



Yearly Status Report - 2019-2020

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.		9862432280
Registered Email		stedmundscollege@gmail.com
Alternate Email		slamare@rediffmail.com
Address		Old Jowai Road, P. O Laitumkrah
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	Dr (Br) Simon Coelho
Phone no/Alternate Phone no.	03642507373
Mobile no.	9748211664
Registered Email	stedmundscollege@gmail.com
Alternate Email	sec20iqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sec.edu.in/igacaqar/AQAR_2018-19%20(Submitted).pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://sec.edu.in/igacdocs/Planner_2019.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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	10-Jun-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Participation in Institutional Swachhta Initiatives	05-Jun-2019 1	215
Science Mela	08-Mar-2019 2	1366
Regular Seminars, Workshops, Certificate & Value added courses.	12-Jun-2019 27	1350
Bioskill & Entrepreneurship programme	26-Mar-2019 2	64
Capacity Building programmes for Science Schools/Teachers (In-house/Outreach)	08-Aug-2019 14	260
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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 4380	16800000
Biotechnology Department	BTISNet	DBT	2008 4745	9100000
Biotechnology Department	Advanced Level Biotech Hub	DBT	2011 3650	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
Dr E Kharshiing (Botany)	R & D	DST	2019 1095	4391120
Dr James Wahlang (Biochemistry)	R & D	DST	2018 1825	3000000
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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. Introduction of E management service for payment gateways, online admission, accounting, attendance, results using a common platform. 2. Establishment of INCUBATION CENTRE at Mawjrong, East Khasi Hills, Meghalaya for Skill based Initiatives. 3. Mentorship role in Waste Management, Water harvesting, energy conservation and vermi compost pit within the campus and outside. 4. Students initiated research activities using the central Sponsored funding that led to Publications in Peer reviewed Journals. 5. Submission of Draft Genome sequence of Cyanobacteria Anabaena YBS001 culture isolated from Coal mining areas of Jaintia Hills, Meghalaya using NGS to the Gene Bank (National Centre of Biotechnology, NCBI) and accordingly received the IMG MER ID 2883409860. The major findings of the research have been communicated in Peer reviewed journal. 6. Participated in DBT STAR Status/College Scheme at Pondicherry University as Invitee Presented the overall progress report of 10 science departments, awarded A Grade.

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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
Setting of Grievance cell, Discipline Committee, Eco Club, Science Club through well coordinated student - teacher interactions and ideas.	Students are involved in different committees and their suggestions are taken for effective coordination between all the stakeholders.
Designated site for Bio waste disposal and a SOP for e-waste management	A suitable site has been identified for proper disposal of Biowaste taking all necessary safety norms as per prescribed regulation of NGT, New Delhi. Similarly adequate steps are in place to handle e-waste as per Local Pollution Control Board directives.
Appointment of Vice Principal for the College	Appointed by the Governing Body of the College as part of decentralisation of Administrative powers.
Appointment of Dean Self Finance Courses	Appointed by the Governing Body of the College, as a part of Administrative reforms.
Shifting of Commerce, Social Work (UG), and BCA departments to new location.	The following has been complied with and redistribution of

	classrooms/lecture rooms for Humanities & Science Courses are carried out.
Establishment of new AV room and Board room.	A new AV room at the ground floor of the main building is being renovated having all ICT enabled tools. Similarly, a Board room of sitting capacity of around ten persons are in place having all modern facilities.
Establishment of Team to operationalise the Swachhata Initiatives and water management in the campus.	The initiatives taken such as waste management, water harvesting, facility of potable drinking water, cleanliness and adopt a TREE concept has been appreciated by MGNCRE of Ministry of Education, Govt. of India. The college is being recognised as EXEMPLARY PERFORMERS and designated as MENTOR Institution.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	05-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	05-Mar-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton 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 tailor made for requirements of the College. Some of the Modules that are currently operational are: 1)
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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 be managed and better monitored. 9) Students can post their Grievances, if any. 10) Faculty can send SMS and Emails to each other, to Students and Parents. Along with the above mentioned Modules, the MIS is being redesigned to include the NAAC requirements as well as moving towards Outcome Based Education (OBE) in a scientific manner. The OBE helps the College to set the Institutional Educational Objective (IEO), as well as the Program Outcomes (PO) for the different Streams, Program Specific Outcomes (PSO) for the different Subjects, and Course Outcomes (CO) for the various Papers. All of these can be very well mapped with linkages to the University Examinations and the Internal Assessments by way of Tests, Assignments, Projects, etc. This helps to quantify the learning attainments of the individual students, as well as the batch as a whole, feeding the Teachers with valuable insights of what needs to be doctored. We are still in the early stages of utilizing the learning platform towards this end, but it holds a lot of promise for the future.

