



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr Gayreen Lyngdoh
Phone no/Alternate Phone no.	03642547489
Mobile no.	8575039904
Registered Email	Iqac2synodcollege@gmail.com
Alternate Email	gayreen02@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.synodcollege.edu.in/index.php/annual-quality-assurance-report/2018-2019_agar_report/">http://www.synodcollege.edu.in/index.php/annual-quality-assurance-report/2018-2019_agar_report/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.synodcollege.edu.in/wp-content/uploads/Academic-Activities-2019-2020.pdf">http://www.synodcollege.edu.in/wp-content/uploads/Academic-Activities-2019-2020.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
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	23-Sep-2019	6

	1	
Meeting of IQAC	05-Dec-2019 1	8
Meeting of IQAC	22-Jun-2020 1	8
Teachers feedback	31-Oct-2020 150	70
<a href="#">View File</a>		

**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
Synod College	Grant in aid	DHTE, Government of Meghalaya	2019 365	153681235
Synod College	Seminars	DHTE, Government of Meghalaya	2019 365	1225000
<a href="#">View File</a>				

**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 :**

3

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)**

Organized an International Seminar along with the Department of English, Synod College and in association with NEC and ICSSR, New Delhi on the 6th/7th November 2019 on the theme An Eye for an Eye: Conflict in South East Asia. Drawing from a number of distinguished international, national and local academicians, policy makers and various stakeholders, the two days seminar allowed for an exhaustive interdisciplinary exploration of the way in which conflict is felt, thought, lived through and represented in the contemporary scenario of S.E. Asia. Special

emphasis was given to the experience of conflict in North East India in relation to its neighbours, keeping in mind the significant way in which such academic interactions can impact policy making and talks on the Act East policy of the Indian government. Number of registered participants was 80. ( Details uploaded in the Announcement Menu in [www.synodcollege.edu.in](http://www.synodcollege.edu.in) )

\*Preparing a detailed report of online educational activities and initiatives undertaken during the lockdown period to evaluate and monitor the teaching-learning process. The report which incorporates both the challenges faced and suggestions given, along with the attendance record was prepared through feedbacks given by each department. The data was also submitted to the government through RUSA.

A Faculty Development Programme on the topic Online Learning and Teaching: Digital Initiatives of the Government of India, was conducted on the 21st/ February/ 2020. The resource person was Dr N. Amareswaran, Assistant Professor, Dept of Education, North Eastern Hill University. Total number of participants was 70

Remedial classes were conducted to help academically weaker students clarify their doubts and perform better. Unfortunately, because of the lockdown, only two remedial classes were held during the current year, i.e. on the 7th/March/2020 and 14th /March 2020. The number of students benefitted was 1136.

The IQAC along with the Counselling Cell, Synod College conducted an online interactive session on the 23rd / July/ 2020, on the topic Students' Emotional Health Issues and Well-Being in order to address stress and anxiety-related issues brought about by the pandemic. The resource person was Dr Charles Joseph, former lecturer and lead Clinical Therapist in the Department of Physical Medicine and Rehabilitation, CMC, Vellore. Prior to the programme, questions regarding emotional issues such as stress, fear, depression, anxiety, uncertainty, etc, faced by the students were collected from them and these were systematically addressed by the resource person. The programme was uploaded both on the college website and on YouTube channel in order to make it accessible to more students who could not join in during the live online session. ( <https://sites.google.com/view/synodcollege/home/counselling-cell> )

[View File](#)

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

Plan of Action	Achievements/Outcomes
To hold meetings with individual departments in order to evaluate the teachinglearning process, received feedback regarding challenges faced and discuss quality initiatives for the year	Comprehensive meetings with all the departments were held on the following days: 29th30th June 2020 and 1st3rd July 2020
To conduct one International Seminar	International Seminar on the theme Eye for an Eye: Conflict in South East Asia was conducted with the Department of English on the 6th-7th November 2019

