Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**ST. EDMUND'S COLLEGE**
Name of the head of the Institution	**SYLVANUS LAMARE**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0364-2224533**
Mobile no.	**9862097716**
Registered Email	**stedmundscollege@gmail.com**
Alternate Email	**slamare@rediffmail.com**
Address	**Old Jowai Road, P. O Laitumkhrah**
City/Town	**SHILLONG**
State/UT	**Meghalaya**
Pincode	**793003**

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	**Mr G L Kharkongor**
Phone no/Alternate Phone no.	**03642507373**
Mobile no.	**9748211664**
Registered Email	**sec20iqac@gmail.com**
Alternate Email	**secshillong2020@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://sec.edu.in/iqacaqar/aqar2017.pdf**

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**https://sec.edu.in/iqacdocs/Planner_2018.pdf**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**87.5**	**2004**	**08-Jan-2004**	**07-Jan-2009**
2	**A**	**3.08**	**2009**	**31-Dec-2009**	**30-Dec-2014**
3	**B++**	**2.9**	**2019**	**28-Mar-2019**	**27-Mar-2024**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**10-Jun-2004**

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

Partnership for Learning (PFL)	01-Jul-2018 45	160
Regular Seminars,Workshops, Certificate Courses, FDP.	02-Apr-2018 35	1990
Science Mela	09-Mar-2018 02	1150
Participation in Institutional Swacch Campus	09-Jul-2018 01	320
Laboratory Safety Protocols	05-Jun-2018 120	1200
SOP for Waste Management	01-Mar-2018 180	3000
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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
Ten Science Departments	STAR COLLEGE	DBT	2009 4015	16800000
Biotechnology Department	BTIS NET	DBT	2008 4380	9100000
Biotechnology Department	A L Biotech Hub	DBT	2011 2920	7800000
Dr E Kharshiing (Botany)	R & D	DST	2017 730	5100000
Dr E Kharshiing (Botany)	R & D	NECBH-IITG	2018 365	1590000
Dr H Medhi (Electronics)	R & D	NEC	2018 365	1560000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Adoption of Village at East Khasi Hills through Social Work department to make it ODF. 2. Formation of different committees namely Grievances Redressal, Anti Ragging, Discipline, Library. 3. Mentoring of students and Feedback. 4. Capacity Building programs for School students/teachers. 5. Formation of Group to monitor WASTE MANAGEMENT, RAIN WATER HARVESTING, ENERGY CONSERVATION and VERMI COMPOST PIT. 6. Screening Placement of teachers for CAS. 7. Capacity building programmes 8. Organising meeting for Alumni 9. Coordinating Intra College activities involving the NCC, NSS departments etc.

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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	Achivements/Outcomes
Appointment of Vice Principal in the college	Recommended for immediate effect.
Appointment of Dean for College sponsored (Self Financed) courses : Commerce, Social Work, Computer Applications	Proposal forwarded to the Sponsoring Body of the college.
Continue with the good practices like mentoring, guest lectures by eminent persons, workshops/seminars involving students & Teachers , promote student participation in cultural/sports activities outside the college.	The college by and large continued with the Good Practices like organizing lectures, seminars etc.
Digitalization of the Library, augment E-learning resources, free wi-fi excess to the students in the library	Efforts are made to put in place to augment the technical requirement
Effort to start Short term/ Add on Courses, research initiatives for students, enhancement of Life Skills	Departments were encouraged to give specefic proposal to start ADD on courses for the benefit of the students. The college undertook programmes on Life Skills
Celebration of Events: National Science Day- Science Mela; World Environment Day- planting of saplings, adoption of tree; College week final day- promote traditional attire, values and inculcate fraternity among all communities ; Blessed Edmund Rice	Science mela organized involving 11 departments of the college wherein students from different school were invited. The college celebrated World Environment Day and pledged to adopt a TREE. The Grand Finale for the college week was celebrated wherein students

Day(Founder)- organising activities like photography, creative writing, quiz etc	from different communities participated . The Edmund Rice Day was celebrated where the students participated in different activities
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body (GB)	01-Jul-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	19-Feb-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	St. Edmund's College uses a Management Information System (MIS) that is designed and supported by Linways Technologies Pvt. Ltd, with its Head Office in Kochi, Kerala. It is designed precisely for Higher Educational Institutions. It is a MIS that is very user friendly and has a support team that is quick to respond to modifications as and when needed as to be tailormade for requirements of the College. Some of the Modules that are currently operational are: 1) Scheduling of Timetable that is flexible, with a provision for having parallel sessions. 2) Uploading of relevant documents pertaining to Staff. 3) Staff Attendance, their Working Hours and Leave Management. 4) Staff Appraisal in a systematic and timely manner. 5) Staff Activity Report and Online Class Report can be easily accessed. 6) Assessments of students can be scheduled and appropriately evaluated. 7) It has a Message Box, wherein the Students can communicate with the College. 8) Students leave can

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

In keeping with its Vision and Mission, the College strives to offer quality education through optimum curriculum delivery. Ours being an Affiliated College, Curriculum Design and Approval happens at the University, NEHU. However, planned curriculum delivery and documentation is obtained through the following initiatives like: participation of the staff in different BOS (Board of Studies) and attending syllabus revision meetings at the University. The Academic Time Table for different streams are finalised following deliberations with the Heads of the Departments. The classes are organised in a manner so as to provide time to conduct extra tutorials and practicals beyond the syllabi. The time table is posted on the College website, placed on the Notice Boards and is also digitally communicated to the students. Thus Time Tables are maintained to serve as necessary documentation. The college organises lectures by inviting eminent persons from respective domain to share their knowledge with the students as well as the faculty. Further the college has got the provision of Remedial teaching for low achievers to assist them to comprehend the concepts of their courses. Academic Time Table is prepared centrally at the beginning of the Semester to help the faculty to covering the syllabus on time. Regular departmental meetings are held for sharing the feedback regarding course completion. The college encourages the departments to introduce short term/add-on-courses which can run simultaneously along with the regular course. Every Department conducts classes that far exceed the UGC norms, to ensure that the curriculum delivery is holistic and effective. Especially for the Science stream subjects, emphasis is given for hands-on-training, through the implementation of projects guided by the faculty. All the classrooms offer facilities for ICT to enable the faculty and students to deliver their presentations in an inter-active manner. Field trips, Educational Tours, Industrial visits and Internships are encouraged to make learning real and relevant to real life situations.

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
Floriculture	0	16/06/2018	30	The participants are given technical knowledge to cultivate economically	The methodology taught will help the learners to conceive a project for

				viable flowering plants having market value.	employment generation and income.
Clinical Biochemistry	0	06/09/2018	30	The course focus on technical skill in Clinical Laboratory Instrumentations and hence help the students to obtain technical skill and prefer by clinical lab for employment.	The course helps the students to obtain technical skill and prefer by clinical laboratory for employment
Advanced Analytical Chemistry	0	18/07/2018	30	Yes, Candle making, extraction of essential oils from locally available plants.	Technical knowledge on handling equipments, laboratory safety SOP, chemicals use storage.
Basic Electronics and PC assembling	0	15/03/2018	30	Students can start their own entrepreneurship after finishing the Certificate course where they are trained.	The learners are equipped to detect the fault and take corrective rectifications.
Vermicomposting technology for waste management.	0	05/06/2018	30	Students are trained on the need for organic farming and also trained for scientific scaling the production of the compost. Certificates are	Enhance skills for production of vermicompost

			distributed for completion of the course with emphasis on Self Employment.	
Mushroom Cultivation	0	18/10/2018	30	The participants were given practical knowledge on the process involved in the cultivation of edible mushroom, its storage and processing for sale in the market.	The course enables the participants to start self help group using limited resources and generate employment strategy.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	123	0