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 consistence pursuance of the 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/value added 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/projects/field trips 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
Advanced Analytical Chemistry	NA	01/07/2019	30	Extraction of Essential Oils, Test for Adulterants in Foods, Candle making etc.	Technical knowledge on handling equipments, laboratory safety SOP, chemicals use storage.
Mushroom Cultivation	NA	05/09/2019	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.
Vermicomposting technology for waste management.	NA	12/06/2019	30	Students are trained on the need for organic farming and	Enhance skills for production of vermicompost

also trained for scientific scaling the production of the compost. Certificates are distributed for completion of the course with emphasis on Self Employment

Clinical Biochemistry	NA	10/06/2019	180	The Course focus on Technical Skill in Clinical Lab Instrumentations and hence help the students to obtain technical skill and prefer by Clinical Lab for employment.	Hence help the students to obtain technical skill and prefer by Clinical Lab for employment.
Basic Electricity	NA	29/03/2019	16	The learners were trained on basic power supply mechanism and rectification of failure in supply of power	Helped the learners to acquire Hands on training on managing, repairing the fault in domestic situation.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NA	01/06/2020
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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
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BA	NA	01/06/2019
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	88	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Faculty Development Programmes (PMMMNTT) on Latex [BCA Department]	01/07/2019	42
Faculty Development Programmes (PMMMNTT) on Xfig [BCA Department]	01/07/2019	35
Mathematical Logic Proofs (Bridge Course) [Mathematics Department]	15/07/2019	36
Training on Soft Skills and Professional Development [MSW Department]	30/08/2019	13
Estimation of Vitamin C from locally available fruits [Chemistry Department]	18/08/2019	16
Skill Development program on value addition to bioresources and entrepreneurship in Biotechnology [Biotechnology Department]	13/09/2019	22
Effective Communication Skills	26/08/2020	58
Training on Decoration of Wedding Venues	14/10/2019	17
Training on Making of Artificial Flowers	15/10/2019	13
Training on First Aid	13/06/2019	32
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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
BSc	Chemistry	33
MSW	Social Work	6
BCA	Computer Application	14
BSc	Electronics	24

BA	Geography (Field Trip)	63
BSc	Biotechnology	21
BSc	Botany (Field Trip)	172
BA	Sociology (Field Trip)	36
BA	Khasi (Field Trip)	22
BSc	Environmental Science	43
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

<p>Feedback Obtained</p> <p>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 developing Add-On Courses, value system among students with optimum use of technology. In order that the feedback mechanism remains honest, objective and transparent, various methods are adopted by the IQAC. STUDENT FEEDBACK: Some of these methods could be identified as: a) Anonymous sharing of responses in case of student-feedback, to ensure the elimination of any kind of fear of reprisal or backlash; b) Time bound and on the spot, mostly inside a given class hour, to avoid procrastination on the part of the respondents; c) Comprehensive questionnaire to encourage objective responses; d) External, digital analysis of the data obtained from the feedback forms; e) Actionable Inputs - based on the collected and analyzed forms, individual feedback is provided to teachers by the respective Head of Department. Any points about the infrastructure and aspects beyond the purview of the HODs are communicated to the Management through the Principal/Vice Principal for redress in consultation with other members of the Management. IQAC has developed a parent feedback Performa. The printed Performa is available at the IQAC office. The filled Performa is collected in two ways Parent-Teacher Meetings - permits greater interaction</p>
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between teachers and parents. By parents at home - ensures that parents who live far away from the city or are unable to attend parent-teacher meeting due to other engagements can voice their views. The filled Performa is provided to the digital cell for unbiased objective analysis. **FEEDBACK FROM TEACHERS:** Teacher's feedback is collected through individual discussion, carefully listening to teacher's issues raised in the meeting of teachers at the department level and by close interaction with the elected representatives of teachers. Teachers constitute a significant group of stakeholders in the overall growth and development of the College. Thus the feedbacks obtained from them are always taken

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	48	25
BCA	Professional	40	121	40
BSW	Professional	60	219	60
BSc	Honours	450	2156	450
BCom	Honours	200	625	200
BA	Honours	420	2256	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
2019	3180	41	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	Number of smart classrooms	E-resources and techniques used
109	109	6	52	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. The Mentoring process is chiefly aimed at nurturing a healthy Tutor-Ward relationship and plays a significant role in harnessing the overall growth of a student which is part of the vision and mission statement of the College. The Management is aware that the youths of today are beset with uncountable problems and hitherto unknown challenges, challenges that are thrown up by a rapidly changing value system and misplaced priorities. As the students spend a considerable amount of time in the College, it is imperative that they are given the right kind of attention by the teachers, not only inside the classroom, but also outside it. So, the importance of this Mentoring Process can never be over estimated. The success of the process, obviously, depends upon the willingness of the mentee to open up in front of a mentor who is not really a stranger of any sort. The teacher/mentor is well equipped to elicit honest responses from the student/mentee as they are confident that the former is the repository of answers to their problems, personal or otherwise.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3221	109	1 : 29

