Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SYNOD COLLEGE**
Name of the head of the Institution	**Dr.R.M.Lyngdoh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03642547219**
Mobile no.	**8732834736**
Registered Email	**synodcollege@dataone.in**
Alternate Email	**lyngdohrm@gmail.com**
Address	**Jaiaw - Lumdiengjri**
City/Town	**Shillong**
State/UT	**Meghalaya**
Pincode	**793002**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr.M.Rani**
Phone no/Alternate Phone no.	**03642547489**
Mobile no.	**9863083056**
Registered Email	**synodcollege@dataone.in**
Alternate Email	**merostar_rani@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://synodcollege.edu.in/index.php/annual-quality-assurance-report/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://synodcollege.edu.in/index.php/academic-activities-2019-2020

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**76.80**	**2005**	**21-Sep-2005**	**20-Sep-2010**
2	**A**	**3.10**	**2011**	**30-Nov-2011**	**29-Nov-2016**
3	**A**	**3.02**	**2017**	**30-Oct-2017**	**29-Oct-2022**

6. Date of Establishment of IQAC	**17-Oct-2005**

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

Meeting of IQAC	11-Jul-2018 1	12
Meeting of IQAC	21-Sep-2018 1	14
Meeting of IQAC	30-Nov-2018 1	11
Meeting of IQAC	29-Mar-2019 1	9
Submission of AQAR	31-Oct-2018 1	0
Students' Feedback	30-Apr-2019 1	150
[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
College	RUSA	DHTE	2018 365	5641025
Botany, Chemistry, Physics, Zoology	Star College	DBT New Delhi	2018 365	800000
Botany , Zoology	IBT Hub	DBT New Delhi	2018 365	370000
College	Grant-in-aid	State Government	2018 365	85000000
[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 :	**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)

Application for permission to start PG course M.A (Education) to the affiliating University # Institutionalization of students seminar in the College # Publication of two books with national publishers # Conduct of a workshop on Academic Writing and Publication # Promoting the use of ICT in teaching in the College

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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
To complete the third floor of the PG block	Completed
To start construction in the new campus	Sanctioned order recieved from the Government and awaited release of fund
To organise one international seminar	The international seminar on "Water Crisis: The way forward" was organised on six and seven june two thousand nineteen
To conduct one FDP for teachers of the College	FDP was conducted on the twenty eight September two thousand eighteen
To conduct a Training Programme for office staff	Programme will be conducted in two thousand twenty
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	28-Oct-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	2019

Date of Submission	28-Feb-2019

17. Does the Institution have Management Information System ?	No

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 College being an affiliated college follows the curriculum prescribed by the University for both UG and PG courses. One teacher from each department is a member of the syllabus committee of the University which is under the BOS of the concerned department. For curriculum delivery it is entrusted to the faculty of the departments under the supervision of the Head of Department who decides in the department meetings the distribution of syllabus and how to effectively implement the curriculum. The College in consultation with IQAC make the College calendar for the academic session. In addition to approved courses of the affiliating university the College runs five certificate courses. The syllabi of these certificate courses are designed by departments and approved by the College through IQAC. The duration of these courses are 4 months.

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
Fashion Designing	None	10/07/2018	120	Employability	Yes
Computer Application	None	10/07/2018	120	Employability	Yes
Communication Skill	None	10/07/2018	120	Employability	Yes
Music	None	10/07/2018	120	Employability	Yes
Tourism Studies	None	10/07/2018	120	Employability	Yes

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 !!!		
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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	116	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 !!!		
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
No Data Entered/Not Applicable !!!		
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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	Yes

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

Feedback Obtained
The feedback is done on two main areas, the teaching, learning and evaluation system and the facilities available in the College.The feedback concerning teachers and department were shown to the concerned teachers and departments and they were required to take remedial measures to improve the area of weakness. An analysis of the overall feedback is done by the Coordinator IQAC and the same is shared in the meeting IQAC . In the analysis of the students feedback of the academic session 2018 19 it was found that more than 30 percent of respondents to the feedback want improvement on library facilities, computer facilities, hostel facilities. extracurricular activities and sports facilities. These areas which need improvement are sent to the Governing Board. The Governing Board through the Principal then addresses the outcome of the feedback.