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
Test for Presence of Adulterants in Food Stuffs (Chemistry Department)	18/07/2018	12
Skill Development Programme (Biotechnology Department)	13/03/2018	24
Php and MySQL (Computer Science Department)	01/07/2018	90

Phyton (Computer Science Department)	20/07/2018	32
Java programming (Computer Science Department)	12/08/2018	4
BASH (Computer Science Department)	11/09/2018	46
Scilab (Computer Science Department)	27/09/2018	1
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSW	Social Work	72
MSW	Social Work	12
BSc	Chemistry Honours	42
BSc	Biotechnology	8
BSc	Biochemistry	4
BSc	Computer Science	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
To get to know how the students are dealing with the curriculum, especially in areas of concerns, a student's feedback is critical. These student feedbacks are formally and informally collected, studied and acted upon by the different Departments. During the Mentoring process, the Feedback from the students is carried to their respective departmental meetings and after considering the merits of the proposals, it is forwarded to the Management. The Management in turn, tries to address the various concerns of the students, along with the inputs from the Staff. The Course Teachers share their feedback on the curriculum that they have been dealing with, and offer their suggestions for better deliver of the syllabi. At the University Level, members of the faculty are involved on Board of Studies (BOS) in framing/designing curricula following the guidelines of the Statutory bodies like: UGC, MST, etc. Simultaneously, Add-On Courses in a Flexible time frame, suggested by the various stakeholders namely: Alumni, Community, Parents, and the Industry, are offered to the students to bring them on par with the Academic Standards at the National Level. Every effort is made to identify and integrate NAAC core values with the Institutional goals and objectives and bring out a comprehensive mechanism in

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
MSW	Professional	25	40	25
BCA	Professional	40	110	40
BSW	Professional	60	200	60
BSc	Honours	500	1600	500
BCom	Honours	200	500	200
BA	Honours	420	2000	420
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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	3382	47	109	5	5

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
109	109	4	35	3	4
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 practice of mentoring students and their progress along with the difficulties and problems has been in place since 2001. This has been identified as one of the best practices of the college by NAAC. This practice aims to get the students to interact, deliberate and discuss with the teachers as Mentors regarding their study habits, career options, difficulties faced in the classroom/laboratories and or at home. This interaction bridges the gap between the teachers and the active learners, i.e. the Mentor/Mentee, thereby creating a healthy bond between the two most important stakeholders. Special classes are arranged for low achievers in the form of tutorials/remedial coaching. Specially designed programs for the advanced learners are also offered. Through Placement and Career guidance Cell, the students are guided to identify their competence level in deciding their future career options. Economically weaker students are provided with subsidized fees and their progress is constantly monitored by the faculty. All differently-able students are given extra care by providing Wheelchair and provision for Ramps access to the classroom/library. Such students are provided with Learning materials through various Audio-Visual aids. Braille tools are made available to the students through the Bethany Society, one of the reputed NGOs in Shillong, catering especially to the welfare of the differently-abled students. Peer mentoring,

mainly through the Class Representatives is an initiative that is welcomed by the students, especially on issues related to discipline for learning. At the start of the academic year, all newly admitted students are offered a specific Orientation Program, which serves as Induction Counselling, making them aware of the areas required to help them grow by effective time management, relating to self and others, as well as some of the challenges they will face. The parents/guardians too are involved in these programs, to make them active partners in the mentoring process. In a special way the Principal, the Heads of Departments and the Staff are always available to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3429	109	1:31

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
109	107	2	2	26

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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The details of Internal Examination are communicated to the students at the beginning of the session through the academic calendar. The students are encouraged to approach the members of the faculty with regards to their doubts, confusion etc., regarding the course material, pattern of exam and evaluation. Internal test and assignments are conducted with immediate feedback of the results with the students. The students are given the evaluated answer script and their grievances, if any, are heard and promptly taken care of. For low achievers, remedial coaching and tutorials are arranged for well before the student appears in the final/end semester examination conducted by the University. The college maintains and monitors the attendance record of each student centrally as well as in their respective departments. The progress made or lack of attendance is communicated to the students and their parents through Parent-Teacher Meetings and during the mentoring process. In keeping with the nature in which young learners acquire knowledge and skills, the Departments assess the student's attainment levels through various means like: Open Book examinations, Online Multiple-Choice-Questions, Presentations using different

> tools and techniques, etc. Most importantly, the Faculty offers the students ample opportunities to improve their performance, so as to compete with themselves in order to draw out the best in themselves and their capabilities.

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

> The College mandatorily follows the academic calendar for Undergraduate and Postgraduate programmes issued by the North-Eastern Hill University (NEHU), Shillong. At the beginning of the academic session, meeting between Heads of Departments and the Management are scheduled to chalk out the timetable for the respective courses. Departmental meetings are also held to finalize the distribution of syllabi among the members of the staff. These are then communicated to the students. The Academic Calendar having the details of class and examination schedules along with the tentative date for other co-curricular activities, etc., are forwarded to the respective departments for implementation. All processes such as teaching-learning schedule, Examination Schedule for the conduct of both theory and practical examinations and evaluation are strictly guided by the affiliating University. Within this broad framework each Department, in consultation with other Departments, draws up its own schedule for the conduct of internal assessment, practical examination, etc. The same is uploaded on the college website for wider publicity. The College effectively uses technology to automate processes such as: online examination forms, generating admit cards, submission of internal marks, printing of mark-sheets, etc.

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://sec.edu.in/iqacdocs/learning_outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Honours	331	305	92
BCom	BCom	Honours	176	148	84
BSc	BSc	Honours	261	251	96
BCA	BCA	Professional	30	24	80
BSW	BSW	Professional	53	50	94
MSW	MSW	PG	23	23	100
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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://sec.edu.in/iqacdocs/student_feedback.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	NEC	15.6	1.05
Interdisciplinary Projects	4015	DBT	160	8
Major Projects	4380	DBT	81	8
Major Projects	2920	DBT	70	8
Major Projects	730	DST	51	0
Major Projects	365	NECBH-IIT	15.9	0
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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
Seminar on Supramolecules by Mr Randhir Rai, IIT, Madras, Chennai	Chemistry	06/03/2018
Seminar on Opportunities in International Trade by Dr Rahul Singh, Assistant Director General, Foreign Trade, Kolkata	Commerce	21/03/2018
Personality development – life skills by Mr Eboton Kharkongor, Manager Trainer, Logos Foundation, Shillong	Chemistry	24/03/2018
Remote Sensing Geographical Information System, by Mr Timothy Warjri, University of Pune, Maharastra	Geography	24/03/2018
Workshop on Gender spectrum	Social Work	19/04/2018
Seminar on Thomas Jones by Dr Sylvanus Lamare, Principal, St. Edmunds College, Shillong	Khasi	22/06/2018
Sketches for Social change in support of Victims of Touture	Social Work	26/06/2018
Seminar on Introduction to Quantum Mechanics by Mr Ashim Nandi, Ben Gurion University, Israel	Chemistry	14/07/2018
Workshop on Beat Plastic Pollution	Environmental Science	26/07/2018
Career guidance on Job	Commerce	01/08/2018

Oppourtinities in Financial Markets		
Geo Politics on South East Asia China by Prof T. Kharsyntiew, JNU, New Delhi	Geography	07/08/2018
Tending ideas and innovations in IT	Computer Science	14/08/2018
History, evolution and application to chemistry by Prof A K Chandra, Department of Chemistry, NEHU, Shillong	Chemistry	18/08/2018
Workshop/Play-Frankenstin	English	07/09/2018
Seminar on Cloud Computing	Computer Science	11/09/2018
Seminar on Judicious use of Natural Resources to Lessen Environmental Problems by Prof O P Singh, NEHU, Shillong	Environmental Science	11/09/2018
Social Media: The Ripple effect and student capacity building by Mr Timothy Dkhar, SIO, NIC, Shillong, Meghalaya	Computer Science	12/09/2018
Wild Life Conservation: There is more than one way to skin a Tiger by Mr Ezra Lawanker Rynjah, German Corporation for International Cooperation (GIZ)	Zoology	20/09/2018
Bioresources and S T Interventions for Development of North East India in collaborations with National Academy of Sciences, India (NASI) as a part of celebration of Prof Meghnad Saha Memorial Lecture on by Padma Shri Prof. Pramod Tandon, CEO, Bi	Biotechnology	16/11/2018
Seminar on Introduction to Molecular Taxamony of Fungi by Dr Belle Damodara Shenoy, Scientist, National Institute of Oceanography, Goa.	Biotechnology	22/11/2018
North East India-	Economics	22/11/2018

