

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Synod College
1.2 Address Line 1	Jaiaw-Lumdiengjri
Address Line 2	-
City/Town	Shillong
State	Meghalaya
Pin Code	793002
Institution e-mail address	synodcollege@dataone.in
Contact Nos.	0364 2547219
Name of the Head of the Institution:	Dr.D.Wanswett
Tel. No. with STD Code:	0364 2547219
Mobile:	09436118942
Name of the IQAC Co-ordinator:	Dr. M. Rani

Mobile:

09863083056

IQAC e-mail address:

merostar_rani@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MLCOGN 12505

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/28/A&A/43 October 30, 2017

1.5 Website address:

www.synod-college.com

Web-link of the AQAR:

www.synod-college.com/readmore.php?category=main&id=18

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2005	2010
2	2 nd Cycle	A	3.10	2011	2016
3	3 rd Cycle	A	3.02	2017	2022
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

17.10.2005

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2017-18 31.10.18 (DD/MM/YYYY)

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Professional Course
BCA

1.12 Name of the Affiliating University (for the Colleges)

North Eastern Hill University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify) DBT

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="17"/> Faculty <input type="text" value="15"/>
Non-Teaching Staff	<input type="text" value="01"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="00"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox" value="x"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. International Inter-disciplinary Seminar on "Human Resource Development: Capabilities, Challenges and Prospects"
2. Workshop on "Inclusive Education"
3. Research Proposal Writing Workshop

2.14 Significant Activities and contributions made by IQAC

- | |
|---|
| <p>1. Quality Improvement Initiatives 2.FDP for teachers 3. Training program for office staff
 4. Opening of the PG Course 5. Constitution of the various cells and committees of the College
 6. Meetings with departments of the College for quality enhancement</p> |
|---|

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.To start a PG course M.A in Education	2.Application was submitted to the affiliating university, NEHU
2. To complete the first floor of the PG Block II	2.The First floor of the PG block II was completed
3. To provide wifi internet connection in the college campus	3. wifi internet has been installed in the College campus
4.To organize one International Seminar	4. An International Seminar on ““Human Resource Development: Capabilities, Challenges and Prospects” was held on 16-17 March 2018.
7.To organize one FDP for teachers	7.FDP for teachers was held on 28 September 2018
8.To conduct one Training program for office staff during the academic session	8.The Training Programme was held on the 16 June 2017
9. To organize two seminars/ workshops with departments of the College	9. Two workshops were organized with departments of the College
10.To make provision for sanction of three In-house Research Projects	10.Three In-house Research Projects were sanctioned
11.To continue with students’ research projects	11. Students’ research Projects were continued
12.To enhance use of ICT in the teaching and learning process. Opportunity to be given to	12. 40% of the course were taught using ICT.

students to use LCD projector in students' seminar.	Students gave their presentation in students' seminar using LCD projector.
13. To purchase two more LCD projectors and five computers	13.The LCD projectors and computers were purchased
14. To publish two books by the College	14. The books were published.

* Academic Calendar of the year 2017-18 attached as Annexure I.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Management has entrusted IQAC to take all necessary action as per the recommendation of the Peer Team and NAAC guidelines.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	15	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	05	-	-	2
Others	-	-	-	-
Total	21	00	00	02
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
Trimester	×
Annual	x

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	43	28	00	00

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	01	00	00	00	00	00	00	00	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

00

05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	20	48
Presented papers	03	08	0
Resource Persons	0	0	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Students' Seminar 2. Use of LCD projectors by all departments 3. Field trips to give field experience to the students
 4. Giving of assignments 5. Group discussions
 6. Remedial classes

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) 2

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

00	05	04
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2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Hons	480	-	2.71	37.08	28.54	68.33
B.Sc Hons	112	-	41.96	40.18	3.57	85.71
BCA	24	-	16.66	37.50	-	54.16
B.Com Hons	76	-	-	9.21	38.15	47.36
M.A (Pol Sc.)	18	-	5.56	83.33	-	88.88

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Contribution: Initiate Students' Seminars, use of ICT in teaching, mentoring of students.