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
No Data Entered/Not Applicable !!!				
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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	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

2018	2941	77	68	4	72

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	Numberof smart classrooms	E-resources and techniques used
72	70	23	23	2	2
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In the mentoring system of the College every teacher is a mentor and every student is a mentee. Each department of the institution divides the students into groups and each group is assigned to a teacher to be a mentor of that group. They have a schedule meeting where mentor meets the mentee. The process is monitored by the Head of Department of the concerned department. The College through IQAC has designed a mentor sheet so that the mentor can have information about the mentee and in this sheet the relevant information about the mentee and progress of the mentee is noted. If the mentor finds that the student requires counselling, the student is referred to the counselling cell of the College. For any other problem the matter is brought to the information of the Principal for necessary guidance and assistance. The departments compile and keep the mentor sheets in files for reference in future.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3018	72	1:42

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
72	71	1	1	22

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
2018	Dr.S.S.Islam	Associate Professor	Private Body
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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
No Data Entered/Not Applicable !!!				

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

As an affiliated college we follow the evaluation system of the university. As far as internal evaluation we assess students through internal tests and assignments. The total marks for internal evaluation is 25 for each paper out of 100 marks. out of 25 marks,15 marks are for internal tests and 10 marks are for assignment. Internal tests are conducted in the middle of the semester on the syllabus completed. Students are also given the opportunity to improve their internal tests marks by conducting additional tests before the end of the semester. Assignment topics are given to students at the beginning of the semester and teachers monitor and guide students to prepare a good assignment. Library works are an integral part of their preparation of assignments. Students' seminar are also conducted as part of the college mechanism to continuously evaluate students' performance where students present a seminar and compile the presentation in the form of a paper and the papers are compiled in the form of a report.

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

The academic calendar is prepared by the committee comprising of the Principal, Vice Principals and the Coordinator IQAC . The calendar includes all academic activities in the College including internal tests which are part of the internal evaluation. The schedule for conduct of examination is prepared by the affiliating University as the College is an affiliated college. The College strictly adhere to the schedule for the conduct of examination as declared by the university. For other academic activities we follow the calendar as prepared.

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)

https://www.synodcollege.edu.in/index.php/ug-programme/ba/

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
No Data Entered/Not Applicable !!!					

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

Major Projects	730	ICSSR	7	2.8
Any Other (Specify)	365	COLLEGE	2.7	2.7
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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!		

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)
International	Computer	1	5.87
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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
Education	2
Political Science	4
Zoology	1
History	8
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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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
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	19	5	3	2
Presented papers	9	8	1	Nill
Resource persons	1	Nill	9	Nill
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!			
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 activites	Number of students participated in such activites
Blood donation	Dr.HG Roberts Hospital	Blood donation	4	45
Aids	Meghalaya	Awareness	2	50

Awareness	Aids Controll Society	Programme		
No file uploaded.				

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 !!!			
No file uploaded.			

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 !!!					
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
No Data Entered/Not Applicable !!!			
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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
150	148

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

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

| KOHA | Partially | 2017 | 2019 |

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	31997	5751693	1623	810551	33620	6562244
Reference Books	1018	419900	108	25805	1126	445705
Journals	45	103648	Nill	Nill	45	103648
Weeding (hard & soft)	237	20100	Nill	Nill	237	20100

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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
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	109	40	0	0	35	18	16	8	0
Added	0	0	0	0	0	0	0	0	0
Total	109	40	0	0	35	18	16	8	0

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

8 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 incurredon maintenance of physical facilites
49	14.19	150	148

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)

Laboratory: The Laboratory of each department is under the charge of the concerned department with the Head of Department as the Incharge. The common laboratory is under the Coordinator of the Institutional Biotech Hub. Only students and teachers with proper identity cards are allowed inside the laboratories. All purchases for laboratory requirements are forwarded by departments and approved by the Purchase Committee within budget provided by the Management. Library: The library is under the supervision of the Librarian who is accountable to the Library Advisory Committee. He is assisted by library assistants. All purchases in the library are to be approved by the Library Advisory Committee within the budget approved by the management. Entrance to the library is allowed for all staff and students with proper Identity Cards. Lending of books is as per the library cards issued. Sports Complex: The Basket Ball Court is under the incharge of the Professorincharge sports of the College. Playing in the basketball court is allowed only after 3 PM except on saturdays. The maintenance is looked after by the Sports Committee and the Principal. The field with the stadium is managed by the Sponsoring Body as it is shared with other institutions of the Sponsoring Body and with the community. The maintenance is also done by the Sponsoring Body. Computers: The computers in the laboratory and the Centre is under the Computer department. The computers in the office is used under the supervision of the Head Assistant and the Principal . The maintenance work is outsourced to the private firm TECH DYRECT. Classrooms: The classrooms are utilize to the optimum level under the supervision of the Committee comprising of the Principal, Vice Principals and IQAC Coordinator. The rooms are specifically allotted to departments and these are specified in the College routine. The maintenance is done under the supervision of the Principal. Hostels: The hostels are managed by the wardens who are guided by the Hostel rules and decision are taken in the Hostel committee. The maintenance is done by the wardens and the Principal.