Periodization- Freedom Struggle- Integration by Prof David R Syiemlieh, Member, UPSC, Govt. of India		
Science for Social Welfare in collaborations with National Academy of Sciences, India (NASI) as a part of 150th Anniversary Celebration of "Ba and Bapu by Dr Biman B. Mandal, Associate Professor, Department of Bioscience and Bioengineering, IIT, Gu	Biotechnology	24/11/2018
Workshop on Library Resource Management by Dr D Lalhmachuanna, NEHU, Shillong	Biotechnology	26/11/2018
Seminar on Folklore – Peasant to Patrician, Rural to Urban by Prof Desmond L Kharmawphlang, NEHU, Shilong	English	27/11/2018
Workshop on Assembly use of Foldscope - a paper microscope under DBT-Twinning programme of DBT-Foldscope	Botany	28/11/2018
Seminar on R S Lyngdoh by Dr Sylvanus Lamare, Principal, St. Edmunds College, Shillong	Khasi	19/12/2018
Seminar on B L Swer W D Jyrwa in collaboration with AIPC, Meghalaya Chapter Thiar Lyngwiar Dpei Society, Shillong by Mr Raphael Warjiri, Member, Khasi Author Society and Prof Streamlet Dkhar, NEHU, Shillong	Khasi	16/02/2019
Seminar on U H Sten and D T Laloo by Dr Sylvanus Lamare, Principal, St. Edmunds College and Prof Streamlet Dkhar, NEHU, Shillong	Khasi	20/02/2019
From Geometry (Euclidean) to Topology (Rubber Sheet Geometry)	Mathematics	23/02/2019

Cell Therapy contract manufacturing by Dr Thomas Wilson, Director, Capgemini Zurich, Switzerland	Biochemistry	25/02/2019
Career in IT Pharmaceuticals by Dr Thomas Wilson, Director, Capgemini Zurich, Switzerland	Biochemistry	25/02/2019
GIS and Satellite image interpretation by Mr Stevenson Mylliemngap, Meghalaya	Geography	11/03/2019
Workshop - Pi Day Celebrations	Mathematics	14/03/2019
Workshop on The Chemistry of Life by Mr Eboton Kharkongor, Manager Trainer, Logos Foundation, Shillong	Chemistry	16/03/2019
Microcontrollers, its application embedded system by Prof R Mudoi, ECE, NEHU, Shillong	Electronics	16/03/2019
Growth study of optoelectronics properties of SI-H based super lattice structure by Dr Asha Yadav, IISC, Bangalore	Electronics	23/03/2019
Space technology in India: setting bridge between space and common people by Dr Bijoy Krishna Handique, NESAC, Shillong	Physics	29/03/2019
Experimental nuclear research: prospects current trends by Mr Nabendu Kumar Deb, Department of Physics, Gauhati University, Guwahati	Physics	30/03/2019
2 Days Workshop on Basic Electronics Circuit design	Electronics	11/09/2018
2 Days Workshop on Networking, Web designing and embedded system	Electronics	15/09/2018
3 Days Conference on Fostering Sustainable Development through	Biotechnology	15/09/2018

Science in collaborations United Nations Club, St. Edmund's College		
2 Days Workshop on PERL Programming its application	Biotechnology	26/02/2018
2 DaysWorkshop – Enjoy Physics by doing it yourself	Physics	26/03/2018
2 DaysFaculty Recharge Programme	Biotechnology	03/08/2018

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
International	Biotechnology	2	8.6
International	Chemistry	2	3.5
International	Mathematics	1	0
International	MSW	2	0
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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
Commerce	1
Environmental Science	1
Mathematics	1
Zoology	2

Sociology	1

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
The estrogen related receptors in metabolism and cancer newer insights	Ranhotra H S	Journal of Recept Signal Transduct Res	2018	0	Dept. of Biochemistry, St. Edmunds College	7
Case Studies on the Problems of Single Mothers and their Children in Shillong City of Meghalaya'	Syngkon, W.	International Journal of Scientific Research and Reviews	2018	0	Dept. of MSW, St. Edmunds College	0
Public Perceptions on Single Motherhood in Shillong, Meghalaya	Syngkon, W.	International Journal of Basic and Applied Research	2018	0	ept. of MSW, St. Edmunds College	0
On the uniqueness of the factorization of power digraphs modulo	Amplify Sawkmie	Rend. Sem. Mat. Univ. Padova,	2018	0	Department of Mathematics, St. Edmunds College, Shillong	0
Cobalt (II) complexes with pyridine and 5-[(E)-2-(aryl)-1-diazenyl]-quinolin-8-olates: synthesis,	Tushar S. Basu Baul, Khrawborlang Nongsiej, Bruno G. M. Rocha, M. Fátima C. Guedes da Silva	Journal of Coordination Chemistry	2018	0	Dept. of Chemistry, North Eastern Hill University	1

electrochemistry and X-ray structural characterization						
Pyridine aided progression from amorphous to crystalline bis-([5-(aryl)-1-diazenyl]quinolin-8-olato) zinc (II) compounds ? Solution and solid-state structural characterization, nanoparticle formation and antibacterial activity	Tushar S. Basu Baul, Khrawborlang Nongsiej, Koel Biswas, Santa Ram Joshi, Herbert Höpfl	Inorganica Chimica Acta	2018	0	Dept. of Chemistry, North Eastern Hill University	4
A study on the physiological, biochemical and lipid content behaviour of microalga chlorella sp. in response to iron (III).	Negi Y, Nongmaithem J, Laloo FJ, Adhikari S	Asian Journal of Microbiology, Biotechnology and Environmental Sciences	2018	0	Dept. of Biotechnology, St. Edmunds College	0
Effect of mercury on the growth and biochemical behavior of Nostoc muscorum and Anabaena variabilis.	Negi Y, Sharma S, Thyrniang B, Laloo FJ, Adhikari S	International Journal of Pharma and Bio Sciences	2019	0	Dept. of Biotechnology, St. Edmunds College	0
[View File](#)						

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
A study on the physiological, biochemical and lipid content behaviour of microalga chlorella sp. in response to iron (iii).	Negi Y, Nongmaithem J, Laloo FJ, Adhikari S	Asian Journal of Microbiology, Biotechnology and Environmental Sciences	2018	14	0	St. Edmunds College, Shillong
Effect of mercury on the growth and biochemical behavior of Nostoc muscorum and Anabaena variabilis.	Negi Y, Sharma S, Thyrniang B, Laloo FJ, Adhikari S	International Journal of Pharma and Bio Sciences	2019	27	0	St. Edmunds College, Shillong
Pyridine aided progression from amorphous to crystalline bis-([5-(aryl)-1-diazenyl]quinolin-8-olato) zinc (II) compounds ? Solution and solid-state structural characterization, nanoparticle formation and antibacterial activity	Tushar S. Basu Baul, Khrawborlang Nongsiej, Koel Biswas, Santa Ram Joshi, Herbert Höpfl	Inorganica Chimica Acta	2018	95	4	St. Edmunds College, Shillong
Cobalt (II)	Tushar S. Basu Baul,	Journal of Coordinati	2018	48	1	St. Edmunds