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	34

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
2019	Dr Sylvanus Lamare,	Principal	Independent Director, Numaligarh Refinery Limited (Ltd), Ministry of Gas and Petroleum, Govt. of India
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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
MSW	MSW	2/4	20/06/2019	09/08/2019
MSW	MSW	1/3	19/10/2019	18/02/2020
BA	BA	1/3/5	27/09/2019	30/04/2020
BCA	BCA	1/3/5	23/09/2019	27/04/2020
BSW	BSW	1/3/5	23/09/2019	27/04/2020
BCom	BCom	1/3/5	24/09/2019	28/04/2020
BSc	Bsc	1/3/5	25/09/2019	29/04/2020
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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/igacdocs/Learning_Outcomes_2019-20_.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	UG Honours	286	265	92
BCom	BCom	UG Honours	163	114	70
BSc	BSc	UG Honours	332	271	82
BCA	BCA	UG Professional	44	38	86
BSW	BSW	UG Professional	55	53	96
MSW	MSW	PG	18	18	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/igacdocs/Student_Feedback_2019-20_.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	1825	ICMR	30	10
Major Projects	365	NEC	15.6	0
Major Projects	365	NECBH-IIT	15.9	0
Major Projects	730	DST	51	0
Major Projects	3650	DBT	78	0
Major Projects	4745	DBT	91	0
Interdisciplinary Projects	4380	DBT	168	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 Scope of Biotechnological Research	Botany	18/10/2019
5 Days National Workshop on Skill Development in North East India - The Next Level	Biotechnology	12/03/2019
7 Days National Workshop on Bioinformatics Tools Techniques	Biotechnology and Chemistry	28/06/2019
Seminar on Career Prospects in Clinical Biotechnology- an Industrial Perspective	Biotechnology	16/10/2019
Seminar on Recent Trends in Bioinformatics and Computational Biology	Biotechnology	28/07/2019
Seminar on Tools and application of Proteomics to solve Biological Problems	Biotechnology	04/07/2019
Workshop on Soft Skills -Decision Making	Chemistry	16/03/2019
Seminar on Copper significant nano particles	Chemistry	17/04/2019
Workshop on Basic Electronics	Electronics	12/08/2019
Workshop on Networking, Web Designing Embedded system	Electronics	14/03/2019
Seminar on Embedded System Microcontroller Its Applications	Electronics	23/09/2019
Growth Study of Optoelectronics of Si-H based Supper Lattice Structure	Electronics	23/03/2019
Seminar on Beat Plastic Pollution	Environmental Science	26/07/2019
Seminar on Counting in Mathematics	Mathematics	17/02/2020
Seminar on Mathematics Mars Mission - Lets Feel Proud to be Indians	Mathematics	27/09/2019
Seminar on Keplars Law of Planetary Motions	Mathematics	14/09/2019
Seminar on Pi and Primes	Mathematics	14/03/2020
Seminar on My Journey: St.Edmund's College to	Physics	22/08/2019

IIT Bombay		
Seminar on Sharing Experience and Motivating Students for Future Prospect	Physics	16/10/2019
Seminar on Sustainable Root (U THIED KA LAWEI)	Social Work (BSW) and Meghalaya AIDS Control Society (MACS)	14/10/2019
Seminar on Substance Abuse and HIV/AIDS	Social Work (BSW), and Voluntary Health Association of Meghalaya (VHAM)	28/08/2019
Workshop on Research Methodology	Sociology	30/09/2019
Seminar on Cult	Sociology	25/04/2019
Seminar on Indigenous Tribe	Sociology	01/04/2019
Seminar on Lets Do It in collaboration with Spread North East	Sociology	13/09/2019
Seminar on Life after Class	Sociology	15/07/2019
Seminar on Significance of Field Research	Sociology	19/03/2019
Seminar on Travel Society	Sociology	01/03/2019
Seminar on Public Policy, Social exclusion, unemployment and sustainable developmen	Social Work (BSW)	11/09/2019
Seminar on Horticulture in Meghalaya	Botany	23/03/2019
Workshop on Bamboo for Employment Generation	Social Work (MSW)	19/11/2019
Seminar on Space Technology in India: setting bridge between space and common people	Physics	29/03/2019
Seminar on Colossus Memorial Lecture	English	19/11/2019
Workshop Cum Play on Breakfast with Tiffany	English	17/09/2019
Seminar on International Year of Periodic Table	Chemistry	08/08/2019
Seminar on Foreign Trade Policy	Commerce	29/03/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/01/2020	NIL

No file uploaded.

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
Yes	Mawjrong	CCBI	SEC Incubation Centre	Pisciculture, Mushroom Cultivation, Gardening etc	10/04/2019
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Biotechnology	3	9.21
International	Botany	1	6.42
International	Chemistry	2	5.24
International	Physics	2	4
National	Biotechnology	1	0.5
National	Zoology	2	0.96
National	Sociology	2	0.3
National	Botany	1	0.07
International	Biochemistry	2	17
National	Biochemistry	1	0
No file uploaded.			