Monitor: Physical presence in Students' Seminars and inter departmental Students' Seminars, Teachers are to submit sample copy of ICT materials to IQAC, Teachers have to fill mentor sheets

Evaluate: From the Students' Seminar Reports, Use of ICT is evaluated from the materials submitted and students' feedback, Mentoring is evaluated from the mentor sheets.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	01
Others-College FDP	71

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	00	00	02
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Provide seed money in the form of In-house Research Project
2. Facilitate teachers to apply Minor Research Project from UGC, ICSSR, etc.
3. Constitute a research committee.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	-	7.00	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	1
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	2	01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		-		
Minor Projects				
	1	ICSSR	Rs 1.00 lac	1.00 lac
Interdisciplinary Projects	-	-		
Industry sponsored	-	-		
Projects sponsored by the University/ College	1	IQAC	Rs 20,000	Rs 20,000
	1	IQAC	Rs 20,000	Rs 20,000
	1	IQAC	Rs 30,000	Rs 30,000
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-		
Total	-	-	Rs1.7 lac	Rs 1.7 lac

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	Unive rsity	College
Number	01	0	00	00	02
Sponsoring agencies	College and SASSRN (India Chapter)				ICSSR and College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
00	-	00	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Environmental Awareness Program in Schools in rural areas in collaboration with the State Council of Science, Technology & Environment, Meghalaya.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.3 acres	×	Management	11.3
Class rooms	15 nos	×	Management	15
Laboratories	12 nos	×	Management	12
Seminar Halls	02	×	Management	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	×	×	×	×
Value of the equipment purchased during the year (Rs. in Lakhs)	×	×	×	×
Others	×	×	×	×

4.2 Computerization of administration and library

Library: Completed
Administration: In the process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29781	4705809	2216	1045884	31997	5751693
Reference Books	863	412936	155	6964	1018	419900
e-Books	-	-	-	-	-	-
Journals	39	51467	45	52181	84	103648
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	110	40	16	00	22	17	15	00
Added	38	10	00	00	38	00	00	00
Total	148	40	16	00	60	17	15	00

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Conduct Certificate Course in Computer Application for students. Wifi provided in the campus

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs 137680
ii) Campus Infrastructure and facilities	Rs 1419550
iii) Equipments	Rs 833806
iv) Others	Rs 522705
Total:	Rs 2913741

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Information about scholarships and awards from the College
2. Information about Students' Clubs

5.2 Efforts made by the institution for tracking the progression

1. Students' Seminar report
2. Mentoring sheets
3. Performance in tests conducted.
4. Evaluation of assignments

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3112	74	×	00

(b) No. of students outside the state

142

(c) No. of international students

00

Men	No	%	Women	No	%
	1599	50.18		1587	49.81

Last Year(2014-15)						This Year(2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	O B C	Physically Challenged	Total
00	10	2281	0	0	2281	01	00	3185	0	0	3186

Demand ratio 1000:750 Dropout % 4.8

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

none

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	×	SET/SLET	×	GATE	×	CAT	×
IAS/IPS etc	00	State PSC	NA	UPSC	NA	Others	NA

5.6 Details of student counseling and career guidance

The following Programmes were held:

1. Career Guidance Programme was organized by the History Department on 4th April 2018
2. Career Guidance Programme organized by ICGC on 5th December 2017.

No. of students benefitted

200

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	-	-	-

5.8 Details of gender sensitization programmes

NOne

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	Rs 30000
Financial support from government	Free studentship- 48 Book Grant- 217 Scholarship- 2123	Rs 73995 Rs 139700 Rs 7067000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="00"/>	National level	<input type="text" value="x"/>	International level	<input type="text" value="x"/>
Exhibition:	State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="x"/>	International level	<input type="text" value="x"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: none

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To provide the highest standard of academic excellence in a Christian environment, primarily for the economically disadvantage students in preparation for a life of purpose, service and leadership.