To conduct one Faculty Development Programme	One day Faculty Development Programme for the teaching faculty was conducted on the 21st February 2020 on the topic Online Learning and Teaching: Digital Initiatives of the Government of India Resource person: Dr N. Amareswaran, Asst Professor, Dept of Education, North Eastern Hill University
To conduct one training for Non-teaching staff	The programme was postponed because of imposition of lockdown
Conduct of online student's seminar	Online student's seminar was conducted by all departments
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">30-Apr-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	30-Apr-2021
Name of Statutory Body	Meeting Date				
Governing Body	30-Apr-2021				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2020				
Date of Submission	30-Jun-2020				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Though the college does not have a fullfledged MIS, yet efforts and initiatives are ongoing to develop a fully functional Management Information System. In the current year, all the Faculty Department rooms, the Administrative Block, the IQAC section, the Exam Cell section, the Accounts Section and the computer labs have been equipped with WiFi connection. Students' admission is done through the online admission portal of the college ( <a href="https://www.synodadmission.in/">https://www.synodadmission.in/</a> ), and payment of fees is done online through SBI Collect. The Antiragging affidavit uploaded in the college portal is filled online by the students				

(<http://antiragging.in>) . Registration of examination is done via online portal. Creating of a google site ( <https://sites.google.com/view/synodcollege> ) on 14th May 2020, marked a beginning in the college's effort to move towards a centralised database which will be further developed in the coming few years. Gradually but steadily, the college community saw a marked increase in the usage of online apps like Google drive, Google Docs, Google classrooms and Google Meet among others, integrating these into the daily classroom experience of students in order to effectively maximize the teachinglearning process.

## 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

Being an affiliated college, the college adheres to the curriculum framework prescribed by the parent university ( North Eastern Hill University). However, faculty who are members of the Board of Study and the Academic Council participate in Curriculum planning and syllabus revision as and when necessary. In order to augment the learning experience of students and equip them with sustainable and employable skills, Certificate Courses in various vocational skills are conducted by the college. However, during the current year, the courses could not be held because of lockdown. Curriculum Delivery: In order to increase efficiency, regular review, planning and evaluation is carried out by each department in the individual department meetings which are duly recorded. Apart from the lecture method, use of ICT and online classes via Google Meet, Google classroom, Zoom and Whatsapp is encouraged and employed especially during lockdown period. At every semester end, before submitting internal assessment marks to the College Exam Cell, moderation of marks is conducted at the department and college level. Students securing marks below average or those unable to sit for the internal tests for genuine reasons are given second opportunities to help their performance come up to desired levels. To further improve students' performance, remedial classes are conducted for all Major papers every Saturday, to clarify doubts, hold mock tests and revise the courses covered. Feedback from both students and teachers through the mentoring process indicates the efficacy of the remedial classes as students' performance in most cases shows marked improvement from the first to the end semester. Students' seminar on syllabus-related topics provides another significant avenue for curriculum enrichment and helps develop the speaking and presentation skill of students.

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
NA	NA	Nil	0	NA	NA

## 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	Nil	Nil

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	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
No file uploaded.		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	Yes
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
- Formal feedback from students and other stakeholders could not be obtained this current year because of lockdown constraints. However, informal feedback during online classes, mentoring sessions, Class Whatsapp Group discussions and telephonic conversations were received and necessary steps taken, as far as practicable, to incorporate suggestions and address problems. - Based on informal feedbacks received from parents and guardians regarding the mental and emotional stress of their wards in the wake of Covid 19 pandemic, the IQAC along with the Counselling cell organised an interactive session on the 23/ July/ 2020, on Students' Emotional Health Issues and Well-Being. Prior to the programme, questions regarding emotional issues such as stress, fear,

depression, anxiety, uncertainty, etc, faced by students were collected and these were systematically addressed by the resource person. The programme was uploaded on the college google site and in YouTube channel in order to make it accessible to students who could not join in during the live online session. - Feedbacks from teachers were received through meetings held with the management on the 29th -30th June and 1st-3rd July 2020 respectively. Challenges encountered and suggestions made, both by the teachers and the management, were taken into account in order to streamline the system and formulate policies and practices that will benefit the students and enhance quality culture in the college. - Formal feedback from teachers was also received from each department relating to the impact of online educational activities during lockdown, the challenges faced and suggestions made, to get the maximum impact amidst a challenging situation. Based on these feedbacks, a comprehensive report was prepared for necessary action. The same was also submitted to the government through RUSA.

