YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	WOMEN'S COLLEGE
• Name of the Head of the institution	DR. RATNADEEP ROY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03642221618
• Mobile No:	9436164948
• Registered e-mail	womens@gmail.com
• Alternate e-mail	roy.ratnadeep@gmail.com
• Address	Upper New Colony, Laitumkhrah
• City/Town	Shillong
• State/UT	Meghalaya
• Pin Code	793003
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**North Eastern Hill University**
• Name of the IQAC Coordinator	**Mayashree B. Das**
• Phone No.	**03642221618**
• Alternate phone No.	**9863111749**
• Mobile	**9863111749**
• IQAC e-mail address	**iqacwomens@gmail.com**
• Alternate e-mail address	**mayashreedas@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://womenscollege.ac.in/Accreditation/AQAR
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**77.5**	**2007**	**31/03/2007**	**30/03/2014**
Cycle 2	**B**	**2.76**	**2014**	**21/02/2014**	**20/02/2019**
Cycle 3	**B**	**2.43**	**2020**	**08/01/2020**	**07/01/2025**

6.Date of Establishment of IQAC	**01/05/2007**

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
Women's College	**Infrastructure**	**RUSA**	**2020-21**	**1,06,08,974**
Women's College	**Salary Grant**	**State Government**	**2020-21**	**1,13,18,298.00**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	No File Uploaded

IQAC		
9.No. of IQAC meetings held during the year	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• 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)

On 15th July 2020 -A webinar was organised by Internal Quality Assurance Cell (IQAC) Women's College Shillong on "Ethos of the Indian Constitution" by Siddharta Dey, Senior Advocate, Guwahati High Court at 6:30 pm – 7:30 pm.

On 28th July 2020-Webinar organized by Internal Assurance Cell (IQAC) Women's' College, Shillong Supported by the Department of Political Science, Women's College on "Citizenship in A Time of Pandemic" by Professor Ashok Acharya, Department of Political Science, University of Delhi, at 6:30 pm IST.

On 08th August 2020-Webinar organized by Internal Assurance Cell (IQAC) Women's' College, Shillong Supported by Career and Guidance Cell, Women's' College on "Photography as a Career" by Subhamoy Bhattacharjee, Communications Manager, Wildlife Trust of India at 6:00 pm onwards.

On 2nd October 2020- Webinar organized by Internal Assurance Cell (IQAC) Women's' College, Shillong and supported by the Department of Philosophy, on "Gandhian Thought and Contemporary India". The speaker was Prof. H.S. Chandalia, Former Vice Chancellor, Central University of Haryana.

On 19th October 2020 A Panel discussion on "NEP 2020: Aspiring to transform" was conducted by the Internal Quality Assurance

Cell(IQAC) of the College. Shri Lakhmen Rymbui, Honorable Minister of Education, Government of Meghalaya was the Chief Guest for the inaugural programme. The programme was also webcast live through G-meet and Facebook.

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
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil

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

- Name of the statutory body

Name	Date of meeting(s)
Women's College Governing Body	11/09/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019	02/02/2019

Extended Profile

1.Programme

1.1   09

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1   **1448**

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2   **460**

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

File Description	Documents
Data Template	No File Uploaded

2.3   **455**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **45**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **45**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	09

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	1448

File Description	Documents
Data Template	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	460

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	455

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	45

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	45

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	18
4.2 Total expenditure excluding salary during the year (INR in lakhs)	28
4.3 Total number of computers on campus for academic purposes	49

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

The endeavour in Women's College is to provide quality education to the young minds of girls from within the state and beyond. In keeping with the motto of the college "Radiance Unto All" the vision and mission of the college has been framed.

