



# **YEARLY STATUS REPORT - 2020-2021**

## **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 its own campus?

**Yes**

- Phone no./Alternate phone no.

**03642547219**

- Mobile No:

**8732834736**

- Registered e-mail

**synodcollege1965@gmail.com**

- Alternate e-mail

**lyngdohrm@gmail.com**

- Address

**Jaiaw - Lumdiengjri**

- City/Town

**Shillong**

- State/UT

**Meghalaya**

- Pin Code

**793002**

#### **2. Institutional status**

- Type of Institution

**Co-education**

- Location

**Urban**

- Financial Status

**UGC 2f and 12(B)**

- Name of the Affiliating University **North Eastern Hill University**
- Name of the IQAC Coordinator **Dr. Gayreen Lyngdoh**
- Phone No. **03642547489**
- Alternate phone No. **8259049737**
- Mobile **8575039904**
- IQAC e-mail address **iqac2synodcollege@gmail.com**
- Alternate e-mail address **gayreen02@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.synodcollege.edu.in/public/doc/IQAC/AQAR/AQAR-2019-2020.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.synodcollege.edu.in/public/doc/Calendar/Academic%20Calendar%202021.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>A</b>	<b>3.02</b>	<b>2017</b>	<b>30/10/2017</b>	<b>29/10/2022</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.10</b>	<b>2011</b>	<b>30/11/2011</b>	<b>29/11/2016</b>
<b>Cycle 1</b>	<b>B+</b>	<b>76.80</b>	<b>2005</b>	<b>21/09/2005</b>	<b>20/09/2010</b>

**6. Date of Establishment of IQAC**

**17/10/2005**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Synod College</b>	<b>Grants-in-aid, Salary</b>	<b>DHTE, Govt of Meghalaya</b>	<b>2020-21 for 365 days</b>	<b>10,8855665.00</b>
<b>Synod College</b>	<b>RUSA Schemes</b>	<b>RUSA</b>	<b>2020-21 for 365 days</b>	<b>10608975.00</b>
<b>Synod College</b>	<b>Star College Scheme</b>	<b>DBT</b>	<b>2020-21 for 365 days</b>	<b>741833.00</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

Organized Two Webinars: (i) National Webinar on " Celebrating India @ 75", in collaboration with the Department of Art and Culture, Meghalaya (27th -28th May 2021). (ii) International Webinar on "Safeguarding Tribal Identity: Concept and Implications" with Sociology Department, Synod College (9th -10th September 2021).

Publication of three books: (i) Human Development in South Asia: Issues and Challenges, released by Hon'ble MP, Rajya Sabha, Dr W.R. Kharlukhi on 26th November 2020. (ii) Celebrating the Mahatma, released on the occasion of Meghalaya Day, 21st January 2021. (iii) Celebrating India @75, in collaboration with the Department of Art and Culture, Meghalaya and released by the Hon'ble Chief Minister of Meghalaya, Shri Conrad Sangma on the 15th August 2021

Organized a Faculty Development Program on the topic "Virtual Classroom, the New Reality: Challenges and Opportunities" (20th November 2020). The Resource person was Prof L. J. Singh, Dean school of Technology, North Eastern Hill University, Shillong

Organized a One-Day Training for Non-Teaching Staff, Synod College on the topics - "Professional Competence and Excellence" and

"Financial Management and Transparency" on the 9th April 2021. Resource persons were Shri N.S. Nongbri ( Retd. Jt. Director of Agriculture, Meghalaya) and Shri Robert. L. Dkhar (Member of the Indian Revenue Service, Retd. and former Director, NIFT, Shillong)

Organized a three-day Training for students on (i) Fruit and Vegetable Processing and (ii) Entrepreneurship and Marketing ( 2nd - 4th December 2020), in collaboration with Directorate of Horticulture, Meghalaya and Meghalaya Industrial Development Corporation ( MIDC), Shillong to train students in livelihood skills and self-employment potential.

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

Plan of Action	Achievements/Outcomes
<p>To address issues related to students' mental health and well-being specific to the Corona virus pandemic and its repercussions.</p>	<p>Besides ongoing personal counselling and mentoring, a series of Counselling programs were organized to meet the needs of students and help them cope with depression and stress-related issues: (i) Online Interactive Session on "Real-Time Resilience during Corona Virus Times" (21st June 2021) (ii) Workshop on "Basic Counselling Skills" ( 16th July 2021), for the Teaching Faculty to equip them with basic, necessary skills to help students cope. Both the Programs were facilitated by Ms Naphisabet Kharsati, Trained Clinical Psychologist and Mental Health Activist.</p>
<p>To give added impetus to Student's support and progression by bringing in experts from across a broad spectrum of fields and platforms to provide needed information, guidance and training in Career Counselling and Guidance.</p>	<p>(i) Organized a Webinar "Jumpstart your Career with On-demand Courses" for BCA students, in collaboration with Anudip Foundation ( 27th October 2020) (ii) Webinar on "How to get Jobs in the 21st Century" organised by the Information and Career Guidance Cell, Synod</p>