Mission: Shaping the lives of students particularly the economically disadvantage, by providing education par-excellence, so as to produce well informed, equipped and responsible citizens

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is developed by the University. Some teachers are members of the Curriculum development Committee.

6.3.2 Teaching and Learning

1. Use of ICT, 2. Students' seminars, 3. Assignments, 4. Teachers' diary

6.3.3 Examination and Evaluation

Students are shown their answer scripts

6.3.4 Research and Development

1. In-house research project, 2. Research Committee.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Process of Computerization of Library completed 2. Installation of 38 more computers 3. Construction of Boys' Hostel and new College auditorium
4. New generator installed 5. New instruments installed in Bio-Tech Hub.

6.3.6 Human Resource Management

Constitution of Cells and Committees where every staff is a member.

6.3.7 Faculty and Staff recruitment

Implementation of API for teachers' recruitment

6.3.8 Industry Interaction / Collaboration

-

6.3.9 Admission of Students

1. Based on merit, marks obtained in the Qualifying examinations
2. Transparent procedure, the list of selected students is hung in the notice board

6.4 Welfare schemes for

Teaching	✓
Non teaching	✓
Students	✓

6.5 Total corpus fund generated

Rs 7.00 lac

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	×	No	×
Administrative	Yes	×	No	×

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

none

6.11 Activities and support from the Alumni Association

1. Gave awards for students who secured ranks in the University examinations
2. Support the College by suggestions for quality enhancement

6.12 Activities and support from the Parent – Teacher Association

Have a meeting once a year with college authority for improvement of educational environment in the College.

6.13 Development programmes for support staff

College conducted one training programme

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Tree plantation in the proposed new campus.
2. Observation of the World Environment Day by NSS of the College.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Inter-departmental student's seminar (IEST): Two best presentations from each department were selected to participate in the IEST. These students have the opportunity to present in the presence of all teachers of the college and selected students as audience. Mementoes were awarded to these presenters.

2. Publishing of a book of cells and committees for the term 2014-16 where every teacher is a member of at least one cell or committee has had a very positive impact on the staff. It has imbued a more sense of belonging as every teacher has a responsibility to do other than teaching.

These were initiated by IQAC of the College.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Application for opening permission of M.A (Education) was submitted to the affiliating university, NEHU

2. The First floor of the PG block II was completed

3. wifi internet has been installed in the College campus

4. An International Seminar on “Human Resource Development: Capabilities, Challenges and Prospects” was held on 16-17 March 2018.

7. FDP for teachers was held on 28 September 2018

8. The Training Programme for office staff was held on the 16 June 2017

9. Two workshops were organized with departments of the College

10. Three In-house Research Projects were sanctioned

11. 40% of the course were taught using ICT. Students gave their presentation in students/ seminar using LCD projector.

12. The LCD projectors and computers were purchased

13. The two books were published.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. In-house research Projects

2. Students' Seminar

**Details provided in annexure II, III*

7.4 Contribution to environmental awareness / protection

1. Awareness Programme on Science and Computer Application at Jaiaw Presbyterian Higher Secondary School on 31st August 2018.

2. Awareness Programme on Science and Computer Application at Nongrah Presbyterian Secondary School on 12th October 2018.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Extract of the SWOT analysis

Strength: The College has a **good** work culture, mentoring, library, students' activities, NSS, NCC, and has done very good in imparting knowledge to rural students. The function of the IQAC is also **good**.

Weakness: There are **insufficient** number of international students, internet facilities, first aids facilities, number of academic programmes, digital class rooms.

Opportunity: There has been **good** recognition of the institution regionally and nationally, **good** relationship with funding agencies, **good** in publishing books and journals, **good** in organizing seminars, **very good** in development of infrastructure.