The teaching, learning and evaluation schedules are maintained as per the Academic Calendar which is prepared well in advance before the commencement of an academic year. In order to achieve the objective of being labelled as a premiere institute of learning all out efforts are made to excel in the semester and external examinations conducted by the university. The traditional classroom teaching is supplemented by regular tests, assignments, remedial and extra classes, students' seminar as well as study tours. The class rooms are ICT enabled for better teaching through power points. Faculty members are proactive and always eager to solve problems of the students as and when they are approached. The Principal of the College takes continuous feed-back from

students regarding the classroom performance of teachers of the various departments.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

At the beginning of every academic session the institute prepares an academic calendar for the smooth functioning of its academic and non-academic activities. Being an institute affiliated to North Eastern Hill University, we follow the academic schedule provided by the university. The academic calendar provides the schedule for the session on:

- Commencement of the academic sessions
- Mid-term examination schedule.
- College cultural Festival
- End semester theory and Practical examination schedule.
- Vacation schedule.

Last working day of the academic year

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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/	A. All of the above

Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

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

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)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

714

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

714

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Yes, three courses

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
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)	View File

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

194

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

1950

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

1313

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

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

The departments entrust the newly enrolled students to the care of mentors who guide them in their academic pursuit, as well as in their social and personal life.

Slow and advanced learners are identified by virtue of tests, assignments and classroom participation.

Mentoring process also plays an important role in the process of identification of various categories of students

Slow Learners: For slow learners, departments devote extra time and lectures are occasionally repeated for them. Remedial classes are also arranged for them.

Advanced learners: For advanced learners, faculty members provide individual guidance. The library is also well- stacked with books and journals for advanced reading and a large number of advanced learners use them as per the guidance provided by the respective teachers.

Responsibilities to organize department and college level meetings and functions are offered to them to improve their managerial and communication skills. Their proficiency in studies is recognized, appreciated and rewarded with medals on the Grand Finale of the College Fest. In addition to these as a part of encouragement their photos are published in the college magazine.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1369	43

File Description	Documents
Any additional information	No File Uploaded

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

To make learning more student-centric, departments give class-work, assignments, group discussion, and project work to the students. Students are encouraged to participate in inter-college and intra-college quizzes, essay writing competitions, extempore and prepared speeches and debates. Lectures by eminent persons are also organized where the students participate actively.

Students also take part in different activities of the college as members of different committees.

Creativity of the students is kindled through the presentation of poem, prose, short story writing in English and Soft Skills classes. Career counselling is also a pivotal method in this area as the students are given regular opportunities to widen their knowledge about various career options that they can choose in future. Competitive and Team Spirits are developed through group discussions, debates and panel discussions.

Interest in research is inculcated through paper presentation and publication. Regular interaction with the teachers is encouraged to give the students the avenue to express their creative skills. This helps the students to have a better understanding about the approach that they need to enhance their skills. Annual students' seminar is a

practice which involves a great amount of zeal; the students from all the departments of the institution involve themselves in research and participate actively in this annual activity.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

The College has provision for ICT enabled classrooms. However, due to pandemic teachers resorted to online mode of teaching.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

19

File Description	Documents
Any additional information	**No File Uploaded**
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)	View File

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

33

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 communicates to the students and other institutional members regarding the evaluation method in a systematic way. The prospectus and the college website carry information regarding the overall evaluation procedures. The Principal meets all the newcomers on the induction session and explains the academic programmes including the evaluative procedures. Moreover, the teachers also make students aware about the methods of evaluation in their respective classes.

The evaluation methods adopted by the college are:-

1.Selection and Promotion tests

2.Unit tests and class tests

3.Class assignments

4.Project work

5.Practical examination

6.Group presentations in students' seminar

7.Group discussion in remedial coaching

The institution communicates to the students/wards and their parents/guardians the progress of learning through its parents-teacher meet. Whenever necessary, parent-teacher meet is arranged to let the parents/guardians know about the performance of their wards. Feedback is collected and corrective measures are adopted by every department. The teachers continuously monitor the performance of the students and provide academic guidance and psychological counselling.