College and Anudip Foundation ( 18th November 2020) (iii) Career Guidance via Zoom for UG, Arts Students ( 26th June 2021), facilitated by Mr Apdorlang Thangkhiew ( Industry Expert and Director, Admissions India) (iv) "Career Progression and Academic Exploration" for PG Students ( 9th July 2021), facilitated by Jasbir Singh, Admissions India (v) "Guidance to Higher Studies Opportunities" for UG, Science Students ( 10th July 2021) in collaboration with Admissions India

To promote a culture of quality research and initiatives for both faculty and students.

(i) The Research Cell and IQAC, Synod College are responsible for looking into all matters pertaining to quality research initiatives and promotion. A comprehensive Survey and Analysis Document was compiled by the Cell to generate awareness about research data of the College, as well as revised guidelines for the application of the College-sponsored In-House Research Projects. (ii) A one-day program for faculty was organised on the topic, "Research Ethics and Plagiarism" ( 30th April 2021), facilitated by Dr. F. Sumer, Deputy Librarian, North eastern Hill University, Shillong (iii) Three In-house Research Proposals ( 2020-21) were submitted to IQAC and the same were forwarded to the Research Screening Committee for approval and recommendation. (iv) In meetings held with all Departments ( 6th -8th September 2021), it was resolved that each department should undertake at

	least one Student Research Project per year.
To incorporate digital literacy and ICT-enabled practices in the Teaching-Learning process	(i) Faculty Development Program on the topic "Virtual Classroom, the New Reality: Challenges and Opportunities" ( 20th November 2020) (ii) Organized a three-months online ICT Course with Placement opportunities for students (5th Jan -March 2021)
To provide platforms and opportunities for hands-on training and guidance to students in various livelihood and vocational skills, and entrepreneurial abilities, apart from academics.	(i) Organized a Webinar on "Livelihood Opportunities for Students" ( all streams) in collaboration with Anudip Foundation ( 7th May 2021). the program was facilitated by Shri K. S. Adhikary, Kolkata (ii) Three-Days training for 20 students ( 4th-6th December 2020) on " Fruit and Vegetable Processing" and "Entrepreneurship and Marketing" with the Directorate of Horticulture, Meghalaya and MIDC, Shillong.

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	19/01/2022

**14. Whether institutional data submitted to AISHE**

## 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 its own campus?	Yes
• Phone no./Alternate phone no.	03642547219
• Mobile No:	8732834736
• Registered e-mail	synodcollege1965@gmail.com
• Alternate e-mail	lyngdohrm@gmail.com
• Address	Jaiaw - Lumdiengjri
• City/Town	Shillong
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• Pin Code	793002
<b>2.Institutional status</b>	
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• Location	Urban
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• Mobile	8575039904
• IQAC e-mail address	iqac2synodcollege@gmail.com
• Alternate e-mail address	gayreen02@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.synodcollege.edu.in/public/doc/IOAC/AOAR/AOAR-2019-2020.pdf">https://www.synodcollege.edu.in/public/doc/IOAC/AOAR/AOAR-2019-2020.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.synodcollege.edu.in/public/doc/Calendar/Academic%20Calendar%202021.pdf">https://www.synodcollege.edu.in/public/doc/Calendar/Academic%20Calendar%202021.pdf</a>

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<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
<b>Governing Body</b>	<b>19/01/2022</b>

<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	17/01/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	

## Extended Profile

### 1.Programme

1.1 18

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 3120

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

1135

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

937

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

73

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

56

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	18
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	3120
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1135
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	937
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	73
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	56
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4. Institution

4.1	40
Total number of Classrooms and Seminar halls	
4.2	59633568
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	127
Total number of computers on campus for academic purposes	