complexes with pyridine and 5-[(E) -2-(aryl)- 1-diazenyl]-quinolin -8-olates: synthesis, electroche mistry and X-ray structural characteri zation	Khrawborla ng Nongsiej, Bruno G. M. Rocha, M. Fátima C. Guedes da Silva	on Chemistry				College, Shillong
On the uniqueness of the fac torization of power digraphs modulo	Amplify Sawkmie	Rend. Sem. Mat. Univ. Padova,	2018	18	0	St. Edmunds College, Shillong
'Public Pe rceptions on Single Motherhood in Shillong, Meghalaya	Syngkon, W.	Internatio nal Journal of Basic and Applied Research	2018	0	0	St. Edmunds College, Shillong
Case Studies on the Problems of Single Mothers and their Children in Shillong City of Meghalaya'	Syngkon, W.	Internatio nal Journal of Scientific Research and Reviews	2018	0	0	St. Edmunds College, Shillong
The estrogen related receptors in metabolism and cancer newer insights	Ranhotra H S	Journal of Recept Signal Transduct Res	2018	44	7	St. Edmunds 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/Semina	3	18	0	17

rs/Workshops				
Presented papers	4	0	0	0
Resource persons	0	1	0	0

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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
No Data Entered/Not Applicable !!!			

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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
No Data Entered/Not Applicable !!!			

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Adoption of Villages	Social Work/NSS	Awareness	10	60
Institutional Swacch Campus	MHRD-GoI	Cleanliness	6	120

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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
No Data Entered/Not Applicable !!!			

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

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
Biotech Park, Guwahati, Assam	01/05/2018	Research, conferences, collaborations, student oriented programs	38
All India Poetess Conference, Meghalaya Chapter,.	12/03/2018	Training in writings, seminars, workshop, symposium	220
Ka Thiar Ki Nongthoh, Shillong	20/08/2018	Cultural activities, historical places.	160
Holy Cross College, Agartala, Tripura	02/11/2018	Faculty/Student Exchange, Collaborative Projects, Exchange of academic information	20
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
140	134.7
62	61.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Classrooms with LCD facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
No file uploaded.	

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 patially)	Version	Year of automation
KOHA	Partially	19.11	2015
e-shodh Sindhu	Partially	0.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	64	200000	12	36000	76	236000
Text Books	41696	15000000	1150	801000	42846	15801000
Reference Books	15680	12000000	320	352000	16000	12352000

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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
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	205	2	22	2	1	3	20	10	0
Added	40	1	3	0	1	0	0	0	0
Total	245	3	25	2	2	3	20	10	0

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

10 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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
62	61.4	140	134.7

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)

– The institution ensures that all the physical facilities which includes classrooms, laboratories, library etc., are maintained by qualified and dedicated associate staffs. -A dedicated policy is in place, whereby budget

allocation for each department on expendables, maintenance is fixed. – Different committees namely: the Building and Maintenance Committee, Canteen Committee, Purchase Committee are in place that ensures the proper utilization of funds. – The Purchase Committee follows the GF rules for the choice of vendors/contractors for the allotment of work which is done on the basis of COMPETITIVE PRICE INDEX (CPI) and Quality Assurance (QA). The same is employed during the procurement of equipment/instruments. – Procurement and maintenance of Books/Journals of the Library (Central/Departmental) are done through the Library Committee, which is approved by the Management. – Waste management and cleanliness is carried out by qualified cleaners in association with Local Municipal Board during Garbage disposal. – Laboratories' safety protocols, SOPs are documented and forwarded to the respective laboratories for compliance. – Safety audit of the campus is ensured with the installation of fire fighting equipment, ample storage of water in the form of underground reservoir, following the directive issued by the Local administrations. – Dedicated solar panels are installed on the campus. For adequate lighting in all the classrooms, SFL/LED lights are fitted to reduce power consumption without compromising on the brightness required. Two, 25 KVA generators are in place for uninterrupted power supply during college hours. – The sports facilities, indoor and outdoor, are well maintained by dedicated staff along with proper lighting facility that can be used at night as well. – All the physical infrastructure, including the college greenery, is adequately maintained by dedicated personnel with the active supervision of a group of faculty members.

https://sec.edu.in/iqacdocs/4.4.2_Infrastructure_.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Special Category Fee Waiver	26	294365
Financial Support from Other Sources			
a) National	State/Central	1330	11187000
b)International	0	0	0
No file uploaded.			

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
Mentoring	25/10/2018	450	College
Remedial Coaching	05/07/2018	260	UGC sponsored
GIS Laboratory	14/05/2018	40	NESAC
Yoga	21/06/2018	140	Art of Living Foundation, Shillong Chapter
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of

	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passedin the comp. exam	studentsp placed
2018	Career Counselling, AMITY	0	90	0	0
2018	Coaching for IAS aspirants	70	0	4	0
2018	Career Awareness, Pune Institute of Business management	0	60	0	0
2018	Opportunities in International Trade, Ministry of Commerce, GoI	0	425	0	0
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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
245	**215**	**15**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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

No Data Entered/Not Applicable !!!
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	President Appreciation – Republic Day Parade	National	0	1	17/POLS/195	Manoj Singh Yadav
2019	President Appreciation – Republic Day Parade	National	0	1	17/COMP/175	Swaraj Choudhary
2019	President Appreciation – Republic Day Parade	National	0	1	17/BCOM/089	Pawan Chetri
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As a policy the college, does not have a Student Council. In its place, there is an elaborate mechanism of providing opportunities and facilities to the students for different activities. The students are given ample opportunities to have their views placed at various committees formed with senior teacher as Convener. Each class nominates two Class Representatives. Animators for different activities (Cultural, Sports etc) are selected by the management to take full responsibility for the College Month Activities. Students are asked to participate, deliberate and express their views on matters related to Library, Canteen, Games Sports affairs etc., In the IQAC Committee, two senior students are selected to be the part of the group that looks into the overall smooth functioning of the college. The college encourages the departments to published departmental magazines wherein students are called upon to incorporate their ideas to design, collect articles from their classmates for the publication of the same. The college magazine is being fully taken care of by a group of final year students that act as Student-Editors. During the celebration of National Science Day in the form of SCIENCE MELA, students volunteers take full responsibilities to organize a successful programme where in science models, posters etc are displayed and school students are invited to visit and interact with the participants. A group of dedicated NSS/NCC volunteers undertake the full responsibilities for any Outreach P such as community service, visit to villages as Extension activities, etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

The Alumni association (SECUDAA), are actively involved in the growth development of the Edmundian community. Many of the members of the association who also happen to be the faculty of the college are actively involved in ensuring a continuous link between the past and present students. During the college month activities, the association sponsors cash awards to the toppers in different subjects of final university examinations. The members of the association are actively involved during preparation of any project reports, concept papers to be sent to various state/central funding agencies. Having its members in various Govt. organisations, it contributes in securing approvals, grants for the college to enhance overall growth of the college.

5.4.2 – No. of enrolled Alumni:

1560

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

50000

5.4.4 – Meetings/activities organized by Alumni Association :

The College invites the active members of the Alumni at the start of the College Month activities and Graduating Ceremony of the Academic year. Their critical suggestions are taken into consideration while finalising the scheduled programme. The members of the association are invited on the final day of the College Month (EDBLAZON) and also for the Graduating Ceremony. Cash awards for the Toppers in different subjects at the University Examination are sponsored by the Alumni through a corpus fund created and maintained by the college. Eminent persons in their respective fields are invited using the linkages of the Alumni and asked to deliver lectures/training/motivational talks to the students and teachers for the overall development of the College, thus ensuring an effective delivery mechanism. The Alumni, being scattered throughout India and the rest of the World, try to stay connected through regular meetings in an through various informal Chapters. They can always be counted upon, be it helping with Medical Camps, or with relief efforts, etc., organized by the College to address various needs and situations. In the true spirit of the College, they are not ones for publicity but live out the College motto: "deeds not words". The very fact that so many of the teaching faculty are also a part of the alumni, speaks for itself.

