



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SANKARDEV COLLEGE
Name of the head of the Institution		Dr Eureka F P Lyngdoh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03642222362
Mobile no.		9436188713
Registered Email		sankardevcollege@gmail.com
Alternate Email		skdc@sankardevcollege.edu.in
Address		Bishnupur
City/Town		Shillong
State/UT		Meghalaya
Pincode		793004
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Manbor Singh Warjri
Phone no/Alternate Phone no.	03642500588
Mobile no.	9366003695
Registered Email	iqacskdcol@gmail.com
Alternate Email	skdc@sankardevcollege.edu.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	_https://www.sankardevcollege.edu.in/AQAR2018-19/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sankardevcollege.edu.in/calendar-2018/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.33	2007	22-Dec-2007	22-Dec-2012
2	B	2.55	2016	19-Jan-2016	19-Jan-2021

6. Date of Establishment of IQAC	18-Dec-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of the IQAC	16-Apr-2018 3	12

Meeting of the IQAC	18-Aug-2018 2	11
Meeting of the IQAC	14-Feb-2019 4	16
Faculty Development Program	30-Jun-2018 6	48
Faculty Development Program	11-Feb-2019 7	57
Students Orientation Program (Newly admitted)	04-Jun-2018 3	510
Students Personality Development Program (Department wise)	11-Jun-2018 6	450

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	0	NIL	2019 0	0

[View File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

FDP conducted Organising seminars Students Activities Upgrading students facilities (toilet) Installation of smart classroom, language laboratory.

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

Plan of Action	Achievements/Outcomes
1. To hold meetings with the HODs to chalk out academic plans for the session.	All Departments have submitted the reports of the academic activities conducted.
2. To organise Faculty development programme.	Completed.
3. Orientation programme for the Students	Completed.
4. To facilitate Alumni activities	Registration of Alumni Association initiated.
5. To organise Parents-teachers meet	Completed.
6. To submit proposals to different funding agencies for organising Seminars, Conferences and workshop.	Proposals have been submitted and response awaiting.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of the College	15-Feb-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

18-Dec-2015

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

20-Apr-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The Next Generation Student Attendance and Messaging Application System is a Biometrics and RFID based comprehensive

attendance management system for Educational Institutions. It Provides a Secured and Automatic Attendance Management System for Students of the Educational Institutions. The software has got feature for sending automatic SMS alerts to the Students, Parents/Guardians of the students Teaching and Nonteaching Staff.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution is affiliated to the North-Eastern Hill University; hence curriculum designing is done by the university through the Board of Studies (BOS). However, some teachers are involved as members of the BOS and other teachers contribute to the design by offering constructive feedback. As for curriculum delivery, the Institution has made it mandatory for every Department to have a teaching plan for every Semester. The Head of the respective departments ensures a time bound implementation of the same. Further, all teachers maintain their individual / departmental log book.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NOT APPLICABLE	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil

[View File](#)

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil

[View File](#)

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback in the form of questionnaire is obtained from the Students, Alumni and Parents on various aspects for the overall development of the College. The feedback is then analyzed by the Steering Committee along with the Principal and the outcomes are discussed in the IQAC. Necessary steps are taken to address the grievances or the pitfall wherever required

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Day	400	248	248
BA	Morning	320	185	185
BSc	Nil	200	157	157

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1422	Nil	66	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of	Number of	ICT Tools and	Number of ICT	Number of smart	E-resources and
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Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
66	10	25	8	1	44

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Institution continues the practice of Student Adoption Programme whereby a group of students are placed under the mentorship of each teacher. Students are assigned mentors as per their honours subject. The teacher monitors the attendance and overall academic performance of the students and in some cases personal counselling is also taken up by the concerned mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1422	66	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
53	50	3	Nil	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Nil	Nil	Nil

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Nil	4th Semester	25/04/2018	13/07/2018
BSc	Nil	3rd Semester	05/10/2018	Nil
BSc	Nil	2nd Semester	25/04/2018	13/07/2018
BSc	Nil	1st Semester	08/10/2018	Nil
BA	Nil	6th Semester	24/04/2018	28/07/2018
BA	Nil	5th Semester	04/10/2018	Nil
BA	Nil	4th Semester	25/04/2018	20/07/2018
BA	Nil	3rd Semester	05/10/2018	Nil
BA	Nil	2nd Semester	25/04/2018	20/07/2018
BA	Nil	1st Semester	08/10/2018	Nil

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

The Institution provides for a continuous Internal Evaluation through regular test and internal assessment. Assignments, seminars and group discussion are also included in the internal evaluation process.