Challenges: Threat due to low salary of the college posts teachers. There is a **threat** in case of natural calamities such as earthquakes. The non-availability of the Education Policy of the state government has affected the smooth functioning of the institution. Other challenges are less number of government sanction posts and irregularity in payment of salary from the state government.

8. Plans of institution for next year

1. To complete the 3rd floor of the PG Block
2. To start construction in the new campus.
3. To organize one international seminar
4. To conduct one FDP for the teachers
5. To conduct one Training Programme for the office staff
6. To organize two seminars/ workshops with the departments of the College
7. To make provision for three In-house research projects
8. To purchase 3 more LCD projectors and 20 computers.
9. To publish one journal and one book.

Name Dr.Merostar Rani

Name Dr.D.Wanswett



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I: Academic Calendar

SYNOD COLLEGE:: SHILLONG
ACADEMIC ACTIVITIES FOR THE SESSION 2017-18
DEGREE COURSE

Sl.No	Propose Activities	Tentative dates
1.	Reopening of Classes	6 th February, 2017
2.	Regular classes for 2 nd and 4 th semester	8 th February, 2017
3.	Degree Examination(Annual System)	14 th February, 2017
4.	Final Examination 2 nd and 4 th Semester	21 st April, 2017
5.	Admission for 3 rd and 5 th Semester	20 th May – 30 th May, 2017
6.	Admission for B.A/B. Sc/B. Com/BCA 1 st Semester	1 st June, 2017
7.	Development programme for Non-teaching staffs	2 nd June, 2017
8.	World Environment Day	5 th June, 2017
9.	Regular classes for 3 rd and 5 th Semester	9 th June, 2017
10.	Orientation Class for B.A 1 st Semester	14 th June, 2017
11.	Orientation Class for B. Sc/B. Com/BCA 1 st Semester	15 th June, 2017
12.	Regular classes B.A/B. Sc/B. Com/ BCA 1 st Semester	16 th June, 2017
13.	Special Lecture/Programme on Thomas Jones	22 nd June, 2017
14.	College Foundation Day	1 st July, 2017
15.	M.A. 2 nd Semester Examination	10 th July, 2017
16.	Graduation Day	22 nd July, 2017
17.	Regular Class for M.A 1 st and 3 rd Semester	7 th August, 2017
18.	Extension Programme on Environment	18 th August, 2017
19.	Faculty Development Programme (Teaching Staff)	1 st September, 2017
20.	Students' Seminar	9 th September, 2017
21.	Inter-Departmental Seminar	16 th September, 2017
22.	National Seminar	26 th – 27 th September, 2017
23.	Final Examination 1 st , 3 rd , & 5 th Semester	1 st October, 2017
24.	Extension Programme on Environment	6 th October, 2017
25.	College Week	4 th -10 th December, 2017
26.	Advance Christmas Service	15 th December, 2017
27.	Reopening of Regular Classes	6 th February, 2018

Annexure II: Overall Analysis of Feedback by Students – 2017-18

Item	Very Good	Good	Average	Poor	Very Poor
1.Academic content	18%	67.5%	13.5%	00%	00%
2.usefulness of teaching materials	13.6%	58.9%	21.9%	5.4%	00%
3. Usefulness of study-groups in furthering learning	8.1%	44.5%	43.2%	04%	00%
4. Timelines of practical works	9%	46.9%	30%	12%	1.5%
5. Giving and getting helpful feedback	15.7%	52.6%	25%	6.5%	00%
6. Fairness of evaluation	6.8%	64.3%	28.7%	00%	00%
7. Interaction with faculty	16.2%	50%	32.4%	1.3%	00%
8. Interaction with administration	6.6%	49.3%	38.6%	5.3%	00%
9. Library facilities	8.1%	28%	43.2%	17.5%	0%
10. Computer facilities	6%	19.6%	39.3%	28%	6%
11. Hostel facilities	9.6%	23%	51.9%	9.6%	5.7%
12. Recreational facilities	4.3%	36.2%	44.9%	8.6%	5.7%
13. Extra-curricular activities	13.6%	43.8%	32.8%	8.2%	1.3%
14. Sports facilities	10.9%	39.7%	32.8%	9.5%	6.8%

Annexure III: Best Practices

1. Title of the Practice: Students' Seminar

2. Goal

The aim of the practice is to enhance the students' learning ability.