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
Biochemistry	1
Social Work (MSW)	1
Social Work (BSW)	1
Mathematics	1
BCA	1
Biotechnology	1
Botany	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
Synthesis, crystal structures, magnetic properties and antimicrobial screening of octahedral nickel(II) complexes with substituted quinoline-8-olates and pyridine ligands	Tushar S. Basu Baul, Khrawborlang Nongsiej, Augustine Lamin Ka-Ot, Santa Ram Joshi, Bruno G.M., Rochac M., Fátima C. Guedes da Silveira	Journal of Molecular Structure	2019	0	Department of Chemistry, St. Edmunds Shillong	Nil
Tweaking the affinity of substituted diazosalicylate and pyridine ligands towards Zn (II) and its neighbors in the periodic system of the elements, Cu (II) and Cd (II), and their antimicrobial activity	Tushar S. Basu Baul, Khrawborlang Nongsiej, Augustine Lamin Ka-Ot, Santa Ram Joshi, Irán Rojas León, Herbert Höpfl	Application of Organometal Chemistry	2019	0	Department of Chemistry, St. Edmunds Shillong	Nil
De-etiolation enhances phototrophism by modulating	Sullivan S, Kharshiing E, Laird J, Sakai T and	Plant Physiology	2019	0	Department of Botany, St. Edmunds Shillong	9

Non Phototropic Hypocotyl 3 Phosphorylation status	Christie J					
A bioinformatics-based investigation to screen and analyze the bioactivity of Piper longum Linn. compounds as a ground-breaking hostile to antidiabetic activity	Thakuria B, Laskar S, Adhikari S	Phcog Mag	2020	0	Department of Biotechnology, St. Edmunds Shillong	Nil
A study of the effect of Paclitaxel, Docetaxel and Tamoxifen citrate compounds found in Taxus wallichiana on the Beta-tubulin and Estrogen Receptor (ESR) proteins in humans using a bioinformatics approach	B Thakuria, D Purkayastha, S Adhikari	As Pac J. Mol. Biol. Biotechnol	2019	0	Department of Biotechnology, St. Edmunds Shillong	Nil
Differentiation of Filamentous Cyanobacterial Isolates Using DNA	Negi Y, Sharma S, Sutradhar N, Adhikari S	Indian Journal of Biotechnology	2019	0	Department of Biotechnology, St. Edmunds Shillong	Nil

Fingerpr ting Approach						
The Worlds largest known subt erranean fish a discovery in Meghalaya (NE India) of a cave adapted fish related to the Golden Mahseer, Tor putitora (Hamilton 1822)	Dan Harries, Thomas Arbenz, Neelesh Dahanukar, Rajeev Raghavan, Mark Tringham, Duwaki Rangad and Graham Proudlove	Cave and Karst Science	2019	0	Department of Zoology, St. Edmunds Shillong	Nil
Unique Breeding activity and ovipos ition in Annandales Tree Frog, Kurixalus nano (Annadale, 1912) in Meghalaya, India	P Wankitlang Shangplian g, Rupa Nylla K Hooroo, Sushil K Dutta	Current Science	2020	0	Department of Zoology, St. Edmunds Shillong	Nil
Antimicr obial Potential of Actinob acteria from a Limestone Mining site in Meghalaya, India	Debulman Syiemiong, Dhruva Kumar Jha	Journal of Pure Applied Mi crobiology	2019	0	Department of Botany, St. Edmunds Shillong	Nil
Comparat ive Raman Study of Two laterally flourinate d LC compounds having	M. Lyndem, R Dabrowski and A Bhat tacharjee	Liquid Crystal	2019	0	Department of Physics, St. Edmunds Shillong	Nil

different terminal chains

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Effect of mercury on the growth and biochemical behaviour of <i>Nostoc muscorum</i> and <i>Anabaena variabilis</i> .	Negi Y, Sharma S, Thyrniang B, Laloo FJ, Adhikari S	International Journal of Pharma and Bio Sciences	2019	14	Nil	Department of Biotechnology, St. Edmunds Shillong
Antimicrobial Potential of Actinobacteria from a Limestone Mining site in Meghalaya, India	Debulman Syiemiong, Dhruva Kumar Jha	Journal of Pure Applied Microbiology	2019	13	Nil	Department of Botany, St. Edmunds Shillong
The Worlds largest known subterranean fish a discovery in Meghalaya (NE India) of a cave adapted fish related to the Golden Mahseer, <i>Tor putitora</i> (Hamilton 1822)	Dan Harries, Thomas Arbenz, Neelesh Dahanukar, Rajeev Raghavan, Mark Tringham, Duwaki Rangad and Graham Proudlove	Cave and Karst Science	2019	14	Nil	Department of Zoology, St. Edmunds Shillong
A bioinformatics-based inve	Thakuria B, Laskar S,	Phcog Mag	2020	17	Nil	Department of Biotech

stigation to screen and analyze the bioactivity of Piper longum Linn. compounds as a ground-breaking hostile to antidiabetic activity	Adhikari S					nology, St. Edmunds Shillong
A study of the effect of Paclitaxel, Docetaxel and Tamoxifen citrate compounds found in Taxus wallichiana on the Beta-tubulin and Estrogen Receptor (ESR) proteins in humans using a bioinformatics approach	B Thakuria, D Purkayastha, S Adhikari	As Pac J. Mol. Biol. Biotechnol	2020	19	Nil	Department of Biotechnology, St. Edmunds Shillong
Differentiation of Filamentous Cyanobacterial Isolates Using DNA Fingerprinting Approach	Negi Y, Sharma S, Sutradhar N, Adhikari S	Indian Journal of Biotechnology	2019	27	1	Department of Biotechnology, St. Edmunds Shillong
Raman FTIR study of 2,3-difluoro-4-isothiocyanato-4-propyl	M. Lyndem, R Dabrowski and A Bhat tajarjee	Molecular Crystal and Liquid Crystal	2019	49	1	Department of Physics, St. Edmunds