## 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	Nil	640	1862	524
BSc	Nil	200	698	262
BCom	Nil	80	192	44
BCA	Nil	50	112	55
MA	Nil	80	182	66

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1107	76	65	8	Nil

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
73	70	23	23	2	13

[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 College has a structured mentoring system in place. At the beginning of the academic session, each student



is assigned a faculty mentor. The HOD of each department is in charge of assigning teachers to mentor a specific number of students depending on the teacher-student ratio in that department in which the student is admitted. Each mentee is given a mentoring form to fill. Section (i) records the mentee's details such as present address, permanent address, parents/guardians' names and occupation, previous academic records, future plans and any other relevant information they desire to give. Section (ii) is a record of mentoring hours, and an indicative chart of the mentee's progress in terms of academic performance, attendance, co-curricular involvement, behaviour and interest in learning along with comments/remarks by the mentor. This system allows for the mentors to keep track of their mentee's progress, evaluate and monitor their performance and address any learning difficulties faced within the classroom and outside.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3105	73	1:43

## 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
73	70	3	Nil	24

### 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
Nil	NA	Nil	NA
No file uploaded.			

## 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
BA	Nil	6	12/10/2020	15/11/2020
BSc	Nil	6	12/10/2020	15/11/2020
BCom	Nil	6	12/10/2020	15/11/2020
BCA	Nil	6	12/10/2020	15/11/2020
MA	Nil	4	16/10/2020	29/10/2020
<a href="#">View File</a>				

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

Apart from the central evaluation done under the framework of the parent university after each final examination, continuous internal evaluation of students' progress is done through various modes such as assignments, students' projects (subject to course requirement), students' seminar, internal tests, open book tests, classroom quiz, classroom discussions, group presentations, mentoring sessions and remedial classes. Topics for assignment are given well before the time allotted for submission and the date of submission for all departments is uniform, decided by the Principal in consultation with the Exam Cell. Students are given the opportunity to improve their IA marks by the

conduct of a second test and rewriting of assignments wherever necessary, based on the discretion of the departments concerned. Before the final submission of IA marks to the university, the marks are displayed in each department and in Class Whatsapp Groups to allow for transparency and verification by students. It is mandatory for all departments under the supervision of the HOD and a teacher- in-charge of assessment and evaluation to recheck and moderate the marks in collaboration with the Exam Cell, in order to correct any discrepancies in evaluation and assessment.

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

Being an affiliated college, we follow the academic calendar and examination schedule announced by the parent university in all matters relating to the conduct of final examinations and vacations including the Winter vacations and mid-semester breaks. However, in matters pertaining to college internal academic and co-curricular activities as well as internal examination, the College follows its own Academic calendar prepared by the Principal, Vice Principals and Coordinator of IQAC. The same is duly uploaded in the college website ( <https://www.synodcollege.edu.in> ) and displayed in the Notice Boards of the college.

## 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://www.synodcollege.edu.in/wp-content/uploads/2.6.1.Learning-Outcomes.pdf>

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
Nill	BA	Nill	567	295	52.03
Nill	BSc	Nill	139	125	89.93
Nill	BCom	Nill	42	32	76.19
Nill	BCA	Nill	36	14	38.89
Nill	MA	Nill	35	26	74.29

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<http://www.synodcollege.edu.in/wp-content/uploads/SSS.pdf>

## 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
Any Other (Specify)	365	IQAC, Synod College	120000	120000

[View File](#)

### 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	NA
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
NA	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)
National	Nil	12	Nil
International	Nil	6	Nil
<a href="#">View File</a>			

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
Political Science (PG)	8
English	1
Khasi	1
Economics	1
History	4
<a href="#">View File</a>	

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	Number of citations excluding self
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					the publication	citation
NA	NA	NA	Nil	0	NA	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	NA
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	15	50	Nil	Nil
Presented papers	5	13	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

## 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
Awareness Program cum Cleaning Drive at Laitkroh Village (2nd October 2019)	NSS	4	53
Painting Sketching competition observing International Peace Day (17th October 2019)	NSS	4	21
Cleaning Drive at Smit Village (8th November 2019)	NSS	4	40
<a href="#">View File</a>			

### 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
NA	NA	NA	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
Workshop	Synod College, Shillong Municipal Board, Local Durbar	Preventing hazardous cleaning of sewers and septic tanks by sanitation workers/waste pickers ( 28th September 2019)	5	Nil
Aids Awareness Program	Meghalaya Aids Control society and Synod College	Awareness Programme on Aids (4th November 2019)	4	62
Observation of International women's Day 2020	District Legal Services authority and Women Cell, Department of English Sociology, Synod College	Sensitization program on I am Generation Equality: Realizing Woman's Right ( 9th March 2020)	9	54
<a href="#">View File</a>				