Slow learners are identified as a process of continuous and comprehensive evaluation; and remedial coaching is given to them before and after the regular class hours.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Grievances if any, regarding evaluation are discussed with the examination committee who further

discusses it with the concerned department in the meetings called by the committee. Decisions and

necessary actions in relation to the grievances are then taken by the examination committee and the Principal. After the publication of results, students who are not satisfied with their marks can apply for re-evaluation to the University with the recommendation of the course teacher and the respective heads.

File Description	Documents
Any additional information	**No File Uploaded**
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.

The declaration of the result by the University is followed by the display of the same in the college notice boards. Apart from that the prospectus of the college prints the result analysis for the benefit of the aspirants who want to choose this college as their alma mater. The analysis of the result is done on the basis of subjects to create clarity in understanding of the declared result.

The course is designed by the University, and the outcome of the course depends on the choice of subject as laid down by the university. The university result is displayed in the website of the university as well as the college website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Expected learning outcomes (Objectives) of all the courses of B.A and BSW programmes are framed by the members of BOS during the preparation of the syllabus for each course. The copies of syllabus containing the objectives of the courses are distributed to students at the beginning of the academic year.

Students are motivated towards the learning outcomes, throughout the course of the programme by the course teacher.

The learning outcomes of the students are monitored by the course teachers through regular class tests, mid and end semester examinations, practical tests, reviews, etc.

Organizing Parents-Teachers Meets by all the departments is another measure to monitor and ensure better performance of students.

The realization of objectives of teaching and learning is measured through the feedback from students, alumni and parents.

Discussion and analysis of results with the students, in the department, in the Staff Council and in the Governing Body Meetings affirm the achievement of specified learning outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
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

254

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

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)

http://womenscollege.ac.in/Accreditation/AQAR

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
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

11

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

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

2

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

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 engages its students in regular extension activities. These activities are conducted by the Department of Social Work, Events' Management Cell, National Service Scheme unit and National Cadet Corps unit. The Social Work Department conducts its activities within the framework of its curriculum, the Events' Management Cell is involved in such activities as directed by the concerned authorities of the college and gleaned from the annual Academic Calendar. The National Service Scheme and National Cadet Corps units carry out their activities according to the directives received from their respective headquarters in coordination with the other cells of the institution.

The extension activities organised by the institution are institution-neighbourhood-community oriented. The Counselling Cell of the college organises medical camps where students of the college and residents of the locality can seek medical advice from the doctors. The Social Work Department arranges community camps in remote villages.

The NSS volunteers and NCC cadets regularly participate in various social service related programmes organised at both regional as well as national level.

The NSS unit of the college has not only conducted various awareness programmes in the villages adopted by the institution, but also helped in infrastructure development and asset creation activities of the villages.

The training provided by the institution imparts leadership skills and imbibes in students a sense of discipline, communal harmony and an overall spirit of national integrity.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

2

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

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

5

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

214

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

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.

1.Classrooms: The college premise reflects a blend of old and new structured housing of the classrooms for the BA and BSW courses catering to the needs of approximately 1500 students enrolled for the said courses. The classrooms are well equipped with adequate furniture, proper lighting, fans, smart boards, ICT devices and are well ventilated.

2.Technology enabled learning spaces: The institution has provided various technologies like LCD projectors, coloured television set for the purpose of showing films and other presentations to the students.

Internet facility has been made available for the students and for the faculty. The faculty common room and students' common room have LED TV sets.

3.Seminar Halls: The College on a regular basis organizes seminars, workshops and symposiums which are organised in the extension room, seminar hall and auditorium of the college.

4. Laboratories: The institution has a computer laboratory with latest computer sets to cater to the IT needs of the students. The students are provided with the internet facility in the laboratory as well as in the library where a separate space has been provided for internet browsing.

The institution has one Anthropology laboratory adequately equipped with learning aids.

5.Library: The college library has adequate number of textbooks, reference books and journals.

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

1. Sports: The institution has the amenities for both indoor and outdoor games.

2.Gymnasium: The institution has a Gymnasium established in the year 2008 containing modern equipments.