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)

1. Decentralization and participative management is clearly seen in the manner in which the entire Admission Process is carried out. To begin with a very open and frank discussion is held by the Management with all the Head of Departments. This helps to draw on the lessons learnt from previous experiences regarding the admission process. Changes if required are made to the admission policies, through wide consensus. These policies are documented and then circulated to the rest of the Staff through the respective Heads of Departments. Each Head then constitutes its own core team. This team looks after the entire admission process from the distribution of admission forms, collection, and the instructions to the admitted candidates. The faculty also

takes it upon themselves to counsel probable students on the best subject combinations. The short-listed candidates for admission are personally informed while the ones in the 'wait-list' are also informed of their chances. This transparent admission process through individual departments based on criteria set by them is graciously accepted. The Management participates in the total process only as a supervisory entity, very rarely having to intervene. 2. Celebration of College Festivities: The Annual College Fest (EDBLAZON) is completely decentralised and mainly managed by the students through the Class Representatives, who vote the Animators for the various events. The organisation, planning and execution of all the events is done by the students in consultation with the Teacher-in-Charge. The students oversee every detail including the scouting for judges for the various events, seeing to the security and safety of all concerned, etc. The level of interest generated by the students, for their peers to participate is amazing, thus giving the Fest a very distinctive flavour. The competition is healthy and the emphasis is on participation, especially for the senior most students. The role of the Management is minimum except in matters of finances. In the evaluation of the Fest, the greatest achievement, is to see individual students grow in responsibility and confidence.

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
Admission of Students	1. The college follows transparent admission policy based on merit, state reservation policy. 2. Special preferences are given to economically weaker section, first generation learners, and differently abled learners. 3. The prospectus of the college is made availiable to the students wherein the details of the subject combination, courses offered, fees structure are mentioned. 4. Students from outside the state are welcomed and all necessary guidance extended to them during their initial period of stay. The college has informal tie up for PG accommodations with the private parties since there is limited number of seats available in the college hostels (Boys and Girls). 5. For any specific query related to the course, the students are encouraged to contact with the concerned department to clear their doubts. 6. Admission committee supported by administrative and associate staff conducts the new admission for each academic year. 7. The college website reflects the academic and physical infrastructure of the institution along with faculty details and informations related to other activities. 8. The

		institution desires to follow online method of admission from next academic session through its Management Information System (MIS) linked with a viable software for receipt of applicants, scrutiny, declaration of admission list etc..
	Library, ICT and Physical Infrastructure / Instrumentation	1. Library equipped with sufficient number of books provides a learning platform for the students and teachers. The study materials are supplemented by Journals, Newsletter, Periodicals etc. The Library is partially automated and e-resources are availed through KOHA, UGC-INFLIBNET, British Library (Kolkata) and various others online platforms. 2. All Classrooms are equipped with ICT enabled tools in addition to Chalk duster methodology. 3. All Science departments has well maintained Laboratories equipped with sufficient number of Instruments/Equipments/Glasswares/Consumables through Grant received from Central funding agencies in addition to annual Budget allocation by the Institution. 4. The Bioinformatics Centre provides ample opportunities to the students teachers to disseminate information from the available databases. The Laboratory manuals, SOPs, are digitalised for the benefit of the students which can be accessed from the department repository. 5. The physical Infrastructure of the college are well maintained by group of dedicated Associated Staff under the able supervision of the management. The views/suggestions of the students and the teachers are taken into consideration during formulating policies and administrative decision for proper implementation. The Swacch initiatives plays a central role in keeping the campus clean-green-litter free along with optimum management of waste water resources. The college has put in place SOLAR panels for lighting at different vintage points as a part of Energy Conservation Concept. All the stakeholders are provided with safe potable drinking water, hygienic food stuffs at the Canteen which are closely monitored by a designated committee. CCTVs are installed along with deployment of Security personnel to prevent any trespassing in the campus and to cater to the Security of all

	stakeholders. 6. The high end Instruments procured through Central funding in the different departments helps to augment teaching learning activities in addition to research projects. The Central Instrumentation Centre facilitates the departments to conduct Practical/Projects beyond the Syllabi.
Examination and Evaluation	1. Performance of a student are monitored and evaluated through Continuous Internal Assessment (CIA) at the departmental level. The Feedback on their performance are shared with the Parents. 2. Regular assignments, test. tutorials, seminar presentations, group discussion, viva voce are part of assessment to help the students to check their abilities during teaching learning process. 3. The toppers at the University level examination in different courses are honoured during Felicitation Award ceremony for the graduating batch besides, the number of Awards, sponsored by various Alumni and families/organizations are given out to students for Academic as well as overall excellence.
Curriculum Development	1. Introduction of ADD ON courses, Short term courses and Life skills value education courses. 2. Formulation of Academic Planner, course time table at the beginning of the session. 3. Regular meetings between Heads the management followed by meetings at the department level to prepare lesson plan, distribution of syllabi on the basis of specialization. 4. Meeting/Interaction with the students at the departmental level with respect to attendance, obtain Feedback on their academic progress and level of difficulties being faced. 5. Teachers as members of Statutory bodies like BOS, School Boards AC contribute to the revision of syllabi, various curriculum development, practices and dissemination of knowledge to the stakeholders. 6. Under the newly introduced semester system continuous evaluation of the learners performance progress are assessed at the department level through assignments, seminars, presentations, group discussion and tests.
Teaching and Learning	1. ICT enabled strategy in place in addition to conventional chalk duster

		methodology. 2. Formation of e-repository at the Central Library and at departments, establishment of departmental library for the students to avail reference books. 3. Interactive learning is encouraged through the use of SMART class, dedicated internet connectivity of 10 Mbps bandwidth. 4. Need based remedial/tutorials classes, extension of special facility for the otherwise abled students in the form of audio, video, braille etc. 5. Organising relevant motivational, academic lectures for the students, hands on training, field trips/study tours, and internship are organised regularly for overall delivery of the curriculum. 6. Encouraging students to participate in designing and making of Departmental magazines, News Letter and College Magazine as Student editors.
	Research and Development	1. The college has received financial assistant from Department of Biotechnology, under Ministry of Science Technology, Govt of India for upgrading ts resources in teaching learning process and to inculcate research activity involving the teachers and the students. 2. The Central Instrumentation Facility (CIF) created under the DST-FIST programme, helped the science faculties and their respective students in performing practicals, projects, dry wet labs with respect to any research problems/ programme initiated beyond the prescribed syllabi. 3. The Bioinformatics facility having scientific databases, advanced institutional biotech hub with instrumentation facilities caters to the need of the students and teachers. This is reflected in the number of research publications in peer reviewed journals wherein the students are co authors. 4. The facility augmented by DBT/DST/UGC funding provides an environment to undertake projects by the UG students beyong their prescribed syllabi. The hands on training imparted prepares the Science Graduating Batch with the requisite skill as they progress in PG courses. 5. The sponsorship by the different agencies has helped to start with Inter Departmental activities in the college involving more than 3 departments

