly disposing them. • To make them aware about the effect of pollution cause by plastic bottle. • To inculcate them a sense of responsibility towards the environment by practicing waste management. The Context • The students were excited to do the task entrusted to them. • The students and some faculties were involved in maintaining the plants. The Practice To achieve the mentioned objectives the students of VI semester were ask to collect used plastic bottles , clean them properly, make a hole by cuttingthem and filled with fertile soil. Then small size plants were then grow in the bottle containing soil, tie the bottle with thread and hang them on the wall of the college. Some of the students prepared a self watering planters by cutting the bottle in to two halves. One half is filled with soil and the other by water. Hole was made and a thread about 20cm that can absorb water was tied at the hole, and then filled with soil. This bottle with soil was then put on the other half of the bottle containing about a quarter of water. Small size plants were then grow on the bottle and hang them in the wall of the college. The students were then made to take care of their own plants during free time. Evidence of Success As on December 2020 there are around 50 types of plants growing in the plastic bottle. Some of them are flowering plants and some are non flowering plants. Out of the many plants only few are known by names, the rest cannot be identified. Some of the names are : Chrysanthemum, Impatiens walleriana, Kalanchoe Blossfeldiana, Pelargonium, Primula, Solanum capsicastrum, Zygocactus truncates, Bryophyllum, Opuntia, Begonia, Ardisia crenata, Tradescantia zebrina, Primula obconica, Asplenium nidus, Crassula, Chlorophytum, Aleo vera, Syngonium podophyllum, Graptopetalum, Tradescantia sillamontana . Problems encountered • Facing problem 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 project is also a tough task. • Problem in maintaining the plants due to heavy rainfall during summer season and very low temperature during winter.

Best Practices II Title of the Practice: Integration of ICT Objectives of the Practice Enhanced Learning Experience The Practice To achieve the above objective, the topics of the syllabus were prepared in power point presentation. For some topics pictures, table and animation were also included in the PPT

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

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):

Strategy Type	Details
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Curriculum Development	<p>? Curriculum Development: Curriculum has already been developed by the affiliating university (NEHU). It is done by the Boards of Under Graduate 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 are 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.</p>
Teaching and Learning	<p>? Teaching and Learning: Teachers are well equipped 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.</p>
Examination and Evaluation	<p>? 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</p>
Research and Development	<p>? Research and Development: Some teachers and students have conducted minor research wih seed money provided by the College</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>? 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</p>

	RUSA Scheme
Human Resource Management	? Human Resource Management: Teaching and non-Teach have assign ing are appointed as per UGC Norm and Guidelines. A part from Both Teaching and non-Teaching ed as per their capability
Admission of Students	? 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:

E-governance area	Details
Administration	? 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.
Finance and Accounts	? Finance and Accounts: Computerized of Accounts has just initiated.
Student Admission and Support	? Student Admission and Support: All students passed Higher Secondary Schools who have seeking admission are admitted without any hard and fast rule
Examination	? Examination: The departments Concern have entrusted to arrange Class test and Assignment as per the instruction of the Affiliating University. Special Test 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.
Administration	? 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

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PPF NPS	PPF NPS	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.

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/ Grnats received in Rs.	Purpose
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NA	0	0
View File		

6.4.3 – Total corpus fund generated

0

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	Null	Yes	GOVERNING BODY
Administrative	No	Null	Yes	GOVERNING BODY

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>Consultation meeting of department with parents of slow learners students where suggestion from the concern parents are noted. 2. Procurements of Android mobile for their children for the purpose of online classes. 3. Signed and approved the concern form for consultation classes of their children during 2020 pandemic year.</p>

6.5.3 – Development programmes for support staff (at least three)

<p>1. Contribution to the expenses for attending workshop, seminar. 2. NPS 3. PPF</p>

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>Submission of Data for AISHE portal : (Yes) b. Participation in NIRF : (No) c. ISO Certification : (No) d. NBA or any other quality audit : (No)</p>

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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 IQAC	Duration From	Duration To	Number of participants
2020	Meetings with Head of Departments	25/10/2019	25/10/2019	25/10/2019	12
2020	National Webminar International Webminar	29/09/2020	30/09/2020	30/09/2020	35
2020	International Webminar	24/11/2020	25/11/2020	25/11/2020	38
2020	Annual Reflection Meeting	04/08/2020	04/08/2020	04/08/2020	31

[View File](#)

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	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Observation of World Environment day by NSS Unit

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

7.2.1 – Describe at least two institutional best practices

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: Reusing of plastic bottles for making vertical garden. Objectives of the Practice Environmental studies is part of the courses for the under graduate students of all streams, but most students are not aware about the possible waste management practices

that can be done by them. So the main objectives of the practice are:

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The Context

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- The students and some faculties were involved in maintaining the plants.

The Practice To achieve the mentioned objectives the students of VI semester were ask to collect used plastic bottles , clean them properly, make a hole by cutting them and filled with fertile soil. Then small size plants were then grow in the bottle containing soil, tie the bottle with thread and hang them on the wall of the college. Some of the students prepared a self watering planters by cutting the bottle in to two halves. One half is filled with soil and the other by water. Hole was made and a thread about 20cm that can absorb water was tied at the hole, and then filled with soil. This bottle with soil was then put on the other half of the bottle containing about a quarter of water. Small size plants were then grow on the bottle and hang them in the wall of the college. The students were then made to take care of their own plants during free time. Evidence of Success As on December 2020 there are around 50 types of plants growing in the plastic bottle. Some of them are flowering plants and some are non flowering plants. Out of the many plants only few are known by names, the rest cannot be identified. Some of the names are :

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Problems encountered

- Facing problem 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 project is also a tough task.
- Problem in maintaining the plants due to heavy rainfall during summer season and very low temperature during winter.

Best Practices II Title of the Practice: Integration of ICT

Objectives of the Practice Enhanced Learning Experience The Practice To achieve the above objective, the topics of the syllabus were prepared in power point presentation. For some topics pictures, table and animation were also included in the PPT to ensure that students can understand properly the topics. Evidence of Success By using ICT, it has improved attentiveness and engagement, quick understanding, enriched overall learning experience. It has also been found that after using this method most students never miss the class and also attracted other students to do the same. Problems encountered

- Limited number of projector, so most teachers are not able to use this method of teaching
- Due to weather and power problem during summer season, load shedding during winter season teachers found it difficult to use ICT .

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sngapsyiemcollege.ac.in/2021/07/02/college-best-practices/>

7.3 – Institutional Distinctiveness

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

No data entered !!!

8.Future Plans of Actions for Next Academic Year

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