**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
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
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
334.5	352.2

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	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 LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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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 partially)	Version	Year of automation
KOHA	Partially	16.05.05.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33620	6562244	2151	1060594	35771	7622838
Reference Books	1126	485705	1115	140792	2241	626497
Journals	41	220232	Nill	Nill	41	220232
Weeding (hard & soft)	237	Nill	61	4296	298	4296
Others(s pecify)	Nill	Nill	13	Nill	13	Nill

[View File](#)

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	Null
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	3	0	99	0	0	2	0	100	0
<b>Total</b>	<b>112</b>	<b>40</b>	<b>99</b>	<b>0</b>	<b>35</b>	<b>20</b>	<b>16</b>	<b>108</b>	<b>0</b>

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

100 MBPS/ GBPS
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##### 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
NA	<a href="#">NA</a>

#### 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
82.53	4401554	67.41	3422876

##### 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 in charge. 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. The Laboratory Attendant of each Lab is assigned the responsibility of cleaning and maintenance of the equipment and the Duty Roster prepared in consultation with the HOD, is given to the concerned department at the beginning of semester. **Library:** The library is under the supervision of the Librarian who is accountable to the Library Advisory Committee. She 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 charge of the Teacher-in-charge of 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 are under the Computer department.

The computers in the office are 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 utilized 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 and daily cleaning of classrooms and the entire campus is done by the cleaning staff under the supervision of the Principal and the Discipline and Cleanliness Cell. Hostels: The hostels are managed by the wardens who are guided by the Hostel rules and decisions are taken in the Hostel committee. The maintenance is done by the wardens and the Principal with the help of the Hostel staff. The College has a Building Committee that decides on all matters of building and alterations in any part of the college. The services of a Site engineer/contractor is utilized whenever required for modification or repair work. Cleanliness of the classrooms, corridors, washrooms and other spaces is taken care of by a number of cleaning staff employed by the college along with the College Caretaker who is provided with a staff quarter in the premises.

<http://www.synodcollege.edu.in/wp-content/uploads/Maintenance-of-College-Infrastructure-2.pdf>

## 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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Post Matric Scholarship	1181	3868000
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Lab	11/07/2019	50	English Department
Mentoring	02/07/2019	898	Departments of the College
Remedial Coaching	07/03/2020	1136	Departments of the College
<a href="#">View File</a>			

#### 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	Number of benefited	Number of students who	Number of students placed



		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	Coaching Class for UGC-NET Examination	32	Nil	Nil	Nil
<a href="#">View File</a>					

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
NA	Nil	Nil	NA	Nil	Nil
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	Department graduated from	Name of institution joined	Name of programme admitted to
2020	144	UG	File attached	File attached	File attached
<a href="#">View File</a>					

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	9
SLET	1
GATE	2
GMAT	2
Any Other	3
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Essay writing competition, August 2020	College Level	18
Online Quiz competition, June 2020	College Level	37

Sports and Games on October, 2019	College Level	240
Quiz Competition October 2019	College Level	15
Fashion show and Beauty Pageant, October 2019	College Level	26
Dancing Competition, October 2019	College Level	38
Debate Competition, October 2019	College Level	20
Singing Competition, October 2019	College Level	51
Cultural Programme on the 17th October, 2019	College Level	38
<a href="#">View File</a>		

### 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
Nil	NA	Nil	Nil	Nil	Nil	NA
No file uploaded.						

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

The college has a well-defined Students' Body known as the Synod College Students' Association (SCSA) which is constituted of teachers-in-charge and students elected by their own peers as office bearers. The office bearers are selected from amongst the class representatives who are elected by their respective classes in a fair and democratic manner at the beginning of the academic year. This Body is divided into several departments and is in charge of the co-curricular activities of the college. The annual College week is organised by the SCSA with students in the forefront of decision-making and implementation regarding programs and activities. In addition to the SCSA, the college has six Students' Clubs comprising of student members along with one faculty adviser in each club: (i) Music Club (ii) History Club (iii) Literary Club (iv) Gym Club (v) Environment Club (vi) Science Club These clubs have their own office bearers and members elected from amongst themselves, and take initiative in organising events and activities related to their own clubs.