1,141-tetra-phenyl Compound or c3P(3F)P(3F)P-NCS						Shillong
Comparative Raman Study of Two laterally fluorinated LC compounds having different terminal chains	M. Lyndem, R Dabrowski and A Bhat tajarjee	Liquid Crystal	2019	71	Nil	Department of Physics, St. Edmunds Shillong
Unique Breeding activity and oviposition in Annandales Tree Frog, Kurixalus nano (Annadale, 1912) in Meghalaya, India	P Wankitlang Shangplian g, Rupa Nylla K Hooroo, Sushil K Dutta	Current Science	2020	104	Nil	Department of Zoology, St. Edmunds Shillong
De-etiolation enhances phototrophism by modulating Non Phototrophic Hypocotyl 3 Phosphorylation status	Sullivan S, Kharshiing E, Laird J, Sakai T and Christie J	Plant Physiology	2019	85	9	Department of Botany, St. Edmunds Shillong
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	18	Nil	Nil
Presented papers	5	11	Nil	Nil
Resource persons	Nil	8	Nil	Nil
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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
Work for Freedom - the movement India with Faith Foundation (19th September, 2019)	NSS Department of Social Work, St. Edmunds College	2	60
Plastic Festival (21st February, 2020)	Grassroot Organization, Shillong Chapter and NSS Department of Social Work, St. Edmunds College	1	30
Basic Digital Electronics at Umpohwin Village, Meghalaya (12th August, 2019)	Department of Electronics, St. Edmunds College	1	90
Programme on "Basic Sciences: Popularization through Interaction, Practical Demonstrations and Laboratory Exposure for Rural Secondary School Students of East Khasi Hills District of Meghalaya" (7th September, 2019)	Department of Biotechnology Chemistry, St. Edmund's College, Shillong	2	29
Programme on "Basic Sciences: Popularization through Interaction, Practical Demonstrations and Laboratory Exposure for Rural Secondary School Students of East Khasi Hills District of Meghalaya" (12th October, 2019)	Department of Biotechnology Chemistry, St. Edmund's College, Shillong	2	27
Outreach Programme - Mairang Presbyterian School (9th August, 2019)	Department of Botany Chemistry, St. Edmund's College, Shillong	7	60

Outreach Programme Mangkathinang, Makdoh Memorial School (12th -13th September, 2019)	Department of Botany BSW, St. Edmund's College, Shillong	3	80
Fun With Chemistry - Mairiang Presbyterian School (9th August, 2019)	Department of Chemistry, St. Edmund's College, Shillong	5	40
Sensitization Programme on Psychosocial care Disaster Risk Reduction (18th July, 2019)	Department of Social Work NSS, St. Edmunds College in collaboration with USAID, UNDP, NIMHANS.	3	45
Capacity Building, Sensitization and Awareness in Basic Science for Higher Secondary Schools of Shillong" (14th September, 2019)	Department of Biotechnology Chemistry, St. Edmund's College, Shillong	3	26
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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
Swachhta Action Plan (SAP) and Jal Shakti Abhiyan (JSA)	MENTOR INSTITUTION	MGNCRE of Ministry of Education, Govt. of India, New Delhi	550
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Basic Arithmetic	Department of Mathematics, IIT, Guwahati	Mathematics Training Programme for UG students	Nil	3
Health Camp	Department of Social Work (MSW), St. Edmunds College Palliative Care Unit, NEIGRIHMS, Shillong	wareness Programme cum Health Camp at Lamjingshai Village, East Khasi Hills	5	23

Job Skills	British Deputy High Commission, Kolkata Asian Confluence Centre, Shillong	Conference on India Its Neighbourhood: Next generation concerns ideas-Jobs Skills and Education	Nil	2
NCC Initiative	NCC Unit, St. Edmunds College, Shillong, NCC Directorate, NER, Shillong	Annual NCC Republic Day Camp Prime Ministers Rally	Nil	1
Swachhata Bharat Initiatives	Jharna Foundation SDO Civil, Mairang	Tree Plantation (Markhan Point)	4	41
Swachhata Initiatives	NSS Unit Department of Social Work, St. Edmunds College, Shillong	Distributions of Dust bins at Laitmysaw Village under Institutional Social Responsibility.	5	12
Swachhata Initiatives	NSS Unit, St. Edmunds College, NSS Unit, Synod College, NSS Unit, Regional centre	Observance of Swachhata Pakhwada	2	6
United Nations Club	Economics Delegate Affiars, Majitar, Sikkim	North East India United International Model United Nations	2	6
Walk for Freedom	NSS Unit Department of Social Work, St. Edmunds College, Shillong Faith Foundation, Shillong	Walk for Freedom the movement India	2	60
Swachhata Initiatives	NSS Unit Department of Social Work, St. Edmunds College, Shillong	Plastic Festival	1	30
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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
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Internship for Training	Ms Debolina Das, VIT, Tamil Naidu	DBT, Govt. of India	33
Internship for Training	Ms Mahima Gurung, Sikkim Central University, Sikkim	Self Financed	34
Internship for Training	Ms Nidhi Paswan, Sikkim Central University, Sikkim	Self Financed	34
Research and Development	Mr Fahim Bashir, University of Kashmir	DBT, Govt. of India	180
Research and Development	Ms Swastika Gurung, Sikkim State Council of Science & Technology, Sikkim	Self Financed	195
Internship for Training	Ms Monisha Bhattacharjee, IBAB, Bangalore	DBT, Govt. of India	60
Internship for Training	Ms Fenella D Sawian, Lovely Professional University, Punjab	DBT, Govt. of India	60
Internship for training	Ms Bidisha Sikdhar, Amity Institute of Biotechnology, Noida	Self Financed	30
Study tour Cum Student Cultural Exchange Programme	Sophia Girls College, Rajasthan	Self Financed	3
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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
Internship	Summer Training	Department of Microbiology, NEIGRIHMS, Shillong	20/06/2019	05/07/2019	03
Internship	Summer Training	Advanced Biotech Hub, Department of Botany, NEHU, Shillong	17/06/2019	30/06/2019	05