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	Awards and Special Scholarship	21	85000
Financial Support from Other Sources			
a) National	Post Matric Scholarship	1250	3530890
b)International	None	Nill	0
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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
Remedial Coaching	07/07/2018	1486	Departments of the College

Language Lab	11/07/2018	19	English Department of the College
Mentoring	02/07/2018	450	Departments of the College
Personal Counselling	02/07/2018	65	Counselling Cell of the College

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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 passedin the comp. exam	Number of studentsp placed
2018	Career Counselling	Nill	120	2	2

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
None	Nill	Nill	None	Nill	Nill

No file uploaded.

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
[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
NET	2
Any Other	2

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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
Cultural Programme 2	College Level	50
Singing Competition 2	College Level	50
Debate Competition 2	College Level	20
Dancing Competition 2	College Level	50
Fashion Show and Beauty Pageant 2	College Level	40
Quiz Competition 2	College Level	20
Science Exhibition 2	Inter College Level	75
Sports and Games 2	College Level	600

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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
2018	None	National	Nill	Nill	0	None

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

The students' body of the College is called the Synod College Students' Council. The council functions by the following departments: 1. Social and Recreation 2.Debate and literary 3, Music, Arts and Drama 4. Sports and Games 5. Editorial Board. Each department has a student as the secretary of the department . The Council conducts the College week for the students during 4 to 9 February 2019. The activities/ programmes were Cricket, Football, Basketball, Chess, Arm wrestling, Badminton, Table Tennis, Salad arrangement, Floral arrangement, Singing competition, Painting competition, Sketching competition, Dancing competition, Debate competition, Extempore speech, Quiz, Poetry writing, Short story writing, Mr and Miss Synod College. The students are members in IQAC (2 Members), Women's Cell (3 girl students), Cell for the differently abled (3 Members), Hostel Committee (2 members), Monitoring Cell of Anti Ragging Committee (7 Members). The students also run and manage the Music Club, History Club, Literary Club, Gym Club, Environment Club, Science Club.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the College is a registered Body. In 2018 19 the Association sat for 2 meetings. The Association presented Awards to meritorious students who passed the university examination from the College who secured ranks. Prizes were also given to department toppers from the College.

5.4.2 – No. of enrolled Alumni:

180

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

13537

5.4.4 – Meetings/activities organized by Alumni Association :

02

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)

The Principal is the head of the College. He is assisted by two Vice Principals and the Coordinator IQAC. There are 23 cells and committees for all works in the College. The list of these cells and committees are published in a book of cells and committees.The teachers are conveners of these cells and committees. Every teacher is a member of at least one cell or committee. The decision regarding the works to be carried out by these cells and committees are made in their meetings. The Head of department is in charge of the department in the College. The department are managed by the teachers of the department through the departmental meetings. The opinion of every faculty is important in the departmental meetings.

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: Being an affiliated College we follow the syllabi prescribed by the affiliating university. Teachers of the College are members of the BOS of the respective departments of the affiliating University. Curriculum of UG courses were revised by the university in 2018. Curriculum of the Certificate Course in Tourism Studies was approved by the College in 2018. In addition we have fields trips, study tours, hands on training by IBT hub of the College to enrich the learning experience of students. Extension programmes were organized in schools where our students display their exhibits to create awareness to school students about science and environment. Permission to start M.A (Education) was granted by the affiliating University.
Teaching and Learning	? Teaching and Learning: Teachers maintained their teaching plan in a teacher's diary. Departmental students' seminar and interdepartmental students' seminar are held every year. About 80 percent of the Classroom are ICT