Further, in order to engage students' involvement in academic and administrative matters, the college allows for the selection of student members to various committees and cells: (i) Women's Cell : Three girl students are selected every year from B.A. 2nd year, B.Com 2nd year, and B.Sc 2nd year as members. (ii) Cell for the Differently Able : Three students selected every year as members (iii) Hostel Committee: Two students selected annually from among the hostellers

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Synod College Alumni Association is a vibrant body which function as per its own constitution. One member from the Alumni Association is mandatorily selected as member of the IQAC. The Alumni Association also sponsors awards to outgoing meritorious students who secured highest marks in the final university exams and the same is awarded at the Graduation Day of the college. The office bearers of the Alumni Association are listed in page 10-11 of the college booklet of Cells and Committees 2018-2020. [www.synodcollege.edu.in/wp-content/uploads/Cells-and-Committees-2020-2022.pdf](http://www.synodcollege.edu.in/wp-content/uploads/Cells-and-Committees-2020-2022.pdf)

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 :

Nil because of the pandemic lockdown

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

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

(i) The college allows for participatory management in all its activities through a well-structured system of Cells and Committees which function under the aegis of the College Management with the Governing Body at the helm. These Cells and Committees are constituted of the teaching faculty along with selected members from the non-teaching staff as well as student’s representatives. The Cells are given the authority to plan out and organise their own programmes in consultation with IQAC, in order to enhance and carry forward the quality initiatives and culture of the college, particularly of the student community. (ii) The election of Students Class Representatives , two from each class, at the beginning of each academic year further allows for a culture of participative management in the college, training students in values of fair and free democratic principles. The class elections are organised by the Synod College Students’ Association ( SCSA), with faculty members of the Association actively involved. These Class Representatives are elected by their own peers and automatically inducted as student members and office bearers of the SCSA. Through these measures, students are encouraged by way of representation, to be part of the decision making processes at the micro level.

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

Partial

**6.2 – Strategy Development and Deployment**

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

Strategy Type	Details
Curriculum Development	Being an affiliated College we follow the syllabi prescribed by the affiliating university. However, most of the faculty are members of the parent university’s Board of Studies in their respective departments as well as of the Academic Council and thereby, contribute to curriculum development

through their inputs via their membership in these bodies.

Teaching and Learning

- Teachers are provided with teacher's diary for maintenance of systematic teaching plans. - Appropriate blend of offline and online mode of teaching, including increased usage of ICT. - Students' seminar held via online mode this year further enriched the learning experience. - Distinguished academicians were invited by respective departments to deliver lectures on relevant topics. - FDP on Online Learning and Teaching (21st February 2020), helped to acquaint teachers with multiple digital aids to teaching. - Assignments and library works were given to cultivate a spirit of self-learning and research in the learners. - Remedial classes held every Saturday supplemented the teaching-learning process.

Examination and Evaluation

The final end-of-semester examinations are conducted as per the parent university schedule. However, students' progress is continuously monitored through internal evaluation mechanisms viz. assignments, tests, students' seminar, classroom Q A, and mentor-mentee interactions. Students with low IA scores are given opportunities to improve by the conduct of second tests and assignments, subject to each departments' discretion. Marks are displayed by each department to enable students' verification and redressal of discrepancies, if any. The HOD and the teacher-in-charge of assessment and evaluation, together with the Exam Cell, scrutinizes and moderates the marks before submitting it to the University.

Research and Development

Departments such as BCA have project works as a mandatory component of the syllabi - Students' research projects for advanced learners are encouraged and funds provided by the college to facilitate the same - Research component constitutes a significant part of the students' seminar presentations. - 12 teachers are currently pursuing Ph. D - The In-House Research Project is an institutional research project for faculty, funded by the college. In the session 2019-20, four projects were completed and