Internship	Summer Training	Department of Microbiology, Animal Health Veterinary Parasitology, ICAR-NEH, Barapani, Shillong	01/06/2019	15/06/2019	06
Internship	Summer Training	MD Genomics, Kolkata	01/06/2019	15/06/2019	02
Training	Student Training	Pastuer Institute, Shillong	01/09/2019	30/09/2019	12
Research	Collaboration	Ram Lal Anand College, New Delhi	01/01/2019	30/12/2020	2
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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
Sophia College(SC), Ajmer, Rajasthan	15/04/2019	Exchange of students, faculty exchange, participation in cultural programme	30
North East Institute of Social Science Research (NEISSR), Kohima, Nagaland	01/05/2019	Resourcing of students and teachers, initiation of Peace Clubs, faculty-student exchange	165
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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
92	91.65

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	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
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	19.11	2020
e-shodh Sindhu	Partially	0.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	76	236000	6	42000	82	278000
Text Books	42846	15801000	1360	872450	44206	16673450
Reference Books	16000	12352000	670	425816	16670	12777816
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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
NIL	NIL	NIL	01/01/2019
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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	245	3	25	2	2	3	20	10	0
Added	30	1	4	0	0	0	1	0	0
Total	275	4	29	2	2	3	21	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
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
57	56.8	92	91.65

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	27	344063.5
Financial Support from Other Sources			
a) National	State/Central	907	12200000

b)International	NIL	Nil	0
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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
Yoga	13/06/2019	200	Aurobindo Yoga Centre, Shillong
Mentoring	02/08/2019	530	College
Counselling	18/10/2019	22	Psychologist
Remedial Coaching	22/07/2019	170	College
Civil Services Coaching	29/08/2019	70	College
Bio-Entrepreneurship	20/09/2019	22	Biotech Park, Lucknow
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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 scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling - An Interaction on Foreign Policy, Organised by Ministry of Commerce Industry, Govt. of India	Nil	136	Nil	Nil
2019	Career Counselling in Fashion Designing, Organised by Wazir Advisors & AIESEC	Nil	21	Nil	Nil
2019	Seminar on Career Counselling, Organised by Tata Institute of Social	Nil	33	Nil	Nil

	Sciences				
2019	Career Counselling - Shaping Young Minds, Organised by Guwahati Management Association	Nil	35	Nil	Nil
2019	Career Counselling programme for higher studies, Organised by PIBM	Nil	38	Nil	Nil
2019	Career Counselling - Opportunities of Higher Studies in the UK, Organised by British Council	Nil	106	Nil	Nil
2019	Career Counselling - Admission Advice to pursue further studies within India & Abroad, Organised by BOLD MOVE	Nil	26	Nil	Nil
2019	Career Counselling - Young India Fellowship, Organised by Ashoka University	Nil	18	Nil	Nil
2019	Career Counselling - Naropa Fellowship: An Introduction, Organised by Neropa Fellowship	Nil	14	Nil	Nil
2019	Career	Nil	161	Nil	Nil

Counselling
- Career
Prospects in
SBI,
Organised by
State Bank
of India

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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
175	170	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Fusion BPO Services, WIPRO, SUTHERLAND	138	35	NIL	Nil	Nil
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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	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	UG Honours	Sociology	Tata Institute of Social Sciences, Mumbai	MA (Social Work)
2019	1	UG Honours	Environmental Science	Tezpur University, Assam	MSc (Environmental Science)
2019	1	UG Honours	Physics	St. Xavier's College, Mumbai	MSc (Astro Physics)
2019	1	UG Honours	Mathematics	IIT, Madras	MSc (Mathematics)
2019	1	UG Honours	Economics	IIM Lucknow	MBA
2019	1	UG Honours	Biotechnology	Jamia Islamia, New Delhi	MSc (Biotechnology)
2019	1	UG Honours	Biotechnol	IISER,	Integrated

