



Yearly Status Report - 2018-2019

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		sngapsyiemcollege@gmail.com
Alternate Email		sscollegem@rediffmail.com
Address		MAWKYRWAT
City/Town		MAWKYRWAT
State/UT		Meghalaya
Pincode		793114
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	KYNTIEWKUPAR NONGSIEJ
Phone no/Alternate Phone no.	919436173693
Mobile no.	9436173693
Registered Email	kyntiewknongsiej@gmail.com
Alternate Email	sngapsyiemcollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sngapsyiemcollege.ac.in/annual-quality-assurance-report-aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sngapsyiemcollege.ac.in/annual-quality-assurance-report-aqar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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

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
Faculty Motivate teacher Development Programme and provide incentive for	05-Jun-2018 1	20

publication of papers

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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
NIL	NIL	NIL	2019 0	0

[View File](#)

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 :

2

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)

Start implementation of Computerization in administrative work of the College. Coordinate equity programmes with RUSA Organisingworkshop on GST .Preparing master plan and DPR for construction of infrastructure in consultation with RUSA Cell of the College Regular meetings with Head of Departments and Staff to find out strategies to improve students' performance.

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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
Welfare Scheme, Pension Scheme, Superannuation, Gratuity Research and Publication Computerization of account and administrative work Students'	Decided to register Atal Pension Yojana (APY) for all staff since the College is Government Aided. The College paid the publication fees of paper publish

Mentoring Feedback Mechanism Motivating students	by teachers in any approved journals of UGC Partially Implemented Implemented Implemented Implemented and improved
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body (Management)	24-Aug-2019

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

2018

Date of Submission

20-Sep-2018

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

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 Under Graduate 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 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. Normally, the sessions conducted in the classes comprise of activities such as Lecture, Discussion, Interactive and QA 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 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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Digital Literacy Course	Digital Literacy Course	01/03/2019	30	NA	Handling online application

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

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
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	80	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
NA	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
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 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 SEMESTER AND SEMESTER	350	400	315
BA	BA SEMESTER AND SEMESTER	350	224	224
BA	BA SEMESTER AND BA SEMESTER	350	194	194
BCom	BCOM SEMESTER	50	35	22
BCom	AND SEMESTER	50	12	12
BCom	BA COM SEMESTER	50	11	11
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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

2018	778	Nil	38	Nil	Nil
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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	4	4	Nil	1
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)

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

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
3	3	3	3	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
2019	NA	Nil	NA
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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	1	1	04/10/2018	29/10/2018
BA	5	5	04/10/2018	29/10/2018
BA	3	3	04/10/2018	29/10/2018
BA	1	1	04/10/2018	29/10/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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 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. 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. 4. 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

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

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)

<http://sngapsyiemcollege.ac.in/annual-quality-assurance-report-agar/>

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
2	BCom	B.Com 2nd Semester	12	7	58.33
1	BCom	B.Com 1st Semester	12	10	75.00
6	BA	BA 6th Semester	137	25	18.24
5	BA	BA 5th Semester	160	79	49.37
4	BA	BA	167	76	45.50
3	BA	BA	186	34	18.27
2	BA	BA	257	44	17.12
1	BA	BA	304	88	28.94

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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)

<http://sngapsyiemcollege.ac.in/annual-quality-assurance-report-agar/>

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
Nil	0	NA	0	0
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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
NA	NA	

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
NA	NA	NA	Nil	0
No file uploaded.				

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
NA	NA	NA	NA	NA	Nil
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
NIL	Nil

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)
International	ECONOMICS	1	1
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
NIL	Nil
No file uploaded.	

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
NA	NA	NA	Nil	0	0	Nil
No file uploaded.						

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
NA	NA	NA	Nil	Nil	Nil	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	Nil	35
Resource persons	Nil	1	Nil	Nil
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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
Trekking-cum-Adventure Programme	National Services Schemes Sngap Syiem College	4	50
Observance of World Aids day	National Services Schemes Sngap Syiem College	200	20
Two days workshops on Youth and career	National Service Scheme	10	6
Two days workshops on Youth and career	National Service Scheme	100	6
Seminar of GST	Commerce Department	50	15
Digital Literacy	RUSA Cell Sngap	1	80

Course	Syiem College		
Pool Volunteer During the Lok Sabha	National Services Schemes Sngap Syiem College	12	Nil
Diploma in Computer Application	RUSA Cell Sngap Syiem College	80	Nil
Hindi Spoken Class	RUSA Cell Sngap Syiem College	50	Nil
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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
NIL	NIL	NIL	Nil
No file uploaded.			