	enabled. Special lectures are held by the department with external Resource Persons. Language Lab is used to improve the communication skills of the students. FDP was held for teachers in 2018. Each teacher is assigned a group of students to mentor. Assignments and library works are given by teachers so that students can learn to work independently. Remedial classes are held every Saturday. All vacancies in teaching posts are filled at the earliest.
Examination and Evaluation	? Examination and Evaluation: • Semester system is followed in the College • Internal test were conducted for 25 percent of the total marks • Redressal mechanism regarding evaluation system is in place • Assignments is part of the evaluation process • Poor performers were given a chance to improve their grade
Research and Development	? Research and Development: • Some departments have project works as part of the syllabi • Institutional students research projects are given to advance learners • 12 teachers are currently pursuing Ph. D • The College has instituted InHouse Research Projects and 10 such projects have been sanctioned in 2018 19. • One major research project from ICSSR, New Delhi is ongoing • Institutional Biotechhub from DBT is ongoing • The College in under Star College Scheme of DBT
Library, ICT and Physical Infrastructure / Instrumentation	? Library, ICT and Physical Infrastructure / Instrumentation: • Automation work in the library is ongoing • There is a Computer centre with about 40 Computers • There is a Computer Lab with 35 Computer for Computer Department • 6 LCD projectors were added in the current year • The 3rd floor of the PG Block is completed • 1731 new books were added to the library
Human Resource Management	? Human Resource Management: • A book of Cells and Committees of the College is published where all the Cells and Committees of the College with members are listed. Every teacher is a member of one Cell/Committee. • Meeting of each department with IQAC is held to discuss matters of quality improvement. • The IQAC monitors the teacher's progress and API score for promotion

	are verified . • The function of the Cells/Committees is supervised by the Coordinator IQAC. • Teachers are encouraged to do research and duty leave is given related to research work. • Teachers are encouraged to organise seminars/conferences and workshops. Partial financial support is provided for such initiatives.
Industry Interaction / Collaboration	None
Admission of Students	? Admission of Students: • Admission is done after Class XII result of the Meghalaya Board of School Education for UG courses and after the NEHU result for PG courses. • Admission is based on merit as per the last examination passed • The Admission committee consists of the Principal, Vice Principals and IQAC Coordinator • The advertisement information is given in prospectus and College website.

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

E-governace area	Details
Planning and Development	Yet to be done
Administration	Administration works done by computers
Finance and Accounts	The account section is computerized
Student Admission and Support	In the process of computerization
Examination	The examination is partially computerized. Internal marks are entered online in the university website

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	Dr.R.M.Lyngdoh	DBT Workshop	None	22590
2019	Dr.H.Swer	DBT Workshop	None	20000
2019	Dr.A.J.Iangrai	DBT Workshop	None	20000
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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	Title of the administrative	From date	To Date	Number of participants	Number of participants

development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2018	Faculty Development Programme	None	28/09/2018	28/09/2018	85	Nill

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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
Orientation Course	1	04/07/2018	31/07/2018	28
Refresher Course	2	18/03/2019	07/04/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
56	72	23	33

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
CPF	CPF	None

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 is conducted every year by the competent person appointed by the Secretary of the Governing Body. Annual external audit is conducted by a chartered accountant. External audit is also conducted by the Local Accounts and Audit , a government agency, in about once in 3 years.

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
None	0	None

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6.4.3 – Total corpus fund generated

43746320

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	None	No	None
Administrative	No	None	No	None

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

The ParentTeacher Association 1. holds annual meeting and 2. submit feedback to the College

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

None

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

- Opening of M.A Course in Education • Enhancement of ICT, addition of 3 LCDs Projectors • Constitution of Research Committee and 10 Inhouse Research Projects have been sanctioned • A separate Library for the PG courses was opened • Special scholarships for Differently abled students • Adoption of a village for community involvement by the Institution. The name of the Village is Laitkroh, East Khasi Hills District, Meghalaya

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
2018	Students Seminars	26/03/2018	15/09/2018	15/09/2018	900
2018	Students Interdepartmental Seminar	26/03/2018	22/09/2018	22/09/2018	210
2018	FDP on Teaching, Learning Methodologies	26/03/2018	28/09/2018	28/09/2018	85
2019	Workshop on Academic Writing and Publication	29/03/2019	30/04/2019	30/04/2019	46
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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
None	01/06/2018	30/06/2019	Nill	Nill

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
Solar Panels installed in the Office Building of the College. About 2 percent of the power requirement met by solar energy

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill

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	Nill	1	13/11/2018	1	Community Cleaning Drive	1	55

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

Title	Date of publication	Follow up(max 100 words)
Book of Cells and Committees	02/04/2018	It is a small booklet which contains the list of cells and committees of the College and short guidelines . Handbooks will be published in future.

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

- Tree Plantation Programme in the new campus • Installation of solar panels in office building • Using of LED bulbs • By organising cleaning drives in the campus • By creating awareness programmes for students on world environment day .