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To ensure effective curriculum delivery, regular review, course-planning and evaluation is carried out by each department in individual department meetings. Teaching methods used include the lecture method, use of ICT and because of the lockdown necessitated by the pandemic, online classes via Meet, Google classroom, Zoom and Whatsapp. Appraisal of students' performance is done through the conduct of Internal tests and Assignments. These internal assessments provide teachers with a fair indication of the students' level of learning and help them teach accordingly. Before the final submission of internal assessment marks, moderation of marks is conducted both by the departments and the College Exam Cell. The marks are then displayed for students' verification and correction of anomalies, if any. 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 reach desired levels. To further enhance the learning process,



remedial classes for weaker students are conducted once a week but because of the lockdown, remedial classes could not be conducted during 2020-21. The mentoring practice (online and offline) which is mandatory for all students provides a further platform for clarifying doubts and addressing students' learning issues.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1rBeljVf9fBIIV1kYdLSnw6F4bolYsR/view?usp=sharing">https://drive.google.com/file/d/1rBeljVf9fBIIV1kYdLSnw6F4bolYsR/view?usp=sharing</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated college, we follow the academic calendar and examination schedule of the parent University for the Conduct of final examinations and semester breaks. However, in matters pertaining to college internal academic and co-curricular activities as well as the conduct of CIE, 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 and displayed in the college Notice Boards. As far as possible, the College adheres to the calendar prepared at the beginning of every academic year especially in the conduct of Internal Tests and Students' Seminar. However, in 2020-21, because of unanticipated changes caused by the pandemic, the Internal Tests (Odd Semesters, 2020) could not be conducted as per scheduled dates. Similarly, Internal Tests (Odd Semesters, 2021) were postponed by two weeks. However, students and faculty were notified of the changes well before time. For Assignments and Students' projects the departments are given the freedom to decide on the dates on which the activity will be conducted, but the date of submission of marks is uniform for all departments and is decided by the College Exam Cell in consultation with the Principal.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.synodcollege.edu.in/public/doc/Calendar/Academic%20Calendar%202021.pdf">https://www.synodcollege.edu.in/public/doc/Calendar/Academic%20Calendar%202021.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

60

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

60

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

As an affiliated college, we follow the- prescribed curriculum of the parent university. However, relevant and cross-cutting issues are integrated into the curriculum through the extra-curricular activities conducted by the Departments, Cells and Clubs of the College. Further, students and faculty are also encouraged to participate in programs conducted by other bodies/agencies which address the above issues thereby sensitizing them and integrating it into the overall teaching-learning experience:

- Professional Ethics : (i) An online program was conducted on "Research Ethics and Plagiarism" (30th April 2021) (ii) One-Day Training for Non-Teaching Staff was conducted on "Professional Competence and Excellence" and "Financial Management and Transparency" (9th April 2021).
- Gender: Apart from having a functional and vibrant Women Cell in the college: (i) the members could also join a two-days training on "Sexual Harassment of Women at Workplace" (26th-27th August 2021) organised by Meghalaya State Commission for Women and National Commission for Women, New Delhi. (ii) The Cell also organised an online talk on "Sexual Harassment at Workplace" ( 24th September 2021) for girls' students and female faculty, to sensitize and generate awareness about matters related to sexual harassment and how to seek help and redressal in such matters.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

328

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.synodcollege.edu.in/public/doc/IQAC/SF/Student-Feedback.pdf">https://www.synodcollege.edu.in/public/doc/IQAC/SF/Student-Feedback.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1320

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1220

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Over the years the college has put into place a very structured monitoring system to assess the learning level and performance of students from one year to the next. This is done through the mentoring process which is an integral part of the institutional practice. The Head of each department and the teacher-in-charge of mentoring are given the responsibility of assigning teacher-mentors to students depending on the student-teacher ratio in the department. Each mentor meets/interacts with their mentee during and after class hours to assess their performance and learning growth. The number of interactions as well as the mentee's assessment report is recorded in the Mentoring Form along with relevant information of the mentee and the mentor's observations, and the same are submitted to the HOD at the end of the academic session.. Advanced learners are encouraged to perform even better by referring them to more advanced texts and study materials suited to their learning capacity while slow learners are helped by conducting special remedial classes to give them extra coaching. The remedial classes were held once a week on a half-day session but with the imposition of lockdown and the pandemic, the offline classes were discontinued for the time being.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3120	73

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college attempts to facilitate a more participatory and student-centric approach to learning by organizing programs and activities which allow students hands-on experience and training thereby enhancing their learning experience. Activities conducted in 2020-21 include:

(i) Training on Fruit and Vegetable processing (2nd-4th December, 2020)

(ii) The annual student seminar, an integral component of our institutional practice, teaches students to engage in team-work, formulate their own styles and methods of presentation, engage in research and speaking skills, and participate in peer discussions. The inter-department seminar allows for inter-disciplinary engagement providing opportunities for learning outside of one's own subjects. [1st - 8th October, 2021]

(iii) Activities organized by Cells and Clubs are not merely extra-curricular but function as important aids to knowledge helping students learn through participation in activities like Slogan-writing, poster-making, photography, poetry and story-writing, essay-writing, etc.

(iv) Field-trips and Community extension programs organized by the College provide students with on-the-site experiences and first-hand learning opportunities enriching their education.