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
Poll Volunteers for Lok Sabha Election	NSS	Poll Volunteers During Lok Sabha Election	1	12
Drinking Pond	NSS	Inauguration of Drinking Pond at Nongbre i-Nongdom	1	5
Oreintation Programme	NSS	Annual Orientation Programme	2	140
Equity Programme	NSS RUSA	Digital Literacy Course	1	60
World Aids Day	NSS PMSRI	Observation of World Aids Day 2016	20	200
INTERNATIONAL YOGA DA	NSS NCC	DEMONSTRATION	2	50
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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
NA	0	NA	0
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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
NA	NA	NA	Nil	Nil	0
No file uploaded.					

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
NA	Nil	NA	Nil
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
7000000	750000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Newly Added
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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 patially)	Version	Year of automation
NA	Nil	0	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	5185	2751180	135	73409	5320
Reference Books	368	245600	Nill	Nill	368	245600
e-Books	5900	Nill	Nill	368	5900	368
Journals	7	17450	2	8600	9	26050
e-Journals	Nill	5900	Nill	Nill	Nill	5900
Digital Database	38	Nill	Nill	38	38	38
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	Nill	Nill	Nill	Nill	Nill	Nill

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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
NA	NA	NA	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	35	25	1	1	1	6	8	0	0
Added	0	0	1	1	1	0	0	0	0
Total	35	25	2	2	2	6	8	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
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	recording facility
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
150000	20000	100000	20000

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)

<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. (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</p> <p style="text-align: center;">http://sngapsyiemcollege.ac.in/others-2/</p>
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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, Meritorious Scholarship	778	4000
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 implemetation	Number of students enrolled	Agencies involved

Digital Literacy Programme	31/03/2019	80	Add-On- Course Committee, and Computer Department Sngap Syiem College
Hindi Spoken Class	06/01/2018	7	Add-On- Course Committee, Sngap Syiem College

[View File](#)

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
2018	NAA	Nil	Nil	Nil	Nil

No file uploaded.

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
Nil	Nil	Nil

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
NIL	Nil	Nil	Nil	Nil	Nil

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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
2018	1	Sngap Syiem College, Mawkyrwat	Education, Political Science	N.E.H.U	MA
2019	2	Sngap Syiem College, Mawkyrwat	English	Martin Luther University	MA

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

Activity	Level	Number of Participants
Basketball Competition for both boys and girls	Institutional Level	80
Volleyball Competition for boys only	Institutional Level	48
3.Mawpoin Competition for girls	Institutional Level	60
Football Competition for both boys and girls.	Institutional Level	144
Cross Country Run	NEHU (University Level, 29.08.19)	3
Cross Country Run	Inter Universities (10.10.2019)	1
National Youth Parliament	National Programme (Delhi)	1
Parade and Physical Fitness	University Pre-RD Camp	2
Coaching Camp for Football for both Boys and Girls	Institutional Level	50
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Cross Country Run	National	1	Nill	Nill	AidarisL yngkhoi
View File						

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

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

5.4.2 – No. of enrolled Alumni:

50

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

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 the 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. Department are allowed to organise different programmes, seminars, workshops and Conference of different level at their capacity with full 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)?

No

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
Curriculum Development	? 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.
Teaching and Learning	? 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

	<p>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 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.</p>
Human Resource Management	<p>? 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</p>
Admission of Students	<p>? 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.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	? 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	? 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	? 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.