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Annexure III: Best Practices 1. Title of the Practice: Students' Seminar 2. Goal The aim of the practice is to enhance the students' learning ability. The

main concepts of this practice are: To teach the students the process of independent learning, guide them to do literature survey, to learn and fine tune the use of ICT as a tool of learning, to enhance their communication skill, to learn about the basic method of paper writing and to inculcate a healthy spirit of competition among students. 3. The Context Our students are mostly rural based and hence lack communication skills. It is very difficult for them to speak in language other than their mother tongue. This initiative is a step to enhance their communication skill. It is also to help the students to make use of ICT as one of the learning tools. The issues that have to be addressed are to help them improved their use of English language and to provide assistance on the use of computers as many students are not yet computer literates. Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words. 4. The Practice The students with guidance from supervisor research for materials of their own presentation on the topic chosen. They are to do survey of the topic in literature using library and internet. They have to keep the references. They then make a power point presentation enabling them to learn use of ICT. They present their prepared topic in the presence of their teachers and students. The first stage is a competition in their own department. Then the best two seminars are selected from each department to take part in the inter departmental seminar conducted by the IQAC in the presence of all teachers and selected students of the College. They then compile their presentation in the form of a paper. They have to follow all procedures of paper writing. Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any. 5. Evidence of Success Informal feedback has been received from teachers of the university that our students have done better in seminar presentations. They have won inter college competitions whenever they are held which involves presentations or seminars. They have improved their overall approach of their study. Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words. 6. Problems Encountered and Resources Required The process involves cost of light refreshments provided to participants of the seminar for all departments. It also involves the cost of printing and binding the report. It is an extra burden for the teachers who have to supervise the students work. The cost involve is born by the College. The teachers have so far support this initiative of the IQAC. Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words. 7. Notes (Optional) None 2. Title of the Practice: Use of LCD projector in teaching 2. Goal The main aim of the practice is to incorporate ICT in teaching which will create a better learning environment for students. Since Visual aids can attract much better attention and enable higher percentage of retention of the classroom teaching, hence this practice in adopted in the institution. 3. The Context The cooperation of the teachers is vital in this initiative. After meetings and discussion it was agreed to implement to teach 40 of the syllabus using power point presentation. The IQAC then conducted FDP on the use of power point in teaching. Another challenge is the availability of LCD projectors as it involves high cost. The management has been very positive and it has sanctioned one LCD projector for each department. 4. The Practice The practice is simple to implement once the consent of the teachers is received. Two trainings have been conducted to help teachers fine tune their knowledge in using of power point. The IQAC granted projectors to departments as sanctioned by the management. The practice is not unique but it has greatly contributed in the enhancement of the quality of teaching in the College. The constraints are problems with frequent power cuts, and maintenance of the instruments. 5. Evidence of Success The students are more attentive in class. The teachers have achieved the target of teaching 40 by power point. The pass

percentage of the students as per the results of the university examination has shown improvement. The IQAC has reviewed this practice and it will be enhanced to 30 from the academic year 201415. 6. Problems Encountered and Resources Required The problems are power cut, insufficient numbers of instruments and room fitted with LCD projectors. 7. Notes (Optional) The commitment of teachers towards implementing this practice is very essential. 8. Contact Details Name of the Principal: Dr. R.M. Lyngdoh Name of the Institution: Synod College City: Shillong Pin Code: 793002 Accredited Status: A Grade Work Phone: Fax: 03642547489 Website: Email: synodcollege@dataone.in Mobile: 09436101336

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

https://www.synodcollege.edu.in/wp-content/uploads/best_practices.pdf

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

The College is located in an area of high population density of indigenous Scheduled Tribes of the state of Meghalaya. About 99 percent of the students enrolled are indigenous Scheduled Tribes of the state. The College has been able to provide access to quality higher education to these students. Many of the students are economically disadvantaged and are first time learners from their family to pursue higher education at the college level. The pass percentage of these students is more than 50 in BCA and commerce, about 70 in arts stream and about 85 in science stream. On the average about 70 of them could progress to do PG courses in different higher educational institutions in the state and outside the state.

Provide the weblink of the institution

http://www.synodcollege.edu.in

8.Future Plans of Actions for Next Academic Year

1.To start construction in the new campus 2.To organise one international/national seminar 3.To conduct one FDP for teachers of the College 4.To conduct a Training Programme for office staff 5.To organise two seminars/ workshops with departments of the College 6. To make provision for 5 Inhouse Research Projects 7.To make provision for 5 LCD projectors and 20 computers 8.To publish two books