(v) Exhibitions and Science Fairs conducted by Science Club and Science departments of the college allow students to engage in experiential learning and demonstrations.

(vi) Project-based learning and Practical is a mandatory component of all Science Departments(UG), Geography, BCA and Education(PG).



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With traditional classroom methods of teaching disrupted by the pandemic and lockdown imposed from March 2020, teachers have resorted to and adopted various online learning apps and platforms to make the learning process a continuous one. The online modes of teaching employed include platforms like Google Meet, Google Classroom, Zoom, e-library resources, OERs and even WhatsApp to communicate with students, share study materials, teach and assess the student's work and assignments. To further introduce and encourage digital ways of learning, the college, through the IQAC, undertakes various initiatives by sharing digital platforms like SYAWAM, Z-library, IET digital library.

The College also conducts various training programs for faculty such as the FDP on Digital literacy and teaching in a virtual classroom in order to help update them in various ICT enabled learning tools thereby, making the teaching-learning process a contemporary and interesting one for both teacher and learner. It is observed that some teachers have also taken the initiative to make use of educational videos available through YouTube and Kinemaster as well as using the interactive whiteboard and touch pen and pad. Inhouse-Research projects on ICT related topics are also encouraged so that further impetus can be made in this direction.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.synodcollege.edu.in/public/doc/ICT/ICT%20enabled%20tools%20for%20effective%20teaching.pdf">https://www.synodcollege.edu.in/public/doc/ICT/ICT%20enabled%20tools%20for%20effective%20teaching.pdf</a>

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the

latest completed academic year )

### 2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

28

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

948

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is affiliated to the University so it adheres to the guidelines laid by the university with regards to internal evaluation. Continuous internal assessment is done for all semesters through various modes such as assignments, tests, MCQs, Group discussions, seminars and mentoring classes. During the Covid-19 pandemic, online assignments and internal tests were conducted for the students. Though there were many hurdles faced by students such as the unavailability of reliable Wi-Fi, internet connection and electricity, especially in students residing in rural areas, the submission of assignments and internal tests could be carried out through the extension of submission deadlines and the hard work of the teachers who sought to find ways and means of communicating with the students. The schedules for internal tests are prepared by the Exam Cell and the students are notified well in advance through their respective departments via Whatsapp or Google Classroom. The assignments and internal tests are uploaded in the college Exam portal and students are given the option of previewing their scripts before uploading and submitting the same. This has made possible the verification of scripts by students and correct anomalies, if any.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The students' grievances and any discrepancies in internal assessment matters are addressed by the Departments before the submission of marks to the Exam Cell. In order to make the assessment process transparent and efficient, and to prevent any anomaly, the students are asked to upload their internal assignments and tests in the College Exam portal. They are then given the option of previewing their scripts before final submission so that no discrepancies will arise due to submission of the wrong answer script. Students are also given the opportunity of improving their Internal Assessment marks, if the department deems it necessary, and this is done by allowing for the conduct of a second test, or by allowing students to write another assignment. The Exam cell notifies the HODs regarding the date of submission of marks and the marks are then displayed on the notice board of each Department or uploaded on the Department's WhatsApp group to allow for transparency and verification of marks by all students. Sufficient time is given for the students to check their marks and seek redressal if there are any discrepancies before finalization of marks.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Synod college offers programs that are aimed at maximizing the students' goal of learning. The college is affiliated to North Eastern Hill University and the syllabus as well as the course outcomes for the various programmes are specified by the University itself. The programmes offered by the college in the UG level are in Arts, Science, Commerce and Bachelor of Computer Applications while the PG level offers programs in Political

science and Education. All the programs are put up on the website of the college for information to students seeking admission into the institution. The teachers are communicated by the University through the Principal for any changes in syllabus and course outcomes made by the University. The teachers, in turn, communicate the same to the students during the orientation session conducted at the beginning of the academic session.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1hDoJyHucy0ZqFPL90A4wlcVB5OMq7ZEB/view?usp=sharing">https://drive.google.com/file/d/1hDoJyHucy0ZqFPL90A4wlcVB5OMq7ZEB/view?usp=sharing</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme outcomes are evaluated based on the final results that the students obtained at the end of their final semester exams. The University conducts exams at the end of every semester determining the course outcomes for the said semester and the programme outcome is determined at the end of the three-year course. Assignments and Internal Tests carrying a weightage of 10 and 15 marks for each paper is another way of evaluating the course outcomes. Assignments and internal tests have proved effective tools in evaluating the students' abilities, knowledge and skills.

Another method of evaluating the learning outcome of students is through class discussions, quizzes, exhibitions and work displays, as well as through the students' seminar and the one-to-one interaction between mentors and mentees.