3.Auditorium and cultural activities: The college auditorium is used for various cultural, academic and co-curricular activities.

4. NSS: NSS is an active body of the college. It has adopted two villages (Mawlwai and Mawblang villages of Ri Bhoi District) and has been conducting various welfare activities there. Moreover, the unit has been organising awareness programmes like alcohol and substance abuse, cleaning drive, tree plantations and environment related programms.

5.NCC: The NCC unit of the college is also actively functioning since the year 2004. Students enthusiastically take part in various programmes organized by the NCC unit of the college. They also participate in programs organized by the state government.

6. Health and Hygiene: The institution has a visiting lady doctor. It has a separate medical room for the students where free medical support is provided. Vaccination camps, eye camps and general health check-up camps are organized occasionally for the benefit of the students as well as the people of the locality. Yoga sessions are also organised.

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

20

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

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

- **The library is automated since the year 2006 initially with the use of SOUL software designed and developed by the INFLIBNET Centre, Ahmedabad and later in the year 2017 the library has shifted to the advanced library management open source software Koha on cloud pertaining to all library operations.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

10

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

23

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The campus is Wi-Fi enabled since 2018.

Nature of updation:

FTTHBB-BBG Speed Combo ULD 2295.

Bandwidth (download speed 100 MBPS till 750 GB up to 2 MBPS Beyond)

Computers are available for the students at the library and also in the computer lab.

Every department is provided with a laptop.

Smart Boards are present in 4 classrooms which facilitate better understanding of the course being taught for the students and also to provide easier learning ability for maximum number of students.

LCD projectors are available in most of the classrooms for the benefit of the students.

The computers in the library and college office are auto updated. Works are carried through the use of computers.

E- Learning facility subject- wise is available for each department in the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

62

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

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)

20

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 follows a definite system in planning and ensuring the availability of physical infrastructure and its optimal utilization.

The college principal and the faculty/ staff have meetings at regular intervals.

General maintenance and utilization of the physical, academic and support facilities are the direct responsibility of the teaching staff, students and other non-teaching staffs.

The college campus committee has been entrusted with the responsibilities to oversee the up keep and maintenance of the college campus.

The committee also plans for ensuring the optimum utilization and maintenance of the available facilities in the college.

The college engages cleaners and gardener and also a staff for security services from a private security agency to guard the campus round the clock.

The installation of micro phones, fans, projectors, smart boards in the classrooms have been done to provide adequate support facilities for teaching-learning purposes.

The college has photo copying facility for the students and teachers during college hours. The canteen facility has been provided within the campus for the convenience of the students and staff. The institution ensures that all the available physical, academic and support facilities are maintained by specialized personnel as per need.

File Description	Documents
Upload any additional information	No File Uploaded
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

504

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

03

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	**C. 2 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

Nil

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

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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	**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

0

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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 institution has a Students' Council comprising of members selected from various departments of the college. The council was formed to act as advocates on issues of students' concerns; communicate said issues to the concerned authorities, and work with the authorities to ensure issues are addressed in a mutually satisfactory manner. The council also provides a forum for discussion where students can share their ideas and concerns.

Internal Quality Assurance Cell (IQAC) has two student representatives. They provide the feedback on various student issues and contribute towards improvement in the working of the institute. Various other college committees/cells such as Library Management Cell, Cultural Affairs Cell, Sport Affairs Cell, Literary Cell, College Journal Cell, Events Management Cell, Campus Maintenance Cell, Canteen Affairs Cell as well as the Discipline Cell, all have at least two student representatives in each.

Through their participation in these committees, they play an active role in the functioning and the development of the institute

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	No File Uploaded

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 Alumni Association of the College called W-ALUMNI came into being on July3rd 2004 and was registered as a society under Meghalaya Societies Registration Act, 12 of 1983, on July 7th 2008.The motto of the association is 'TOGETHER EVERYONE ACCOMPLISHES MORE'.