	submitted.
Library, ICT and Physical Infrastructure / Instrumentation	<p>- There are 2 libraries - one in the UG Block and one in the PG Block - The libraries are partially automated with ILMS software KOHA and housed 13 computers. - There are 2151 newly added Text Books and 1115 Reference Books newly added. - Computer centre with about 40 Computers - Computer Lab with 35 Computers for the Computer Department - A major part of the campus is provided with Wifi-connection during the current year . - Initiating construction in the extended campus at Mawpdang ( New Shillong Township) and Nongstoin ( West Khasi Hills)</p>
Human Resource Management	<p>- Faculty Development programs and Training programs for teaching and non-teaching staff are conducted every year. - To enhance human resource development, every teacher is selected as members of respective Cells and Committees of the college and given a platform to exercise their roles and responsibilities. - The college, through IQAC, holds annual meetings with each department to discuss matters of quality improvement and allow for airing of grievances, if any. - Regular reminders and notifications for faculty promotion under CAS are put up in the Staff Whatsapp Group and Staff Common Room to facilitate timely submission of applications and every effort is made to expedite the process of promotion in a systematic and speedy manner. - Teachers are encouraged to do research and duty leave is given to enable them to do the same. For In-House research, incentives in the form of research grants are provided by the college.</p>
Admission of Students	<p>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. - Merit basis as per the last examination passed is the main criteria for admission. However, the Admission committee consisting of the Principal, Vice Principals, may allot few seats for disadvantaged students and students who failed to secure admission elsewhere, based on their discretion. - Advertisement information is given in the prospectus and College website - The admission process for the session 2020 is conducted online</p>

(<https://www.synodadmission.in/> ) - First year students are given a chance to change subjects, especially their Major paper, after a trial basis of a few weeks or so.

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

E-governance area	Details
Planning and Development	Information about all college events and activities are put up in the college website and new announcements are regularly uploaded online. To further implement e-planning and development, various portals relating to college activities have been created. These have facilitated easier access to information and enhanced overall efficiency
Administration	The daily functioning in Administration work is largely computerised
Finance and Accounts	(i) The Accounts section is computerised. (ii) Students pay their fees online through SBI Collect
Student Admission and Support	(i) Students' admission is done online via the online admission portal ( <a href="https://www.synodadmission.in/">https://www.synodadmission.in/</a> ) (ii) The UG Prospectus with detailed information regarding Admission procedures, Courses offered, fee structure and payment, and other essential information are given online ( <a href="https://www.synodadmission.in/doc/synod_degree_prospectus.pdf">https://www.synodadmission.in/doc/synod_degree_prospectus.pdf</a> ) (iii) The list of selected candidates for academic session 2020 is displayed online ( <a href="https://www.synodadmission.in/approved_list/">https://www.synodadmission.in/approved_list/</a> )
Examination	(i) All Examination notices are put up in the parent university website and the same are made accessible to students through e-information platforms like Class Whatsapp, Google classroom, etc. (ii) In the final examination session 2020, all examinations were done in the blended online and offline mode. (iii)The Synod College Help Desk with contact numbers of selected teachers, was put up on the college website to provide assistance and support to students during the last final examination ( <a href="https://sites.google.com/view/synodcollege">https://sites.google.com/view/synodcollege</a> ) (iv)Examination results are displayed online via the parent university's website. (v)BCA students repeating

their exam papers were provided with online options to upload their answer sheets ( <https://sites.google.com>view> synodcollege )

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NA	NA	NA	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Faculty Development Programme	Nil	21/02/2020	21/02/2020	70	Nil
<a href="#">View File</a>						

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
Short term Course in Soft Skills conducted by UGC-HRDC, NEHU Shillong	1	21/09/2020	26/09/2020	6
2 Week FDP on "Managing Online Classes and Co-Creating MOOCs 3.0" conducted by Teaching Learning Centre, Ramanujan College under the aegis of MHRD-PMMNMTT	1	25/07/2020	10/08/2020	14

Basic Orientation Programme on "Gerontological Social Work	1	13/07/2020	18/07/2020	6
Five days International Online FDP on "New Paradigms of Research in Commerce and Management", organized by Department of Commerce, Rajiv Gandhi University, Arunachal Pradesh	1	29/06/2020	03/07/2020	5
Online FDP on Managing Online Classes and Co-creating MOOCs, Ramanujan Collge, University of Delhi	1	18/05/2020	03/06/2020	16
FDP organized by IQAC, Synod College	70	21/02/2020	21/02/2020	1
Refresher Course in Tribal Studies conducted by NEHU	1	14/11/2019	27/11/2019	14
UGC Sponsored Refresher Course conducted by UGC-HRDC, NEHU	1	11/11/2019	24/11/2019	15
49th UGC sponsored Orientation Programme organized by NEHU-HRDC	1	14/10/2019	03/11/2019	21
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
73	73	41	41