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

The Academic Committee prepares the Academic Calendar at the beginning of every year for two consecutive sessions. The commencement of different semester classes for both Arts and Science, semester break, schedule for all internal tests, dates for observing important events (like world environment day, etc), college week schedule and list of holidays are incorporated in the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.sankardevcollege.edu.in/result-2018>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Nill	194	99	51.03
Nill	BSc	Nill	110	59	53.61

[View File](#)

2.7 – Student Satisfaction Survey

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

<https://www.sankardevcollege.edu.in/students-q-analysis/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0

[View File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Regional workshop on "Revisiting the political History of North-East India"	Political Science and History	20/11/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NIL	NIL	NIL	NIL	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	1	5.2
National	Assamese	1	4.4
International	Chemistry	2	2.3
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
English	1
Assamese	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
[1,3]oxazines: green synthesis by sonication using a ma	R. Nongrum	Environmental Chemistry Letters	2019	4.408	Sankardev College, Shillong.	3

genetically-separable basic nano-catalyst and investigation of its activity against the toxic effect of a pesticide on the morphology of blood cells						
An environment-friendly magnetic organo-nano material as a potent catalyst in synthesis of pyranopyrazole derivatives	R. Nongrum	Current Organo catalysis	2018	1.06	Sankardev College, Shillong.	7

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
1,3]oxazines: green synthesis by sonication using a magnetically-separable basic nano-catalyst and investigation of its activity against the toxic effect of a	R. Nongrum	Environmental Chemistry Letters	2019	50	3	Sankardev College, Shillong.

pesticide on the morphology of blood cells						
An environment-friendly magnetic organo-nano material as a potent catalyst in synthesis of pyranopyrazole derivatives	R. Nongrum	Current Organo catalysis	2018	7	7	Sankardev College, Shillong.
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	9	1	14
Presented papers	3	3	1	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	0	Nil	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	NIL	NIL	Nil	Nil
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	NIL	Nil	Nil	0
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	NIL	Nil
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
96.4	58.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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e-lib	Fully	2.0	2017
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	15973	4437020	585	377489	16558
Reference Books	642	498398	14	31329	656	529727
Journals	32	155978	2	75252	34	231230
e-Books	1	16475	Nil	5750	1	22225
Others (specify)	849	Nil	12	Nil	861	Nil

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	NA	NA	Nil

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	40	0	40	14	0	14	12	100	0
Added	0	0	0	0	0	0	0	0	0
Total	40	0	40	14	0	14	12	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
34.4	21.4	7.2	8

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities. LABORATORY: • The Head of the Institution conducts regular inspection of the various departmental with the faculty members of the respective departments. • The laboratories are maintained by the Laboratory Assistants. • Sophisticated Lab equipments are calibrated and maintained by the HODs following the AMC with the suppliers. • Log book is maintained for use of selected equipment. LIBRARY: • Facilities in the Library are looked after and upgraded by the duly constituted Library Committee of the College. • List of books available in the main Library as well as the Department Library are maintained by the departments (both in terms of number of titles and number of copies). • For the procurement of new books the Department, in consultation with the latest syllabus from the University, submits a requisition of relevant books and journals for updation, in the Library. The same is approved by the Principal. • INFLIBNET facilities are available in the Library and students are encouraged to register themselves for use of the same. SPORTS FACILITIES: • The maintenance of the Indoor sports facilities and Basketball court is looked after by the Building Committee of the College. • Sports equipments are maintained by the Sports Committee. The committees also look into the participation of the students in different intra and inter Collegiate events. ICT FACILITIES: • Maintenance of the ICT facilities is done regularly through AMC with the service provider. Now and then new equipments are installed as per the needs of the departments. The Building Committee of the College looks into the overall upkeep and maintenance of the College Infrastructure. The Cleanliness Committee oversees the general cleanliness of the campus with the support of the cleaning staff. Students are also sensitized to maintain cleanliness of the campus and all facilities therein.