During the year 2020, due to Covid-19 related restrictions the association could not contribute much.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Vision and Mission statements of the institution reflect our ambition and aspiration for the future. The institution is committed to explore the inherent talents of the younger generations with an intention to build a stronger nation. The institution strongly up-holds, both in principle and in practice, equality in the provision of opportunities, irrespective of the background.

While emphasis is laid on education for all, the requirements and aspirations of the economically and socially marginalized section are also looked after. Besides regular studies, co-curricular and extracurricular activities form an integral part of the students' progression. The curriculum has been enriched by means of value-added short term courses to enhance language, technical and life skills. Auxiliary measures like special lectures, interaction with

experts and guidance from resource persons are provided to the students on a regular basis. Students are sensitized about social ailments and environmental issues through value added courses and extension activities. Moreover, programmes such as life skill education, encouraging traditional and ethical practices, inculcating a sense of discipline are carried on regularly. The Institution ensures community development and environmental issues through the participation of students and teachers in NSS and NCC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institution ensures that members of the faculty and different committees are given decision making powers with regard to their respective academic and administrative functions. There are various committees formed from within the faculty so that functioning of the institution becomes smooth.

Responsibility is shared and cooperation is extended by all the functional units of the institution always. The members of different committees perform their duties with utmost sincerity and freedom. Leadership is groomed at various levels by providing operational autonomy to the faculty members in charge of activities, so that a culture of participative management is provided.

Case Study 1: Events Management Cell of the College consists of a convener and four other members in order to manage all the online and offline events. This enables in the decentralization and participative management of the work.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

On 19th October 2020 A Panel discussion on "NEP 2020:Aspiring to transform" was conducted by the Internal Quality Assurance Cell(IQAC) of the College.

Shri Lakhmen Rymbui, Honorable Minister of Education, Government of Meghalaya was the Chief Guest for the inaugural programme.

The programme was also webcast live through G-meet and Facebook.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 decision making body. It looks into planning and execution of the policies relating to various matters of the Institution - both academic and non-academic. The necessary budgetary allocation are ratified by the Governing Body members. The Principal being the Head of the Institution looks into the administrative affairs, management of routine activities and the human resources. He is involved in academic planning, implementation of the plans effective and timely delivery of curriculum, campus discipline, evaluation process and student performance. He convenes the meetings of the IQAC, HOD's and the respective departments, various committees in order to evaluate and ensure that the activities are in tune.

The College office assists the Principal in implementing the policy of the Management and the smooth functioning of the Institution. The IQAC looks after the overall quality perspective of the institutional functioning. The departmental activities are coordinated and monitored by the HODs. They ensure that the teaching, learning, evaluation processes meet the required standards. The various committees perform the specified functions for enriching the learning experience of the students and their

holistic development. Library services are looked after by the Librarian and an Assistant Librarian.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff. Funds are also collected to facilitate any individual member of the staff in his/her emergency. Medical check-ups of the staff and aid to the under-privileged employees, are provided generously by the institution as and when necessary. Welfare Schemes available for teaching and non-teaching staff are:

- **CPF**
- **Co-operative Mutual Benefit Society**
- **Loans from co operative society for both teaching and non teaching stuff**
- **Housing accommodation for grade IV staff**
- **Maternity leave**

- **Women's College Welfare Fund: established in the year 2008 wherein faculty members contribute a fixed amount monthly which is utilise for various purposes like marriage ceremonies,bereavement and for medical emergencies**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

0

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

0

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

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

The HODs make the appraisal of the activities of their respective subject departments, a detailed account of which is submitted to the IQAC. Student appraisal of the teaching and the non-teaching staff is conducted on annual basis. Moreover there is suggestion

box for the students where they can give their personal opinion.
The whole process of performance appraisal system is monitored by
the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college follows a transparent procedure for conducting
internal and external audit.

The college has a chartered Accountant firm appointed by the
Governing Body which carries out audit of the accounts of the
college with all its supporting documents and vouchers and
presents its audit report.