			ogy	Pune	MSc-PhD
2019	1	UG Honours	Biochemistry	NDRI, Karnal	MSc (Animal Bioc hemistry)
2019	1	UG Professional	BCA	VIT, Tamil Naidu	MCA
2019	5	UG Honours	Chemistry	CIPET, Ahmedabad	MSc (Polymer Science)
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
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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
Cricket (Boys/Girls) 1	Intra College	136
Creative Writing 1	Intra College	15
Creative Arts 1	Intra College	22
Counter Strike 1	Intra College	16
Chess (Boys/Girls) 1	Intra College	22
Carom Board 1	Intra College	19
Basketball (Boys/Girls) 1	Intra College	18
Badminton (Boys/Girls) 1	Intra College	18
Athletics (Boys/Girls) 1	Intra College	16
Antakshari 1	Intra College	78
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Bronze Medal (4th Internatio nal Kick Boxing European Cup)	Internat ional	1	Nil	18/ELEC/ 145	Hame Shaniah Suam
2019	Bronze	National	1	Nil	18/ELEC/	Hame

	Medal (All India Tournament on Kick Boxing, Andra University)				145	Shaniah Suiam
2019	3rd Prize (Debate Competition at International Youth Festival)	International	Nil	1	18/POLSC/245	Chingnei hlam Zou
2020	Outstanding Contribution towards NCC activities during Republic Day Celebrations, New Delhi	National	3	Nil	17/COMP/175 18/SOCI/426 18/GEOG/081	Swaraj Choudhary, Abhishek Chetri, Vividly Pathaw
2020	Best Stick Orderly - Republic Day Celebration, New Delhi 2020	National	1	Nil	18/GEOG/081	Vividly Pathaw
2019	Best Master of Ceremony (RDC)	National	1	Nil	18/SOCI/426	Abhishek Chetri
2019	Best Cadet Award	National	1	Nil	18/MATS/525	Piklu Datta
2019	Best Drill in CATC (42 MEGH SIG COY)	National	1	Nil	18/BCOM/143	Nabin Gurung
2019	Best MC Award in CATC (61 MEGH GIRLS BTN)	National	1	Nil	18/ELEC/147	Debopriya Choudhury
2019	DG Assam Rifle Recognition Award	National	1	Nil	18/SOCI/426	Abhishek 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. As has been mentioned earlier, St. Edmund's College does not have a full fledged Students' Union or Council. However, a Student Body is constituted annually to organize various programmes in the College. The process starts with the selection of Class Representatives (CR) and Assistant Class Representatives (ACR) from each Honours Department. Being a co educational College, equal number of boys and girls get a chance of representing their respective departments. Thus four students from each of the twenty departments are elected through secret ballots on an appointed day in presence of a teacher, the role of the teacher being strictly supervisory. Subsequently, just before the commencement of the College Fest, namely, Edblazon, a larger student body comprising senior-most students is constituted that looks after the student related activities, both inside and outside the College. The students, thus selected, on the strength of certain defined parameters, by the Principal and a group of teachers, are responsible for the success of any activity that they are assigned to carry out. The selected members of the student body thus formed are called ANIMATORS who are being led by 1 GENERAL ANIMATOR, 4 JOINT GENERAL ANIMATORS, 2 SECURITY COORDINATORS and a host of volunteers. They are entrusted with the responsibility of leading the College throughout the academic year for which they are selected. These students are also part of the various committees that look after the calendar of events fixed by the College. Apart from these, the student volunteers from NCC, NSS, RRC etc. are in constant touch with the main body.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2200

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
Industry Interaction / Collaboration	<p>1. 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 preferred job market. Students are also advised accordingly by the respective departments during choice of institutions while progressing for PG courses on completion of their graduation. 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 Institutional Social Responsibility (ISR). The NCC volunteers take active participation in different social awareness programmes arranged by the Home department, social welfare department etc. 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 hands on training on specialised field for the student. 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</p>

Technology etc. have agreed to train and impart skills to the students of the college for better employability.

Research and Development

As a Policy the management of the college encourages research and research related activities involving students to imbibe in them the idea of analysis and creative thinking. To that end seminars/workshops on Research Methodologies Tools are attempted with funding from DBT, DST, ICMR etc. The following details in this direction are in place 1. The college has received financial assistance from Department of Biotechnology, under Ministry of Science Technology, Govt of India for upgrading its resources in teaching learning process and to inculcate research activity involving the teachers and the students. Ten science departments have augmented its capability for effective Hands on Training, managing practicals and projects beyond syllabi. 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. The teachers are encouraged to avail the facilities available to actively undertake Research initiatives involving students. Eminent researchers from across the country are contacted to receive valuable inputs on the specialised area of research through Video Conferencing tools. 4. The facility augmented by DBT/DST/UGC/NEC/IITG funding provides an environment to undertake projects by the UG students beyond their prescribed syllabi thereby refreshing the teaching learning capability of the teachers. 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, Advanced Analytical Chemistry etc has augmented the research culture among the interested students. Interdepartmental research projects designed by the faculty as a part of STAR College initiative of DBT, Govt of India for the final semester students have developed the quest for learning among the interested students. Few papers in peer reviewed journal initiated by the students are communicated for publication. 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 college propose to establish an Incubation centre in the campus to encourage the students in designing a viable project which are self sustainable and expected to generate Revenue. In this regard the college has already identified Mawjrong, East Khasi Hills to train the locals in various skills such as pisciculture, tailoring, gardening etc. 9. 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).