6.3.5 – Welfare schemes for



Teaching	Non-teaching	Students
1. Contributory Provident Fund 2. Synod College Employees Cooperative Thrift and Credit Society Limited	1. Contributory Provident Fund 2. Synod College Employees Cooperative Thrift and Credit Society Limited	Nil

#### 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 a 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
Governing Body	10000	Token Grant
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

43746320.00

#### 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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

Nil, because of the pandemic lockdown

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

Nil, because of the pandemic lockdown

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

- Initiating construction of extended campus(es) at Mawpdang ( New Shillong Township) Nongstoin Village ( West Khasi Hills), Meghalaya.
- Giving impetus to ICT in the teaching-learning process through provisions of Desktop computers and LCD for every department, and Wi-fi connection in a major part of the college campus.
- Initiating the digital archiving of significant programmes and information via the College website and College YouTube channel in order to provide long term access to all stakeholders.

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	Organized an International Seminar along with the Department of English, Synod College and in association with NEC and ICSSR, New Delhi, on the theme An Eye for an Eye: Conflict in South East Asia	Nil	06/11/2019	07/11/2019	80
2020	The IQAC along with the Counselling Cell, Synod College conducted a 3 segment online interactive session on the topic Students' Emotional Health Issues and Well-Being in order to address stress and anxiety-related issues brought about by the pandemic	Nil	23/07/2020	23/07/2020	260
2020	A Faculty Development Programme on the topic Online	Nil	21/02/2020	21/02/2020	70

Learning and Teaching: Digital Initiatives of the Government of India. Resource person : Dr N. Amareswaran, Asst Professor, Dept of Education, North Eastern Hill University

2020

Remedial classes were conducted to help academically weaker students clarify their doubts and perform better. Unfortunately, because of the lockdown, only two remedial classes were held during the current year.

Nil

07/03/2020

14/03/2020

1136

2020

Preparing a detailed report of online educational activities and initiatives undertaken during the lockdown period to evaluate and monitor the teaching-learning process. The report which

Nil

02/06/2020

31/10/2020

70



2019	1	1	28/09/2019	1	Workshop: Preventing Hazardous Cleaning of Sewers and Septic Tanks by Sanitation Workers/ Waste Pickers	Civic Health and Cleanliness	15
2019	1	1	02/10/2019	1	Awareness program-Community Cleaning Drive at Laitkroh Village	Community health and hygiene	40
2019	1	1	07/11/2019	1	Panel Discussion: Addressing Conflict at the local level and Conflict Resolution	Reasons for conflict and how to move towards a resolution of conflict at the local and community level	79
2019	1	1	08/11/2019	1	Cleaning Drive at Smit Village	Community cleanliness and civic hygiene	42

[View File](#)

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, Synod College, 2018-2020	01/01/2019	This handbook, which is revised after every two years, provides a comprehensive list of all the cells and committees of the college along with the names of stakeholders involved and also give brief indications of the

		roles and responsibilities that fall within the purview of each cell/committee. Every Cell is encouraged to conduct programs related to its purpose and function under the guidance of IQAC, the Principal and Vice Principals. The same is uploaded in the College website <a href="https://www.synodcollege.edu.in">https://www.synodcollege.edu.in</a>
Research Cell Guidelines	02/09/2019	This Guideline (published in the college website) outlines the objectives and functions of the Research Cell and the names of its members
General Guidelines for Students' Clubs, Synod College	03/08/2020	Published in the college website under Associations and Clubs, this provides a detailed guide to: Aims Objectives Membership Enrolment Procedure, List of EC Activities Membership Fee, etc.
Guidelines for In-House Research Projects	05/08/2020	Published in <a href="https://sites.google.com/view/synodcollege">https://sites.google.com/view/synodcollege</a> this provides a guideline to the terms and conditions relating to In-House Research projects