An additional external audit is conducted by the Office of the
Examiner of Local Accounts, Government of Meghalaya and in some
cases by the Accountant General's Office, Meghalaya.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 Institution receives ad-hoc grants in aid from the Government of Meghalaya and Infrasturcutre Grant from RUSA. Rest of the resources come from students fees and sometime participatory fees collected from various seminars etc. organised by the institution. The management of the institution has made it a policy to employ the available financial resources in an optimal manner. The Governing Body monitors the mobilization and the utilization of the financial resources. Hence, budgeting is an essential part of this institution's financial management which is aimed at plugging the pilferage of funds. The committees are allocated with impressed money which can be enhanced as and when necessary. Expenditure is limited to the confines of the budgetary allocation. The GB and the Principal monitor the financial activities on regular basis. All the accounts are subject to internal and external audit.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

Internal Quality Assurance Cell or IQAC has been formed as per the guidelines laid down by the NAAC. IQAC oversees the academic activities. It coordinates the student oriented methods of teaching-learning.

The cell organizes seminars, workshops etc from time to time. The

members of IQAC convenes regular meetings to review the activities of the institution and ensures that all the activities of the Institution are conducted systematically. IQAC members of the institution holds regular meetings with the Management and takes necessary decisions and actions on issues relating infrastructure, learning resources and students support system. It also looks into the remedial coaching for the slow learners. IQAC conducts student evaluation of the teachers, gets the feedback from the stakeholders on curriculum and the institution and helps organize various support services for the realization of quality education.

IQAC members of the institution help various departments and committees to plan and carry on with need based add-on courses and skill based programmes for the students on a regular basis. Two examples of best practices which have been institutionalised as a results of IQAC initiatives are:

- Endowment lecture: The Annual Pundit Ishwar Chandra Vidyasagar National Endowment Lecture was initiated in the year 2009 by the IQAC of the college. Eminent scholars from India and abroad are invited to deliver lecturs on contemporary issues.
- Students Seminar: In order to enhance public speaking and research ability, students seminar is organised in the college every year. Students from all the departments take part in these seminars. Students are encouraged to choose a seminar topic, make power point presentation and actively take part in discussion session along with the teachers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC. Each department prepares its own Action Plan for the year that includes work schedules, a broad outline of special activities to be conducted etc. Different committees facilitate academic, cultural and sports activities. On the basis

of feedback evaluation policies are framed. Policies and plans are revised as and when necessary. The Principal convenes periodic meetings along with IQAC to monitor the academic progress. Training programmes are organised by IQAC for the professional development of both the teaching and non-teaching staff, teachers are encouraged for Refresher Courses, Orientation Programmes and to attend faculty enhancement workshops/ seminars etc.

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC are:

- Faculty Colloquium: Every month one department gives a talk on any relevant topic. A variety of topics are discussed on various issues of interest.
- ICT facilities: Classrooms are enabled with ICT facilities to provide with better teaching learning experiences. Both teaching and non teaching staff are given training from time to time to be apt with the operation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); 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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

On 24th July, 2020 a Webinar was organized by Internal Assurance Cell (IQAC) Women's College, Shillong, supported by Department of English, Women's College on "Constructing The Identity of Women" Temsula Ao and Mona Zote, by Harpreet Kaur Vohra (Sophia Alphonse), Assistant Professor of English, Punjab University Regional Centre, Ludiana. at 6:00 pm IST

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**

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	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The Institution is dependent on The Shillong Municipality for the disposal of its waste, both in the solid and liquid form. The renewable and the non-renewable waste is segregated and disposed off to the Municipality Garbage Van which makes its tour through the locality collecting garbage. The college keeps a number of dustbins as well as waste paper boxes, both inside and outside the college building. There is also a Campus Committee to look after the cleanliness of the college premises and ensure the proper management and disposal of solid and liquid wastes.

The Institution has separate sanitary toilets for students, faculty and non-teaching staff. Septic tanks are suitably available.