		participation. 6. The initiation of Skill based programmes like Mushroom cultivation, floriculture, clinical Biochemistry etc has augmented the research culture among the interested students. 7. Institution encourages the faculty to avail leave under FDP programme of UGC. Study leave with Pay are extended to the faculty members for completion of PhD Course Work, during writing and submission of the PhD thesis. The Institution encourages the Faculty to interact/deliberate with the faculties of other Institutions for any collaborative work. 8. The Institution ensures that any Publications/Book Chapter which are to be communicated to Peer reviewed journals are subjected to Test on Plagiarism via DUPLICHECKER, COPYLEAKS, PAPER RATER, PLAGIARISMA etc (freeware).
	Human Resource Management	1. All Academic Administrative decision are approved by the Governing Body of the College. The Policy decisions taken at the highest level are implemented at the departmental level through discussions/deliberations among all the stakeholders. 2. The college provides the students to express their ideas views in cultural, sports, co-curricular activities by selecting/electing Class Representatives, Animators, Volunteers in various committees. The students are given ample opportunity to formulate a plan in bringing out departmental magazines, Newsletter, College Magazines also during finalisation of study tours/field trips. 3. All the members of the staff are covered under (i) Group Insurance Scheme, (ii) EPF/NPS benefits, (iii) Registered Cooperative Society and (iv) Faculty Club. The Faculty Club arranges Annual get together cum picnic for thr staff, the Cooperative Society extends soft/emergency loans to the members of the staff. 4. All the stakeholders (staff students) can use the GYM and Indoor facility for recreational purposes. The Infirmary with qualified nurse attends to any emergency exigencies. 5. The college celebrates Inter Faith and Cross cultural activities by organising significant religious cultural festivals for overall development of Character, Personality and Social responsibility

	among young boys girls. 6. The achievement of the students and the teachers are recognised during Grand Finale of the College month activities by awarding a certificate of appreciation. 7. The Institution encourages the staff to monitor/advice and share responsibilities in different extra curricular activities with the students based on their interest passion. Peer support, mentoring and consultations are valued to resolve any issues between different stakeholders.
Industry Interaction / Collaboration	1. Few science departments have established a link with Institutions, Industries for internship/summer training/winter school of the students during UG programme. Study tour field trips are organised to help the students aware with the latest teaching learning methodologies adopted in premier institutions. 2. The placement cell of the college arranges motivational lectures session, career guidance talks for the students to make them employable in a prefer job market. 3. The institution has established linkages with NGO like MANBHA Foundation, KRIPA Foundation etc to extend its facilities for the weaker sections of the society. The Social Work department along with NSS volunteers visited various Old Age homes/Orphanages as a part of Social Responsibility Strategy (SRS). 4. The College has established linkages with Biotech Park, Lucknow/Institute of Bioresources Sustainable Development (ISBD), Imphal/DBT, govt of India to organise Skill Development Programmes for the students to developed Entrepreneurial skills and Self employment opportunities 5. The department of Biotechnology has established collaboration with Epygen Biotech Ltd, Dubai Mumbai, for imparting training on R D for the students. 6. Various institutions like ACTREC, Nagaland University, Biotech Park, Guwahati, Pasteur Institute, TOCKLAI, IASST, Tripura University, NEHU, ICAR Research Complex for NEH region, Sikkim State council of Science Technology etc. have agreed to train and impart skills to the students of the college for better employability.
6.2.2 – Implementation of e-governance in areas of operations:	

E-governace area	Details
Administration	1. Regular meeting between the heads of the department and the Principal/management are conducted, the minutes of such meeting are transmitted electronically. 2. The minutes of the departmental meeting are sent to the Principal/management via electronic mode. 3. The leave applications, communications to from the staff(s) are done electronically to minimise paper work. 4. The college having dedicated internet service from BSNL NELINE desires to implement GO GREEN-SAVE TREES in all its future administrative deliberations.
Planning and Development	To reduce the use of papers, information related to the Departments were sent by e-mail, WhatsApp and sms sent for circulation among the members. Minutes of meetings were circulated in soft-copy. Even information related to students was posted on the College website. The College Prospectus was made available on the College website, college fees collected online. Such initiatives were found to be faster in communication.
Finance and Accounts	1. The college uses Tally ERP (Multi User) for bookkeeping, PFMS for central funds accounting, SBI Collect for collection of students fee to minimise paper work. 2. The Internal Audit at the end of each financial year is undertaken by M/s Kiron Joshi Associates, Shillong whereas for State government funds, the Directorate of Local Fund Audit, Govt of Meghalaya does the Audit and place before the college its observations regarding usage of the funds. Majority of the account details are transferred digitally. 3. The college being sponsored by CCBI, New Delhi sends all the accounts statement electronically to its headquarter for subsequent audit by Mr S K Mahajan, New Delhi. 4. The salary for all the staff of the college are sent through direct bank transfer from designated bank accounts of the college to the individual account holders. 5. The fund received under Central Sponsored schemes are audited separately and the audited balance statements are uploaded to PFMS. 6. The college propose to reduce the paper

	work in the accounts section and convert most of the balance sheet in digital format.
Examination	1. The question papers for the internal examination for all semester are typed and send to the office of examination incharge of the college via e-mode. 2. The evaluated marks are sent from the respected departments to the office of the principal on a standard format, electronically. 3. The results are published in the college website, students and their parents are informed accordingly via MIS/Linways.
Student Admission and Support	1. The college follows an open admission process whereby details of admission criteria, number of seats available are published in the college website. 2. Presently the admission process is partially digitalised and the fee are collected via SBI Collect Online. 3. Using MIS/Linways the departments delivers notes and course materials to the learners for easy accessibility. 4. The monthly planner that mentions the no of academic days, holidays, events etc are uploaded in the college website.

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
No Data Entered/Not Applicable !!!				
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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	Seminar on Achieving Excellence in Higher Education strategies Efficiency	NA	23/04/2018	23/04/2018	80	8

	Organised by IQAC, St. Edmunds College. 23rd April, 2018					
2018	Workshop on Dissemi nation of informatio n through e resources, organized by IQAC Cell, St. Edmunds College, Shillong 1st October, 2018	NA	01/10/2018	01/10/2018	24	8
2018	Advisory meeting on DBT STAR College Scheme STAR STATUS	NA	08/09/2018	08/09/2018	20	0
2018	Internatio nal Day in Support of Victims of Torture	NA	26/06/2018	26/06/2018	10	0
2018	Japan Higher Education Fair- 2018	NA	17/11/2018	17/11/2018	30	0
2018	SHOWW Act, 2013- Safe guarding Children and Vulnerable Adults Policy	NA	31/10/2018	31/10/2018	60	6
2018	Personalit y developm ent - life skills by Mr Eboton Kharkongor , Manager Trainer,	NA	24/03/2018	24/03/2018	60	10

		Logos Foundation, Shillong					
2018	NA	Workshop on Laboratory Safety Protocols, maintenance of equipments	21/08/2018	22/08/2018	0	12

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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
Winter School, UGC-HRDC, NEHU, Shillong	2	11/03/2019	11/04/2019	30
Orientation Programme, UGC-HRDC, NEHU, Shillong	2	21/01/2019	17/02/2019	21
Orientation Programme, UGC-HRDC, NEHU, Shillong	2	18/02/2019	17/03/2019	21
Orientation Programme, UGC-HRDC, NEHU, Shillong	2	02/02/2018	26/02/2018	21
Refresher Course in Disaster Management (Interdisciplinary), UGC-HRDC, NEHU, Shillong	2	12/11/2018	02/12/2018	21
Refresher Course (Interdispliniary), UGC-HRDC, NEHU, Shillong	1	20/10/2018	18/11/2018	21
Refresher Course, Academic Staff College, Gauhati University	1	03/02/2018	25/02/2018	21
Summer School in Basic	1	04/07/2018	24/07/2018	21

Sciences, UGC–HRDC, NEHU, Shillong					

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. SEC Staff Cooperative Scheme. 2. Group Insurance Scheme. 3. Faculty Club. 4. Infirmary with qualified nurse. 5. Indoor Games Gym Facility. 6. Life/Accident Coverage yearly	1. SEC Staff Cooperative Scheme. 2. Group Insurance Scheme. 3. Faculty Club. 4. Infirmary with qualified nurse. 5. Indoor Games Gym Facility. 6. Provision of Staff Quarters. 7. .Life/Accident Coverage yearly 8. Financial support for emergency support	1.Life/Accident Coverage yearly. 2. Gym facility, Indoor, Outdoor, Games facility. 3. Scholarship (State/Central) sponsored. 4. Provision of Ramp facility Differently abled 6. Infirmary with qualified nurse, wheel chair facility.