The main concepts of this practice are:

To teach the students the process of independent learning, guide them to do literature survey, to learn and fine tune the use of ICT as a tool of learning, to enhance their communication skill, to learn about the basic method of paper writing and to inculcate a healthy spirit of competition among students.

3. The Context

Our students are mostly rural based and hence lack communication skills. It is very difficult for them to speak in language other than their mother tongue. This initiative is a step to enhance their communication skill. It is also to help the students to make use of ICT as one of the learning tools.

The issues that have to be addressed are to help them improved their use of English language and to provide assistance on the use of computers as many students are not yet computer literates.

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

4. The Practice

The students with guidance from supervisor research for materials of their own presentation on the topic chosen. They are to do survey of the topic in literature using library and internet. They have to keep the references.

They then make a power point presentation enabling them to learn use of ICT. They present their prepared topic in the presence of their teachers and students. The first stage is a competition in their own department. Then the best two seminars are selected from each department to take part in the inter- departmental seminar conducted by the IQAC in the presence of all teachers and selected students of the College.

They then compile their presentation in the form of a paper. They have to follow all procedures of paper writing.

Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

5. Evidence of Success

Informal feedback has been received from teachers of the university that our students have done better in seminar presentations.

They have won inter college competitions whenever they are held which involves presentations or seminars.

They have improved their overall approach of their study.

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

The process involves cost of light refreshments provided to participants of the seminar for all departments. It also involves the cost of printing and binding the report. It is an extra burden for the teachers who have to supervise the students work.

The cost involve is born by the College. The teachers have so far support this initiative of the IQAC.

Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words.

7. Notes (Optional)

None

8. Contact Details

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Name of the Institution: Synod College

City: Shillong

Pin Code: 793002

Accredited Status: A Grade

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Annexure IV: Best Practices

1. Title of the Practice: Use of LCD projector in teaching

2. Goal

The main aim of the practice is to incorporate ICT in teaching which will create a better learning environment for students. Since Visual aids can attract much better attention and enable higher percentage of retention of the classroom teaching, hence this practice is adopted in the institution.

3. The Context

The cooperation of the teachers is vital in this initiative. After meetings and discussion it was agreed to implement to teach 40% of the syllabus using power point presentation. The IQAC then conducted FDP on the use of power point in teaching. Another challenge is the availability of LCD projectors as it involves high cost. The management has been very positive and it has sanctioned one LCD projector for each department.

4. The Practice

The practice is simple to implement once the consent of the teachers is received. Two trainings have been conducted to help teachers fine tune their knowledge in using of power point. The IQAC granted projectors to departments as sanctioned by the management. The practice is not unique but it has greatly contributed in the enhancement of the quality of teaching in the College. The constraints are problems with frequent power cuts, and maintenance of the instruments.

5. Evidence of Success

The students are more attentive in class. The teachers have achieved the target of teaching 40% by power point. The pass percentage of the students as per the results of the university examination has shown improvement. The IQAC has reviewed this practice and it will be enhanced to 30% from the academic year 2014-15.

6. Problems Encountered and Resources Required

The problems are power cut, insufficient numbers of instruments and room fitted with LCD projectors.

7. Notes (Optional)

The commitment of teachers towards implementing this practice is very essential.

8. Contact Details

Name of the Principal: Dr. D. Wanswett

Name of the Institution: Synod College

City: Shillong

Pin Code: 793002

Accredited Status: A Grade

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OF THE IQAC
2017-18**

SYNOD COLLEGE SHILLONG