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
2019	1	International Seminar	Cossaigoan PG College	2550
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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	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2018	NA	NA	Nil	Nil	Nil	Nil
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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
NA	Nil	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	3	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Public Provident Fund (PPF)	PPF	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/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

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	NA	Yes	Governing

				Body
Administrative	No	NA	Yes	Governing Body

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

Propose to have general meeting in February, 2020

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

Propose to organise one week training on administrative and office work in February, 2020

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

(mention at least three)

6.5.5 – Internal Quality Assurance System Details

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 IQAC	Duration From	Duration To	Number of participants
2019	Meetings with Head of Departments	25/09/2019	25/09/2019	25/09/2019	15
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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	Period To	Number of Participants	
			Female	Male
NA	Nil	Nil	Nil	Nil

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

Observation of World Environment day by NSS Unit

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	No	Nil
Ramp/Rails	Yes	5
Braille Software/facilities	No	Nil

Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

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
2019	Nil	Nil	Nil	Nil	NA	NA	Nil
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)
NA	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NA	Nil	Nil	Nil
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

Title of the Practice: Institutional award. Institutional Award is set up both for students, teaching staff and non-teaching staff. Some parameters are set to evaluate the improvement made by staff in their professions and acknowledgement of students in the field of curricular activities and other academic activities. Objectives of the Practice The basic objectives of the Institutional Award are : • To motivate students and staff to involve in other activities based on their capability and interest. • To acknowledge their contribution in the academic and curricular activities. • To develop the spirit of hard working and dedication. The Practice: To achieve the mentioned objectives the students and staff were informed about this practice. Some students were showing their interest and capability in the field of sports, community services and excel in curricular activities like drawing, painting, extempore speech and other activities organized by the Institution or other agencies. Similarly teachers who have excelled in their priority service as effective teachers and who have involved more in curricular activities and other institutional responsibilities which have contributed towards the overall performance of the institution need to acknowledge their dedication. Evidence

of Success The practice was just frame out by the IQAC and the Governing Body has approved it. Some senior Teachers have been entrusted to analyse the performance of students and staff before finalizing the result by IQAC. The mentioned Institutional Award is expected to confer during the special occasion of the College on the 30th November of every year which is observed as the "Sngap Syiem Day". This day is observed is respected and observed as local holiday in the District of South West Khasi Hills, Meghalaya where the College is situated. The College was name after Sngap Syiem the last freedom fighter against the British Regime. Problems encountered • Initially it is hard to identify the students in a big groups but strategy has initiated through some programmes organized by the Institution and other Organisers. Best Practices II

Title of the Practice: Faculty Development Programmes and Publication.

Objectives of the Practice: The objective of the practice is to encourage teachers attending Orientation Course, Refreshers Course, Short Term Courses and publication of papers in any refereed journal approved by UGC. The Governing Body has approved to provide incentive of Rs. 5000/- to each Staff attending Faculty Development programmes outside Meghalaya and Rs.1000/- within the parent University NEHU Shillong. The incentive will be provided for DA and other expenses. The Governing Body also approved to provide financial assistance to teachers attending National/International conference and publication fees of papers publish in any refereed journal approved by UGC. The

Context: Faculty Development programme expected to improve the quality of teaching and learning process of not only teachers but students as well. The aim of the Institution is to motivate all teaching faculty to develop in the area of research and publication. The Practice: Teachers need to get permission before attending faculty development programme as well as attending seminar or publication of papers. Before issued of No Objection Certificate from the Principal for attending the mentioned courses, incentive will be provided and at the same time the concern staff has to make sure to complete the courses and submit the completion certificate accordingly. For teachers who wish to publish journal papers, they have to submit the receipt of journal fees and submit to the Principal for sanctioned of the same. One copy of the Journal must keep in the library. One Teacher from Economics Department got the financial assistance for publication fees in relation to the publication of two International Journal Papers in UGC approved refereed Journal. Similarly, some teachers have applied to attend Orientation Course and other Courses during the Month of January 2020 incentive will provide to them accordingly. Problems encountered: Evidence of Success One Teacher from Economics Department got the financial assistance for publication fees in relation to the publication of two International Journal Papers in UGC approved refereed Journal. Similarly, some teachers have applied to attend Orientation Course and other Courses during the Month of January 2020 incentive will provide to them accordingly. Problems encountered: Incentive for Faculty Development Programme is just implemented and this academic year only few get the benefit but the programme is expected to bring a fruitful result in the coming years.

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/others-2/>

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

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 ? Through the infrastructural grants receipt from RUSA, the College plan to start B.Sc course in the coming years.

This is a great challenge as the College is not in a position to finance the course but the Management is trying hard to convince the Government to sanction posts for Teaching and non-teaching staff taking into consideration that the College is the lone institution in the District.

Provide the weblink of the institution

<http://sngapsyiemcollege.ac.in/others-2/>

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