Tutorials and Remedial classes are also effective in determining how much of the Program and Course outcome is achieved.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

937

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1hteH1DvI_RHd5sREz_IttYeFqSPXAe2H/view?usp=sharing">https://drive.google.com/file/d/1hteH1DvI_RHd5sREz_IttYeFqSPXAe2H/view?usp=sharing</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.synodcollege.edu.in/public/doc/IOAC/SSR/Student-Satisfaction-Survey.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.6

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

4

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

42

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

32

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

#### 3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution carries out a number of extension activities through the Extension Cell and Science departments under the DBT-Star college scheme in order to have a closer interaction with the community and help students to be aware of and engage with the society. Community-related and extension programs carried out this year include:

(i) Outreach program on the theme, "Life and livelihood under the pandemic" in Rapleng village (9th November 2020)

(ii) Extension program on "COVID-19 pandemic: Effects and



Challenges on Students, Education and Rights: Recover better and stand up for Human Rights” at Umdihar village, Ri-Bhoi District (10th December 2020).

(iii) The college has a very active and vibrant NSS unit which conducts cleanliness drives and civic awareness programs in different places in the state and region. Blood Donation and Aids Awareness programs were also conducted at regular intervals. This has allowed students to engage with society at the grassroot level and realize their potential to make a difference in the community. Both the NCC cadets and NSS volunteers of the College played a leading role in the World Environment Day by participating in cleaning up the vicinity surrounding the college and in the planting of trees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

13

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

880

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution is located in its own property in the center of the city. Though the college has adequate space and facilities to accommodate its students, yet the increasing demand for admission and the opening of more programs as well as Add-on courses, have necessitated a bigger campus and better and more advanced infrastructure. To meet this need, the College has purchased additional lands in two areas - one adjacent to the present campus and one in New Shillong (9 acres). Further, in line with its vision of providing access to quality higher education for students from rural areas and disadvantaged backgrounds, the College, supported by the Sponsoring Body, is in the process of initiating the starting of another campus in Nongstoin Village which is the Headquarter of the West Khasi Hills, a district which has only one college catering to the needs of the student community in and around the adjoining villages. For this purpose, the College has acquired a 6.5 acres area of land in Nongstoin and in the coming year, the project is expected to move forward at a robust speed. New construction and renovations are underway and the details are attached here.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Basketball Court -Area=354.62sqm, Year of establishment=1975, User Rate=100/day approx

Gym - 41.47sqm, Area=, Year of establishment=2016, User Rate=30/day approx.

Students' Field - Area=49000 sqft., Year of Establishment=1965, User Rate=600/day approx.

Boys common room - Area = 68.92sqm, Year of Establishment=1975, User Rate=300/day approx.

Girls common room - Area = 35.94sqm. Year of Establishment=1975, User Rate=300/day approx.

Auditorium - Area= 248.503sqm., Year of Establishment=2016, Capacity=300

Dinam Hall - Area=22525 sqft , Year of Establishment=1965, Capacity=600

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

25

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

296.2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- Name of ILMS software - KOHA
- Nature of automation (fully or partially) - Partially
- Version - 16.05.05.000
- Year of Automation - 2018

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**7.5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**128**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

1. The college updates its IT facilities including Wi-Fi as and when the need arises. The Wi-Fi facilities are available in the Principal's office, the college office, the IQAC room, the Exam Cell, the Auditorium, the Vice-Principal's office and covers every academic department room in the college. The college has updated its Wi-Fi facilities to a higher bandwidth from Jio-Fi to BSNL fiber and the same is provided by a private firm TECHDYRECT.
2. 18 departments have computers with internet access and 24 classrooms are equipped with ICT facilities.
3. The total number of working computers in the college is 127.
4. The college makes adequate financial provision for the updating of its IT and Wi-Fi facilities annually: (i) Rs 326237 for maintenance of computers (ii) Rs 447414 for telephone and internet services (iii) increasing the speed of the bandwidth to 100 MBPS.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

127

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
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File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### **4.4 - Maintenance of Campus Infrastructure**

##### **4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

##### **4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

**596.3**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**The college has a proper system and procedure for the maintenance and utilization of all infrastructure and facilities in the college. The Principal is the overall incharge looking into all matters relating to college property and usage. The following is the list of the facilities:**

**Laboratory, Library, Sports Complex, Computers, Classrooms, Hostels. Moreover, the College has a Building Committee that decides on all matters of building and alterations in the college. The services of a Site engineer/ contractor is utilized whenever required. Cleanliness of the classrooms, corridors, washrooms and other spaces is taken care of by the cleaning**



staff along with the college caretaker who is provided with staff quarters in the premises. The details may be viewed in the additional information section as well as in the college website. <https://www.synodcollege.edu.in/public/doc/Maintenance/Maintenance%20of%20College%20Infrastructure.pdf>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1576