<http://www.sankardevcollege.edu.in/procedures>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b) International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personality Development Class	02/07/2018	60	RUSA
Remedial Class	06/08/2018	600	RUSA
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
11	11	14

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	4	BA BSC	Education Khasi Philosophy Zoology	North Eastern Hill University	Post Graduate
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
View File	

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

Activity	Level	Number of Participants
Nil	Nil	Nil
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

The College has a Students Council comprising of the class representatives of all the classes. They are democratically elected by secret ballot in each class. The Principal and Coordinator of IQAC function as the advisers of the Council. The Students Council is actively involved in different programmes of the College, such as the Social Extension Programs, College Week, Workshops, Seminars, cleaning drive, etc. They assist the teachers in the different activities of the College. The members meet on a regular basis to discuss the different issues pertaining to both academic as well as non academic matters. Moreover, the general grievances of each class are brought to the notice of the Principal through the members of the Council. The President of the Students Council is a member of the IQAC by virtue of office and the Students Council members are also represented in the Social Media Council, the Discipline and Cleanliness Committee and the Sports Committee. They are also supported into organising programs at the College level.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

55

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2 meetings held

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Leadership is groomed and fostered at every level of management. The Governing Body, Principal, Vice Principal, Steering Committee, IQAC and other committees are empowered to chalk out a plan of action and to also execute their decisions within the framework of rules and regulation of the Institution. The Teaching faculty meet at least twice a year to discuss collectively and take forward different programs of action.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Curriculum Development: the Curriculum of the Institution is design by the affiliating University once every 3 years however faculty members provide necessary feedback of the same through the BOS meeting
Teaching and Learning	? Teaching and Learning: Teachers are encouraged to adopt newer methods of teaching apart from the regular chalk and talk method. Student centric learning like group discussions, assignments, power point presentations by the students, field trip and visits to different places of academic interests are practiced
Examination and Evaluation	Examination is conducted b y the affiliating University and evaluation in respective subjects is done by the teaching faculty.
Research and Development	Teachers are encouraged to take up minor research sponsored by the College. The IQAC further takes the responsibility of informing the teachers with regards to the sponsorship available through different government and non-government agencies
Library, ICT and Physical Infrastructure / Instrumentation	New editions of books in different subjects are added to the library every year. ICT facility are added and upgraded whenever necessary
Human Resource Management	All faculty members are mandated to go for professional development programs
Admission of Students	Students are admitted liberally provided they fulfill the University criteria.

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

E-governace area	Details
Administration	All office procedures have been computerized.
Finance and Accounts	Maintenance of accounts are computerised.
Student Admission and Support	Enrollment, payment of fees, academic records and communication of information have been incorporated in the software.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	Nil
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Faculty Developmen t Program	Nil	30/06/2018	30/06/2018	48	Nil
2019	Faculty Developmen t Program	Nil	11/02/2019	11/02/2019	57	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
53	64	21	24

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Sankardev College Employee Co-operative Mutual Benefit Fund Society Ltd. (Established 23.12.2002)	Sankardev College Employee Co-operative Mutual Benefit Fund Society Ltd. (Established 23.12.2002)	Waive 2nd installment of fees for students excelling in sports (also mentioned in prospectus)

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College has a duly constituted Internal Audit Committee which conducts audit internally. The Committee is composed of senior Teachers. Twice a year, the Committee inspects the financial records pertaining to the financial transactions of the institution as well as the Stock Register maintained by the

office. In addition to this Committee, internal audit is also professionally conducted by the Chartered Accountant who is appointed by the Governing Body of the College. Yearly receipts of payment accounts, income And expenditure accounts and the balance sheet is prepared and presented to the Governing body of the College. External Audit is conducted by the Directorate of Local Fund Accounts, Govt. Of Meghalaya. In this process the accounts of the College are checked and scrutinized by the Audit Officers (AOs) of the said Directorate and the Receipt and Payment accounts is prepared along with the audit observation. This is then sent to the Directorate of Higher and Technical Education, Govt. Of Meghalaya with a copy to the College.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	Nil
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

Annual Meeting to discuss grievances and related matter Representation in Governing Body and IQAC Participation in Orientation program
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6.5.3 – Development programmes for support staff (at least three)

NIL

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

Submission of Data for AISHE portal

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty Development Program	30/06/2018	30/06/2018	30/06/2018	48
2019	Faculty	11/02/2019	11/02/2019	11/02/2019	57