6.4 – Financial Management and Resource Mobilization

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

1. The college uses Tally ERP (Multi User) for bookkeeping, PFMS for central funds accounting, SBI Collect for collection of students fee. 2. The Internal Audit at the end of each financial year is undertaken by M/s Kiron Joshi Associates, Shillong whereas for State government funds, the Directorate of Local Fund Audit, Govt of Meghalaya does the Audit and place before the college its observations regarding usage of the funds. 3. The college being sponsored by CCBI, New Delhi sends all the accounts statement to its headquarter for subsequent audit by M/r S. K Mahajan, New Delhi. 4. The salary for all the staff of the college are sent through direct bank transfer from designated bank accounts of the college to the individual account holders. 5. The fund received under Central Sponsored schemes are audited separately and the audited balance statements are uploaded to PFMS.

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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

<div align="center">232377848.00</div>

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		Yes	IQAC
Administrative	No		Yes	CCBI

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

1. The College does not have a formalise Parent-Teacher Association. However, the administration allows for the Parents to express their views, grievances, suggestions observations on both Academic and Administrative functioning of the college from time to time 2. A system of Counselling is done for the Parents at the time of their Wards admission through the designated Orientation Programme. 3. Parents are taken on board by each department in case of any Feedback required from their end with regard to progress of their Wards in Academic Co-curricular activities. 4. Department space is always available for the Parents to interact with the Teachers and teachers in turn always facilitates the inputs provided from such meetings for enhanced importance in overall Teaching-Learning process.

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

1. Workshop on Laboratory safety measures, waste management Cleanliness. 2. May Day celebrations felicitations of senior staff 3. Annual get together cum picnic.

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

1. Formation of new IQAC Committee 2. Creation of Post of Vice Principal and Dean (Self Financing). 3. Decentralisation of Academic work load for evolving a better delivery mechanism 4. Fully automation of Library (under Process) 5. Creation of a fund for consessional studentship and research activities.

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	Partnership for Learning (PFL)	01/07/2018	01/07/2018	14/08/2018	160
2018	Department Magazines	01/09/2018	01/09/2018	20/12/2018	30
2018	Certificate Course on Floriculture	14/07/2018	14/07/2018	27/10/2018	44
2018	Programme on Internet of Things (IOT)	16/03/2018	16/03/2018	17/03/2018	30
2018	Basic Electricity	24/09/2018	24/09/2018	29/09/2018	39

| 2019 | Certificate Course in Mushroom Cultivation | 13/02/2019 | 13/02/2019 | 29/03/2019 | 49 |
| 2018 | Capacity Building programme for School students | 12/06/2018 | 12/06/2018 | 15/11/2018 | 150 |

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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
International Day in Support of Victims of Torture	26/06/2018	26/06/2018	26	10
Awareness programme on "Safe Guarding Children and Vulnerable Adults" under SHOWW ACT-2013	31/10/2018	31/10/2018	35	38
Gender Spectrum	19/04/2018	19/04/2018	70	22

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

The Institution has made SWACHHTA as an integral part of its functioning and formulated a plan to set a standard on the following themes: 1. Higher bench mark in hygiene 2. Effective use of water resources with rain water harvesting 3. Path to Green Campus with ban on single use plastics 4. Energy conservation following installation of Solar Panels. The Institution has participated in Institutional Swaach Campus ranking since 2017, an initiative of MHRD, SPOC, Govt of India. A lot of positive initiatives are in place at the campus such as Vermi compost pit, proper collection, separation disposal of waste through tie up with Local Municipal Board. For water management within the campus Rain water harvesting shall play an important role in preservation of water resources. Solar lightings (10 nos) are installed at designated locations within the campus to minimise the conventional power sources. The Boys hostel is equipped with Solar Geysers for supply of hot water to the residents thereby reducing the usage of electric power and natural gas. The NSS/NCC volunteers along with students of Social Work/EVS department organises Cleaning drive within the campus and sensitise the community as a whole regarding environmental related issues. The Institution has extended its Social Responsibility towards the society by adopting a village Dewlieh, EKH, Meghalaya that yielded a visible outcome wherein the district administration declared the said village as ODF in 2018. The college in its commitment targets

to make the said village as ODF and ODF in the near future.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	6
Rest Rooms	Yes	6
Scribes for examination	Yes	6
Braille Software/facilities	Yes	2
Any other similar facility	Yes	6

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	0	1	11/11/2018	12	Providing College Space during Annual Catholic EUCHARISTIC Communion.	Parking Facility for Vehicles carrying Pilgrims, providing Restrooms, Safe Drinking Water Facility.	25
2018	0	1	06/08/2018	3	Providing Sports Infrastructure and Canteen Facility	Football ground with Flood Light Facility, Drinking Water, Rest Rooms, First Aid Facility, Canteen/Cafeteria	10

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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)
College Prospectus	04/04/2018	The college prospectus elaborates on the Education goals and

		objective of the college as well as Codes of Conduct to be followed by each student. Such Codes includes expectations of the pupil, Management, the larger College Community, Teachers and the fellow students. Being a Catholic Institution established under the Vision of Blessed Edmund Rice, the Code of Conduct to be followed by the students also includes expectation of GOD.
Service Rules for Sponsoring Body Sanctioned Post	10/12/2018	The Professional Ethics, Code of Conduct, work load and admissible leave rules are documented as per UGC guidelines and incorporated by the Sponsoring Body (CCBI) to maintain transparency and accountability in the Institution. The Service Rules are uploaded on the website.
Service Rules for Govt Sanctioned Teachers – 2015	10/12/2018	The Professional Ethics, Code of Conduct, work load and admissible leave rules are documented as recommended by Directorate of Higher Technical Education, Government of Meghalaya to maintain transparency and accountability in the Institution. The Service Rules are uploaded on the website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness programme on Safe Guarding Children and Vulnerable Adults under SHOWW ACT–2013	31/10/2018	31/10/2018	62
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solar lighting with installation of Solar geysers at the hostel 2. Proper waste management, separation into Biodegradable Non Biodegradable items and

disposal. 3. Proper handling and disposal of e-waste 4. Rain water harvesting, Vermi compost pit 5. Adopt a Tree, celebration of World Environment Day, Earth Day followed by creating awareness among all stake holders. 6. Minimise use of paper works, ban on single use plastics to make the campus as Litter free. 7. Sowing of plant samplings, watering nurturing of plants/trees to make Pristine Green Campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the practice: PARTNERSHIP FOR LEARNING CONTEXT: The IQAC of St. Edmund's College, in consonance with it's vision statement, has always recognised outreach programmes and extension services as one of the key areas in quality initiatives. The initiative of Partnership for Learning was taken in order to offer the students of the College an opportunity to share their knowledge and the skills with young learners, in a rural location. The students chosen, has been from the First Semester, Commerce stream who had just joined the College. They were chosen because they finished their classes by noon. The village of Laitryngew was chosen, since it was a little over an hours journey from the city, and offered two schools in the same vicinity. The subjects that were to be offered were: English, Science and Mathematics to classes: 6 and 7. OBJECTIVES: a) To give the College students an opportunity to share their time and knowledge, with others. b) To offer the young learners a chance to be taught the basics of English, Science and Mathematics. c) To make the entire process of teaching-learning highly interactive (being carried out in smaller groups). d) To build up bonds of friendship among all stakeholders. PRACTICE: An open invitation was given to 300 students from the First Semester of the Commerce Stream to participate in an initiative to travel and teach in village schools for four consecutive Fridays, after their class hours. They were also told that they would need to give an hour on the Wednesday before going out, in order to prepare for the classes. They were also told that they could opt for teaching any of the 3 subjects English, Science or Mathematics. There were about forty students who showed up at the initial meeting. Small units of the various lessons were printed and shared with these students so that they could share them with the young learners in the two schools in the Village. The English was taught through a lot of language games like: Crosswords, Treasure Hunt, Find the Right Word, etc. Science was taught through hands-on, simple, application based experiments. For Mathematics, teaching was imparted through worksheets, using the method of Worked Examples. The teaching-learning process was done by having the learners in small cooperative-learning groups. Before the start and at the end of each module, there were group-action songs which helped greater bonding, and made learning fun. The logistics of the entire program were taken care of by the College, providing the students with the transport, snacks and the required teaching tools. OBSTACLES: One of the main obstacles faced was that not all the College students knew the local language. This was overcome by having at least one student in every teaching group, who was conversant with the language. Although the village was not too far, the traffic congestion added to the travel time. This was overcome, by changing the day of the outreach from Friday (market day), to a Wednesday which saw a sizeable drop in the traffic. IMPACT: The young learners became more confident in English and were comfortable conversing with the College students. The short evaluation sheets at the end of each lesson, indicated learning. The impact of the practice was greater, because it was sustained over four weeks. The Managements and young learners looked forward to the College students arriving and expressed their wish to continue the program, even with higher classes. The most important impact of the practice was that only five of the students who initially volunteered for the program dropped out. The College students really had fun, as indicated by the singing and dancing in the bus. The feedback from