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Peace Day ( <a href="https://www.synodcollege.edu.in/index.php/national-service-scheme/">https://www.synodcollege.edu.in/index.php/national-service-scheme/</a> )	17/10/2019	17/10/2019	42
North East NSS Festival at Kohima Science College, Nagaland ( <a href="https://www.synodcollege.edu.in/index.php/national-service-scheme/">https://www.synodcollege.edu.in/index.php/national-service-scheme/</a> )	08/12/2019	12/12/2020	40
Donation of Rupees two lakhs to	06/04/2020	06/04/2020	3

the Meghalaya Chief Minister's Relief Fund for Covid-19 <https://www.shillongmail.com/meghalaya-cms-relief-fund-receives-over-2-5-cr-in-donations/>

[View File](#)

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

- Installation of solar panels in the office area of the college
- Rain water harvesting in the Main Block of the college
- Orchidarium maintained by Botany Department near the Basketball court
- Planting of potted plants and trees wherever possible
- Provision of small-space green areas such as in the New Block of the campus
- Organising Awareness programs and poster campaign in the campus to highlight environment issues such as on World Environment Day (5th June 2020) and on International Youth Day (12th August 2020) [ details are provided in <https://sites.google.com/view/synodcollege> under Events menu]

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

. 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 a language other than their mother tongue. This initiative is a step towards enhancing 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 improve their use of the English language and to provide assistance on the use of computers as many students are not yet computer literate. 4. The Practice: The students with guidance from supervisors researched 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, adhering to the standard prescribed procedures of paper writing. 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 which involves presentations or seminars. They have improved their overall approach in their study. 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 involved is borne by the College. The teachers have so far supported this initiative of the IQAC. (i) Best Practice. 1. 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 is adopted in the institution. 3. The Context: The cooperation of the teachers is vital in this initiative. After meetings and discussions it was agreed to implement the teaching of about 40 of the syllabus using power point presentation. The IQAC then conducted FDP on the use of power point in teaching, of which one was held on the 21st February 2020 on the topic Online Learning and Teaching: Digital Initiatives . 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 to this practice are the 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 of the syllabus using power point. The pass percentage of the students as per the results of the university examination has shown a marked improvement. The IQAC has reviewed this practice and it will be enhanced further in the coming academic years. 6. Problems Encountered and Resources Required: The problems faced are power cuts, insufficient numbers of instruments and room fitted with LCD projectors. The main resources required is the installation of a high power generator/inverter and more rooms fitted with LCD projectors. 7. Notes (Optional) The commitment and more training 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 , Meghalaya Pin Code: 793002 Accredited Status: NAAC accredited A Grade Work Phone: Fax: 03642547489 Website: [www.synodcollege.edu.in](http://www.synodcollege.edu.in) Email: [synodcollege@dataone.in](mailto: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

<http://www.synodcollege.edu.in/wp-content/uploads/best-practices-7.2.11.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

Vision : To provide the highest standard of academic excellence in a Christian environment, primarily for the economically disadvantaged students, in preparation for a life of purpose, service and leadership. The College is located in an area of high population density of indigenous Scheduled Tribes of the state of Meghalaya. About 98 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 PG courses in different higher educational institutions in the state and outside the state. The college strives to help economically disadvantaged students by permitting payment of fees to be made in three well-spaced instalments and due allowance is given for late payment on furnishing of a letter of application and subject to the Principal's discretion. College Hostel fees are also highly subsidized in comparison to other private hostels in the city. In further pursuance of the vision, the academic and co-curricular activities offered in



the college are oriented towards training and preparing students both to serve and to be leaders. Involvement in community-oriented programs such as cleaning drives and blood donation, and the creation of students' clubs and the Students' Association provide such examples. The style of functioning in each club is systematic and formal: Records of all club activities are carefully maintained in Proceeding books election of office bearers is done in a democratic manner by their own peers submission of names of the EC and annual reports to IQAC are duly followed. These measures, it is hoped, will partly help in moving the college towards realising its vision and achieving its goal.

Provide the weblink of the institution

<http://www.synodcollege.edu.in/wp-content/uploads/Institutional-Distinctiveness-7.3.1.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1.To complete the ground floor of the four storeyed building in the extended campus at Mawpdang, New Shillong 2. To organise one National and one International seminar/webinar. 3. To conduct one FDP for the teaching faculty 4. To conduct one training program for the non-teaching staff 5. To commence the first batch, UG Course in the extended campus at Nongstoin, West Khasi Hills 6. To strengthen Research platforms and facilities for faculty and students