	Development Program				
2018	Students Orientation Program	04/06/2018	04/06/2018	04/06/2018	510
2018	Students Personality Development Program	11/06/2018	11/06/2018	22/06/2018	450
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Proposal to change all light points to LED for energy economy and efficiency Initiate steps to install solar lights

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1500
Provision for lift	Yes	10
Rest Rooms	Yes	1500

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop "Safety	20/03/2018	20/03/2018	120

on the online space”			
Child abuse POCSO issues	03/08/2018	03/08/2018	46
Village voice-short film on child abuse POCSO issues in a village	22/11/2018	22/11/2018	65
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Campaign for plastic free campus is conducted from time to time Communication to all teachers and students opted by SMS and reduce use of paper Campaign for awareness on saving of water

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Students Activity Model: The College encourages all the Departments to institute exclusive Departmental Clubs. These Clubs are mentored by the teachers of the Department. The leadership of these Clubs is provided by the 6th Semester students being the senior most. They conduct activities of both academic and extracurricular in nature such as Departmental seminars and presentations, Fresher’s social, farewell to seniors, literary competitions, field trips and observance of important days relevant to the Departments. In addition to this the College has a well structured Students Council which is democratically elected by secret ballot voting. The Students Council liaisons with the Departments in organising different programs while also assisting the IQAC in holding important College events. The Students Council takes forward grievances of the students, if any, and facilitates communicating important information through digital connect and social media. The College has also instituted a Social Media Council which manages the social media mechanisms of the institution. This Council is headed by a Teacher and assisted by students from across the Departments. 2. Students Preparatory Model: The College now and then conducts free soft skills programs for the students. These short term courses focus on personality development, communication skills, morale and related topics that will help the overall growth of the students. The IQAC, the Career Counselling and Placement Cell as well as different Departments initiate the conduct of such programs

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

<https://www.sankardevcollege.edu.in/best-practices2018/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College has consistently endeavoured to groom and nurture its students by providing an enabling environment for their academic development while also tapping into the rich cultural heritage they represent. The dedicated faculty of the institution plays this role of mentoring the students on a daily basis. The novel Students Adoption Program instituted puts into the personal attention of every teacher, at least 20 to 25 students. The concerned Teacher follows up on the academic progression of the student and makes an intervention whenever necessary. For matters beyond the academic purview, if any, the students are referred to the Counselling Cell that engages a Part Time Counsellor for the

same. This is practised throughout the academic sessions until the student graduates. The Teaching module also incorporates a social extension activity so as to sensitise the students on social challenges confronting the society. Remedial classes are also periodically taken and the students have largely benefitted from them. Intervention Classes have also been held at regular intervals for the overall personality development of the students. In addition to this, free coaching is also given for the senior students preparing for various competitive examinations. Students not familiar with IT are also imparted free training to make them computer literate with basic skills and knowledge. The College, in a way represents the cultural canvas of North East India. We have students from across the North eastern region and it is one of the greatest strengths providing an environment to our students of cross cultural learning and exposure. Every year during the College Week celebrations and particularly on the Foundation day, the students perform the dances and songs exclusive and unique to the cultural milieu of the North eastern states. Culture is therefore an important component of the institution. These measures, true to the stated vision of the institution, inculcate quality learning, character building and also the importance of culture and tradition in the student. These initiatives enable the institution to translate the Vision into realisable action.

Provide the weblink of the institution

<https://www.sankardevcollege.edu.in/institutional-distinctiveness2018/>

8.Future Plans of Actions for Next Academic Year

? To address the growing demand for admission into Post Graduate courses with the limited seats available, the College has initiated the process of starting with PG courses initially only in English and Khasi. ? To venture into skill development, the College has chalked out a three pronged approach: 1. To commence with a Certificate Course on Indigenous Food Production whereby the students will be taught the techniques not just of preparation but packaging and marketing as well. 2. To assist the above, an Entrepreneurial Course will also be introduced to help students with the basics of marketing. 3. Starting with the Front Office Management Course, the College will take steps to be affiliated with PMKVY as a Training Centre. ? Commencing with social extension programs beneficial to the community and involving the students under the mentor and support of Teachers to take this forward. ? Initiating the online teaching module ? Starting with online admission process