The college has a Sanitary Napkin Destroyer which disposes off the sanitary napkins in a proper way. The introduction of this equipment is a step towards the procurement of healthy habits on the part of the students as well as an effective means of waste disposal.

However, the college is yet to introduce E-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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	**C. Any 2 of the above**

Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 College provides admission to students irrespective of thier cultural, regional, linguistic, communal socioeconomic and other diversities. Various acadmeic and non-academic programmes are regualrly orgainse in the college where students form duiverse background are given equal opportunites to particpate in them.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- On 28th July 2020-Webinar organized by Internal Assurance Cell (IQAC) Women's' College, Shillong Supported by the Department of Political Science, Women's College on "Citizenship in A Time of Pandemic" by Professor Ashok Acharya, Department of Political Science, University of Delhi.
- On 07th August 2020-Webinar organized by Internal Assurance Cell (IQAC) Women's' College, Shillong Supported by the Department of Social Work, Women's' College on "Pandemic and Mental Health Challenges" by Dr. Harita Mathur, M.B.B.S., M.D. (PSYCHIATRY), Lady Hardinge Medical College and Association Hospital at 3:00 pm. onwards.
- On 9th August 2020-Women's College in collaboration with the Rotaract Club Partner, Shillong conducted a project on "Youth of Today, Future of Tomorrow". In this project the club conducted small yet impactful service in their respective areas abiding all the rules and regulation of Covid-19 the service consist of planting trees, feeding street dogs and cats conducting cleaning drive. The main idea behind the project is to motivate the youth for the betterment of our future.
- On 12th August 2020, Rotaract club of women's college, Shillong took part in the flood relief campaign organized by Rotaract cub of Shillong. The club donated baby diaper and Amul product for the flood victim of Garo Hills Shillong. All the relief materials were handed over by the President of Rotaract Club of Shillong. Retd Mam Arundhati to AG Retd Sir K.S. Elangbam.
- On 25th August 2020- the Rotaract club invited students of Women's College, Shillong to participate in distributing a donation of PPE kits to municipality workers.
- On 14th September 2020- Sponsoring of relief funds by the Rotaract Club of Women's College Shillong was organised. The Rotaract Club of Women's College Shillong have sponsored relief materials for the flood victims of Garo Hills, Ram Singh DC (Tura)personally distributed the relief items sent by our respective clubs to the flood victims of West Garo Hills.
- On 30th September 2020-PADHEGA INDIA BADHEGA INDIA was organized by Women's College Rotaract in collaboration with Rotaract Club, Shillong at Ananda Marga School, Nongmensong where Education materials were donated to the children of an Orphanage and some quality time was spend with the children. They also shared interactive session with the children of the orphanage.

- On 02nd October 2020, On the Occasion of Gandhi Jayanti, the Rotaract Club of Women's' College Shillong Organized a Cleaning Drive to show the awareness related to Swach Bharat Abhiyan. It is an important mission as it is our duty to keep our surrounding clean for our better future. Rtd. Sir S Elangbam supported the programme and motivated the students and faculty members to continue doing impactful service for the community.
- On 27th October 2020- the Rotaract Club of Women's College, Shillong conducted ANNAPURNA project which completed three activities
    - Distributing a day's meal to the needy (16 packets at police bazar
    - Going vocal for local (buying food from local vendors)
    - Feeding the animals /birds

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **On 2nd October, 2020 the institution organised a cleaning drive as part of the Swachch Bharat Campaign that was initiated to commemorate Mahatma Gandhi's objective of Clean India.**
- **Independence Day and Republic Day was celebrated following proper Covid protocols.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

The college has a number of best practices like National Annual Endowment Lecture, Faculty Colloquium, Students' Seminar, Workshops and Seminars. However, the best practices implemented by the institution

are:

A. Title of the Practice: Annual National Pundit Ishwar Chandra Vidyasagar Endowment Lecture

Goal: As a mark of respect to the great social reformer of modern India, Pundit Ishwar Chandra Vidyasagar, the IQAC of the college initiated the National Endowment Lecture to keep abreast its faculty, students and invitees of the latest developments in academic and contemporary issues.