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**153**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**153**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**11**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **5.2.2 - Number of students progressing to higher education during the year**

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**139**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

5

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The college has a well-defined Students' Body known as the Synod College Students' Council (SCSC) 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 SCSC with students in the forefront of decision-making and implementation regarding programs and activities. In addition to the SCSC, the college has six Students' Clubs composed 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.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1YwQtMEWgsc4-EEPdvgreEtv3yMZ4Ubo0/view?usp=sharing">https://drive.google.com/file/d/1YwQtMEWgsc4-EEPdvgreEtv3yMZ4Ubo0/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Synod College Alumni Association is a vibrant body which functions as per its own constitution. One member from the Alumni Association is mandatorily selected as a 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.

File Description	Documents
Paste link for additional information	<a href="https://www.synodcollege.edu.in/Association%20and%20club#section-eight">https://www.synodcollege.edu.in/Association and club#section-eight</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)      E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision statement - 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.

Mission statement - Shaping the lives of the students particularly the economically disadvantaged, by providing education par excellence so as to provide well informed, equipped and responsible citizens.

•In line with its Vision and Mission statements, Synod College provides a high standard of education to all irrespective of social status though its primary focus is primarily the weaker section of students, especially those from villages and first-generation learners. Economically disadvantaged students from rural areas as well as from other states (ST category) are given first priority in hostel accommodation provided by the College for both boys and girls and are highly reasonable in comparison to other private hostels in the city. To help economically disadvantaged students further, provisions are made for payment of fees in three well-spaced installments and due allowance is given for late payment, subject to the Principal's discretion.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college academic responsibilities are fairly divided among all the staff members allowing participatory management in all its activities through a well-structured system of Cells/Committees which function under the aegis of the IQAC, 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 responsibility of planning and organizing their own programmes in consultation with IQAC, in order to enhance and carry forward the quality

initiatives and culture of the college, particularly the interest of the student community. The examination cell headed by the Vice-Principal and composed of members from the non-teaching and one teaching staff from each department, oversees all examination-related matters. In 2020, a team of fourteen faculty members was constituted to assist the IQAC and look into matters relating to quality improvement and initiatives in the college thereby fostering a sense of shared responsibility and participation. All Certificate Courses run by the college are coordinated by staff faculties respectively working together with the Coordinator of IQAC. Preparation of data for AISHE is facilitated by an Office staff duly appointed by the Principal.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1caVMD_ZKwVu9NwHMXn_PWR2xVpcBDWBt/view?usp=sharing">https://drive.google.com/file/d/1caVMD_ZKwVu9NwHMXn_PWR2xVpcBDWBt/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic long-term plan of the college is to build and enhance human resource development. In order to fulfill this objective, the following activities/programs are conducted/organised:

1. Faculty Development programs and Training programs for teaching and non-teaching staff.
2. Every teacher is appointed as conveners and members of respective Cells and Committees of the college.
3. To enhance and broaden students' subject areas and impart them with employable life skills, various certificate courses and training are conducted after class hours.
4. Notifications for faculty promotion under CAS are made at regular intervals to facilitate timely submission of applications and every effort is made to expedite the process of promotion in a systematic and speedy manner.
5. To facilitate the growth of the faculty's academic career, provisions are made to encourage the research culture by



granting college-sponsored research projects, study leave for course work and completion of PhD programs, and the conduct of relevant workshops to aid research practices. The College also encourages the publication of quality research papers in Care list journals and sponsors the publication of books pertaining to research papers and seminar/conference proceedings.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body is the apex policy making body of the College. It provides infrastructure, technology and other logistical support and leadership through the Principal who monitors the effectiveness and efficiency of the teaching learning process and the functioning of all sections of the College. The Principal is assisted in his role and responsibilities over administrative and academic matters by the Vice Principal and the activities are executed through the Coordinator, IQAC. To execute the policy statement and action plan envisioned by the Governing Body, the College works through the shared involvement of office staff and faculty appointed as members and conveners of Cells and Committees and implementing the vision of the college through their various activities and programs.

All academic affairs are delegated to the faculty of individual departments monitored by the Head of Department and accountable to the Principal. In this context, the college has initiated a unique system of assigning different charges and responsibilities to each teacher in their own departments in order to ensure efficient functioning.