the College students unanimously showed a desire to continue the program. RESOURCES: a) Motivated Volunteers among the College students. b) Teaching-Learning materials c) Transport and Snacks 2.Title of the practice: A TRANSPARENT ADMISSION PROCESS CONTEXT Complaints about irregularities in college admissions are nothing new and it is not just students and parents who have been seeking reasons for rejection of applications, but concerned outsiders, too. Transparency in institutional practices is something that can never be underestimated. The character of an educational institution is often measured on the basis of the quality of its students. Transparency, however, is not an all-or-nothing matter, but it requires particular attention at all times. Thus, in St. Edmund's College, emphasis is laid on an open and clear admission process, based on merit. It is aimed at making the prospective students feel free to send in their application without the fear of being rejected for unspecific and undeclared reasons. The Management of the College is also conscious of the fact that there is a Government reservation policy in place and that it does not become a hindrance for the college to maintain it's inclusive and diverse, pluralistic identity. OBJECTIVES: To reach out to all parts of the state and the entire North-East India with our vision of sustaining a campus community that thrives in each other's distinctiveness and merge into one common identity, the Edmundian Family. To ensure that each student starts on equal footing without harbouring any thought on bias and favouritism. PRACTICE In the beginning of an academic year, an Admission Committee is constituted to facilitate the process. The Committee, chaired by the Principal, is mainly responsible for outlining the strategy of admission across the departments. St. Edmund's being a multi- stream co-educational College, all admission related notifications are prominently displayed on the college website (sec.edu.in) and local as well as regional media. An online prospectus has been designed and uploaded on the website for dissemination of information to all the stakeholders. To avoid admission time rush in the counters, the patrons are advised to go online to manage the admission related work. In order that complete transparency is maintained in fee collection, the college has made it mandatory for all students to pay their dues online or in electronic mode. The Heads of each department are the ones responsible for admitting students to their respective department, with minimal or no interference from the Management. Departments are also entrusted with the responsibility of finalising the admission criteria that are to be strictly followed. There is a system of counselling in place to guide the students through the entire process of admission. Admission seekers and their parents/guardians, in such a situation, feel secured and assured of the choices they make. OBSTACLES: Interference from pressure groups: This has been a challenge but the committee, with support from the Management, take decisions that generally satisfy the stakeholders who are directly impacted/concerned with the college admission. Expectations of the society: St. Edmund's being the first and the only choice for a large number of admission seekers, it is but natural that many of the applicants do not secure their admission here. However, our emphasis on merit based admission helps them understand their position vis-a-vis admission. IMPACT: A vibrant campus Healthy competitions among students in both academic and extra academic pursuits Gap between quick and slow learners bridged Classroom activities have become more purposeful Students are empowered to take independent decisions RESOURCES Man power Infrastructural support in the form of rooms, ICT, Wi-fi Refreshment/lunch for manpower involved in the process

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://sec.edu.in/iqacdocs/best_practices.pdf

7.3 – Institutional Distinctiveness

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

VISION MISSION: St. Edmund's College, Shillong has a vision that is enshrined in the motto of the College: "Facta Non Verba" which translates "Deeds Not Words". It aims at imparting equitable quality education grounded on the core values of excellence, competition and ideals. The College also stands on the principles advocated by Edmund Ignatius Rice, the Founder of the Institution. The College endeavours to create a stimulating environment in the Campus through various academic programmes and co-curricular activities in order to develop character, shape personality and build in a sense of social responsibility among our young men and women. As the college prioritises learning, teaching and sharing of knowledge, education is therefore perceived as a potent vehicle that works towards transforming attitudes and mind-sets for the good of one and all in the society in particular and the world at large. In St. Edmund's College, we believe that education is critical to building inclusive societies that are resilient to fear and hate. Equipping learners to engage positively with difference is an urgent global challenge. The first step towards achieving this inclusiveness and plurality is to admit students from diverse cultural, ethnic, religious, social and linguistic background and the college does that on a regular basis. Even a cursory glance at the overall student profile of the college will confirm that ours has never been an exclusive institution. Despite the fact that the College is being managed by the Congregation of Christian Brothers in India (CCBI), a catholic organization, St. Edmund's has always maintained this identity, without ever compromising on its quest for excellence. How do we foster a positive understanding of and engagement with diversity? Through our education programme we: • Equip teachers with the knowledge, skills and confidence to address issues related to diversity in and out of the classroom. • Empower education leaders to develop strategies to strengthen inclusion in colleges. • Collaborate on projects and resources that support the integration of pluralism across different contexts. • Celebrate inter faith and cross cultural activities through celebration of significant religious and cultural festivals. • Enthuse students and teachers to attend programmes that celebrate pluralism and inclusiveness. Our Learning Framework responds to the opportunities and challenges of a changing, diverse and connected world. The framework supports learners by identifying the knowledge, skills and attitudes that enable them to: • Reflect on and think critically about how historical narratives and interpretations of current events impact views of identity and ideas about who belongs. • Recognize and analyze how "hardware" (policies and institutions) and "software" (norms and attitudes) can reinforce systems of power and privilege or challenge group-based inequalities. • Engage in dialogue which includes multiple perspectives, marginalized viewpoints and different forms of expression to widen practices of belonging. • Apply a pluralism lens to social and political issues in order to collaborate on and advance inclusion, recognition and respect for diversity, locally and globally.

Provide the weblink of the institution
https://sec.edu.in/iqacdocs/vision_mission.pdf

8.Future Plans of Actions for Next Academic Year

1. Bifurcation of Computer Science department and the creation of an independent Computer Application Department 2. Bifurcation of the Social Work Department into UG/PG. 3. Set up of another AV room for holding Conferences etc. 4. The Introduction of e-Management services for Online Admission, Payment Gateways, Networking for accounts/attendance/results etc. via a common platform. 5. Setting aside a fund as Seed Money for student-fellowship and research initiatives by teachers as well as students. 6. Establishment of INCUBATION CENTRE for Skill

Development at Mawjrong, EKH, Meghalaya as a part of its commitment towards society. 7. Full automation of the Library resources, digitalisation of reference books and creating a database for easy access to all the stakeholders. 8. Access to UGC INFLIBNET. 9. Mentorship role in Swaach initiatives within the campus as well as in the community. 10. Free Wi-Fi access to the students at designated locations as a part of Digital Campus Initiative. 11. A policy to gather feedback from students, parents, alumni community in digital format followed by an analysis of the data to develop strategy for effective delivery of vision, objectives and priorities of the college. 12. Set up of a structured Parent-Teacher Association.