The Context: The IQAC has designed the practice in the year 2009 and has been continuing till date. It has given exposure to the students and staff of the college to meet eminent personalities from across different fields of study. Academic discussions and exchange of viewpoints are promoted by the conduct of such programmes. Thus it serves as an effective forum for exchange of ideas and thoughts amongst the members on a wide range of themes cutting across subject boundaries.

The Practice: Every year the college IQAC along with the Principal decides on the names of some reputed personalities from different fields of study. Thereafter the programme is conducted preferably in the month of September, which happens to be the birth month of Ishwar Chandra Vidyasagar. Professors, research scholars, students from colleges and universities and invites from different sections of society attend the talk.

Evidence of Success: The huge success of the programme is evident from the fact that it has been highly appreciated over the years by the people who attend the same. It has helped bring people of repute and thus disseminate knowledge to a wider audience both to the working professionals and the students community alike. However, during the year 2020 the programme could not be organised due to Covid-19 Pandemic.

Problems Encountered and Resources Required:There have been no problems as such while conducting the programme. Financial and infrastructural resources are taken care of by the college management.

B.Title of the Practice: Annual Inter- Departmental Students' Seminar

Goal: The students' seminar is designed with an objective to initiate the students' in the art of public speaking, team work and initial motivation to kindle their research abilities. The ultimate goal of this event is to help students learn.

The Context: Motivation to learn has to be created from within the person. Self-learning and investigation has proved to be very effective in enhancing learning in the students.

The Practice: Inter-Departmental Students' Seminar is an integral part of the academic activity of the college and is counted amongst the innovative practices aimed at developing and enhancing public speaking skills.

The Seminar which is held in the college auditorium is group presentation usually made by the final year students. A maximum of four students from each department are allowed to present a paper, which is then followed by question-answer session.

Evidence: of Success:The student takes an active interest in making power-point presentation and collecting reference material for their presentations. Such activates help to develop team spirit and exhibit leadership abilities among the students which will further guide them to develop their complete persona. However, during the year 2020 the programme could not be organised due to Covid-19 Pandemic.

Problems Encountered and Resources Required: There were problems of students unwilling to participate in the first two years, however, things got better as the juniors observed the presentation of their seniors and worked on the strengths and weakness observed by them and amply supported by the teachers. The college facilities are used and hence, there has been no additional resources required for the purpose.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Women's College, Shillong, managed by the Education India Trust, looks into the education of women, especially the tribal women of North-East Region of India. It also facilitates the education of students from neighbouring SAARC countries. The institution's distinctiveness also lies on the fact that some of the students are first generation learners who mostly hail from rural

background, thereby following the motto of the college, "Radiance Unto All". In an era where a lot of stress is being laid on the education of women in India, the institution has been engaged in this endeavor since 1984. The college which is a meeting ground of students coming from different parts of the North-Eastern Region and beyond, also provides a platform for cross-cultural contact. This leads to cultural confluence that fosters open-mindedness and a broader outlook in today's globalized world. The motto of the institution "Radiance Unto All" is thus reflected in practice of spreading the light of knowledge that would radiate in various spheres of society. Almost 100% of the reserved seats are filled up by tribal students; thereby the institution follows the reservation policy of the state government. The college also caters the needs of the students from neighbouring countries like, Bangladesh, Bhutan.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. Student Mentoring System
2. Faculty Development Programme
3. Office Orientation Programme
4. Endowment Lecture
5. Celebration of Women's day on 8th March,2022
6. Celebration of Rabindra Jayanti
7. Celebration of 50th Anniversary of Meghalaya Statehood
8. Celebration of World Environment Day
9. Webinar on Ethics and Modernity
10. Soft Skill classes
11. Value Education Workshop for the student.