The College holds regular interactions with other stakeholders such as the students, parents, alumni, government representatives, nominated members from the parent university and members of the local community.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1ahjYggaEyj4isuo-B7fdjA5VdKBK7-hw/view?usp=sharing">https://drive.google.com/file/d/1ahjYggaEyj4isuo-B7fdjA5VdKBK7-hw/view?usp=sharing</a>
Link to Organogram of the Institution webpage	<a href="https://www.synodcollege.edu.in/wp-content/uploads/ORGANOGRAM1.jpg">https://www.synodcollege.edu.in/wp-content/uploads/ORGANOGRAM1.jpg</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Contributory Provident Fund for Sanctioned posts and PF for College posts
2. Synod College Employees Cooperative Thrift and Credit Society Limited
3. Vacation to both teaching and non-teaching staff.
4. Maternity (120 days) and paternity (2 weeks)
5. Casual leave of 15 days for the employees.
6. Sick leave for all the employees

## 7. One month extra pay from the management on retirement

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

**NIL**

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

**5**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

53

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The College performance appraisal system includes student feedback, self-appraisal by the teachers, review by the academic peers and feedback from the alumni. It is also done through API

report for their CAS promotion.

The performance appraisal of the non-teaching staff is done by the College management through the Governing Body.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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, about once in 3 years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College's major sources of funding is through the students' fees and Grant-in-aid from the State Government for maintenance (salary) of the staff. No deficit in funds.

- Reserve fund / corpus available with the Institution is 1.5 crores.

Funding of Rupees Two Crores from the RUSA 2.0 scheme, Government of India was received. The fund has been used for construction of infrastructure in the new campus and renovations in the present campus.

Additional grants from RUSA under the Equity Initiatives and Inclusion Scheme amounting to Rupees five lakhs was applied for (2021-22), to facilitate the conduct of Workshops and Certificate Courses which will benefit students and prepare them for self-livelihood as well as for higher education.

**Internally-generated Funds:** The IQAC also mobilized the generation of internal funds by collecting nominal fees from students enrolling for Add-on/ Certificate Courses. The funds generated from this are utilized for:

- sponsoring economically weak students in enrolling for the Certificate Courses
- provide scholarships for students from the Differently-abled category
- Honorarium for resource persons
- Miscellaneous expenses of Cells' and Clubs' activities and programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

To promote a culture of academic and holistic growth, the IQAC has institutionalized two practices which have enhanced the performance of the students and faculty:

1. Students' Seminar: An integral component of the academic activities of the college and has been incorporated into the annual academic-calendar.

1. In-House research Projects: To make research a part and parcel of the academic culture, the college has instituted the in-house research project which allows teachers to pursue research at the micro-level. This project is funded entirely by the College and is of one-year duration, though extension is allowed on genuine grounds. Rules and Guidelines prepared by the Research Cell of the College and approved by the Management are stringently adhered to. The research proposal is submitted to the IQAC which forwards it to the Research Committee composed of members of the Management and one member from the Research Cell. The proposal is then submitted to a subject-expert from the University and based on the evaluation/remark of the expert; the project is either approved or sent back to the researcher for reconsideration and implementation of recommendations and suggestions made. On completion of the project, teachers are encouraged to publish the same in care list journals.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1p_R4CroQm3KzyjFzttevyDHBS7zqiDXD/view?usp=sharing">https://drive.google.com/file/d/1p_R4CroQm3KzyjFzttevyDHBS7zqiDXD/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Students' Feedback:** In order to review and assess the performance graph of the college, a systematic students' feedback survey is conducted by the IQAC at the end of every academic year. The students selected for the survey are drawn from the final semester and feedback forms are provided to the students to allow them to record their experiences and evaluation of the College in various criteria such as curriculum, infrastructure, co-curricular activities and facilities, system of internal evaluation, students' support system, and the overall performance of the teaching staff as well as the management and non-teaching staff. The students' feedback is analyzed and duly shared with the management for necessary action and improvement, and also uploaded in the college website. Provision for feedback on individual teachers' performance is also made in the form where students are given the opportunity to weigh and evaluate the performance of each teacher. The teachers' performance feedback is shared with each department through the HOD who then discusses and reviews the same with other teachers of the department. Based on these feedbacks, the college has been able to bring in necessary changes and improvement in various areas to facilitate and enrich the teaching-learning experience.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1iUF_gnTYlJJypxlQiOzvSwlMcV6hdFg5/view?usp=sharing">https://drive.google.com/file/d/1iUF_gnTYlJJypxlQiOzvSwlMcV6hdFg5/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**C. Any 2 of the above**



**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

#### **7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

In order to foster and promote an environment of gender equity and inclusion in the college, the following measures are taken by the institution:

(i) Having a vibrant and active Women Cell

(<https://www.synodcollege.edu.in/Cell>)

(ii) Organizing gender sensitization programs in the college/ facilitating participation of faculty and students in gender related programs outside the college

(iii) A separate common room for girls

(iv) A female security guard to take care of female students

v) Women's Day Programme (8th March, 2021) Poster Display conducted by Pol Sc. PG

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management : Solid waste disposal is in conformity with the guidelines given by the Municipal Board. Waste is segregated into different categories : Biodegradable, Recyclable, Non-Recyclable and the same are disposed of by the Shillong Municipal Board.**
- **Liquid waste management : Liquid waste is disposed through covered drains into the main sewage system of the Municipal Board, Shillong**
- **Hazardous chemicals and radioactive waste management**

**Hazardous waste management - Hazardous waste are properly packed and disposed of by the authorized disposal agency of the Shillong Municipal Board.**

**E-waste management - The disposal of non-functional machines and computer peripherals is undertaken by the authorized disposal agency of the Shillong Municipal Board.**

**In order to spread awareness of and initiate good practices in proper waste management among its students and in the community at large, the College is collaborating in a Waste Management Project undertaken jointly with the International Society of Waste Management, Air and Water ( ISWMAW). The project will be formally inaugurated at the 11th International Conference on Sustainable Waste Management and Circular Economy and IPLA Global Forum 2021 on the 1st December 2021.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://drive.google.com/file/d/1KZ3jg5X51FnDQyWk5nrDDCacTmLpF0-u/view?usp=sharing">https://drive.google.com/file/d/1KZ3jg5X51FnDQyWk5nrDDCacTmLpF0-u/view?usp=sharing</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>C. Any 2 of the above</b>
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1. Restricted entry of automobiles</b> <b>2. Use of Bicycles/ Battery powered vehicles</b>	<b>D. Any 1 of the above</b>

<b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. Landscaping with trees and plants</b>	
--	--

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The following programs and activities reflect the culture of inclusion and diversities promoted by the college :

i) In pursuance of the directive of the Ministry of Human Resource Development (MHRD) - GoI, Synod College, Shillong formed a unit of Ek Bharat Shrestha Bharat (EBSB) on 13th March, 2020. The club has been actively involved since its formation in promoting unity in diversity and in realising its objectives through the various programmes that it organizes. For the current session, on 2nd December, 2020 the EBSB celebrated Nongkrem Dance (a cultural dance of the Khasis) through a short video.

ii) Multi-lingual aspects of the magazine - The college magazine reflects the culture of tolerance and communal harmony prevalent in the college. Articles and write-ups feature four different languages of the country viz, English, Hindi, Khasi, Garo and Mizo.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To inculcate values of good citizenry in its students and employees, the College organizes and conducts various programs, and encourages its members to participate in activities that promote the same. Details are provided as additional information.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To generate a sense of being part of a global community and to highlight the significance of important events, the College encourages its members (students and staff) to organize/participate in such events and festivals. The list of programs/activities related to special events is provided in the annual report.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. Title: RESEARCH PROMOTION

#### 1.1. Objectives:

To promote high quality research based culture for faculty and students thereby producing academically competent people who can contribute to society.

#### 1.2. Context

There has been poor research output because of the high student population and the demanding curriculum thereby leaving less time for research.

#### 1.3. The Practice

- In-house research projects
- Strengthening research cell
- Making more comprehensive research guidelines
- Training/seminars in research ethics and culture

- Promoting research exchanges through research centres
- Students' research
- Publication of research papers through college journals

#### 1.4.Evidence of Success

- Increased In-house research projects.
- Engagement in externally funded research projects.
- Publication in books/journals
- Students pursuing research at higher educational levels.

#### 1.5.Problems Encountered and Resources Required

- Time factor
- Funding

### 2.Title:Student-Centric Livelihood and Entrepreneurial Skill

#### 2.1.Objectives

- To impart crucial life-skills and practical knowledge equipping students to compete in the job market

2.2.The Context-90% students come from economically disadvantaged backgrounds. Development of real-world skills will help them to be self-reliant and self-supporting.

#### 2.3.The Practice

- Short-term trainings/workshops.
- Add-on courses

#### 2.4.Evidence of Success

- Job placements



- Self-employment and micro-businesses from skills acquired through trainings.

- Students' initiatives in SHG

## 2.5. Problems Encountered and Resources Required

- Restriction of academic curriculum

- Time constraint

- Fundings

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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% 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% and 85% in arts and science respectively. 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 reasonable in comparison to other private hostels in the city.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Publication of at least two books
2. To organize international / National/ Regional seminars on relevant topics
3. To initiate more collaboration with the parent university/other organizations for conduct of relevant programmes that will be beneficial for both faculty and students
4. To resume Certificate/Add-On Courses in the 2020-21 session
5. To conduct one FDP for the teaching faculty
6. To conduct one training programme for the non- teaching staff
7. To conduct one Faculty Induction Program
8. To complete the ground floor of the four storeyed building in the extended campus at Mawpdang, New Shillong