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. A Corpus fund has been set aside to sponsor special category students with their annual fee following fulfilment of laid down norms. The college takes all measures so that the students can avail state and central scholarships by spreading notifications through college website,

email etc. 3. The prospectus of the college is made available to the students wherein the details of the subject combination, courses offered, fees structure are mentioned. The details of admission criteria, subject combination, fee etc. are made available in the college website. Similarly all relevant informations regarding admission from UGC and affiliating university are posted in the website. 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 has adopted online method of admission from the present academic session using Management Information System (MIS) linked with the college website. The application forms were made available in the college website and same was received at the college office. All shortlisted candidates were informed via email and payment of fee was through online payment gateways.

Human Resource Management

1. All Academic Administrative decision are approved by the Governing Body of the College. The Policy decisions taken at the level of sponsoring body 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. 8. The Institution has qualified counsellors to refer students for addressing the queries, possible prospects and suggest easy method to minimise the stress level among the young learners. 9. The spread of awareness on Gender Equality among all the stakeholders by organising programmes on topic such as vulnerable adults, safeguarding children, substance abuse, etc. 10. While the Principal is the academic head of the college the students are well represented through each class representative, who are both responsible and accountable for student related activities. Decisions taken at the highest level has a focus on decentralisation. A well thought out feedback mechanism is in place with the availability of grievance redressal mechanism and anti ragging policies.

Library, ICT and Physical

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 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. The college website is the go to place for acquiring general information on various provision facilities available in the college. 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.

Curriculum Development

Introduction of new add on/value added courses offer students choices. Choice based credit system is available only for PG courses, and in St. Edmund's College, it is only meant for the lone PG course, Master of Social Work (MSW). As a process of Curriculum Development, seminars, panel discussions, workshops, field visits/educational tours et al are always given priority. Workload for the teachers is allotted on the basis of their specialization and aptitude. The Academic Calendar helps focus periodic monitoring of the progress of the syllabus. Attendance of students is an indicator of the performance of the teacher with regard to the curriculum dissemination. Contribution of the faculty in curriculum development and syllabus preparation/revision through membership in academic and statutory bodies such as NEHU Academic Council, Board of Studies, and School Board etc is very significant. In St. Edmund's College we consciously try to link curriculum to National Social values through active engagement in outreach/hands-on approach.

Teaching and Learning

Teaching-learning practiced in St. Edmund's College is one of its highlights. It functions smoothly with efficient adherence to timetable/routine a proactive management ever ready to address student- concerns and innovative teaching-learning (LCD, PPT, Online, group activities, project based studies, emphasis on focusing on learning outcome) methodology. Teachers are encouraged to pursue PhD and handle major/minor research projects. Further, the following steps are taken to ensure a healthy teaching learning environment in the campus: ? All new appointees are UGC NET qualified ? Paper publications are encouraged ? easy access to Informatics Hub ? Wi-Fi enabled vantage locations and Internet facilities in every Dept ? remedial/ tutorial classes for select groups of students ? group discussions, peer learning, seminars ? extension and outreach programmes for sharing of knowledge with all

stakeholders ? Summer Schools, Science Melas ? capacity building for Science Teachers, training in soft skills- outcome based education to measure progress. ? use of Dept Central library encouraged - industrial visits supplement - internships arranged ? timely tests, assignments, projects and exams for periodical/continuous evaluation

Examination and Evaluation

Evaluation happens through various methods both oral and written. Opportunity to improve is provided through counselling teacher-student meetings and transparent marking system. The college maintains a very efficient Examination Cell led by a teacher in-charge and a group of staff from the faculty, administration and support personnel. The cell takes care of entire process from registration to results.

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 college has very limited role in fixing the dates for the end semester examination, setting of question papers and evaluation of the same, However, senior faculty members of the college are directly involved in examination related activities entrusted by the affiliating university. The members of the staff by virtue of being a member of Board of Studies (BOS), School Board, Chief Examiner in different subjects takes active role in preparing question papers and evaluating the same in a time bound manner. Involvement of the faculty in such confidential activities helps the university to conduct the examination on time and publish the results within the stipulated time.
4. The college as a whole takes initiatives to address any examination and evaluation related grievances of the students by directly approaching the appropriate authority of the university.
5. 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/organisations are given out to students for Academic as well as overall excellence. The college felicitate the Best passing graduate by bestowing the EDMUNDIAN OF THE YEAR AWARD.

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

E-governance area	Details
Administration	<p>1. Regular meetings 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 minutes of the Executive Committee (EC) and Governing Body (GB) of the college are circulated among the esteemed members through electronically. 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. 5. Online admission process is encouraged to maintain transparencies. The college has current data inputs through AISHE portal, Ministry of Education, Govt. of India. The college maintains an MIS through the Linways Management System (Vendor).</p>
Finance and Accounts	<p>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 and maintain a CASHLESS campus. 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</p>

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. Any interest accrued on the Central Govt. funding are to be transferred electronically to NTR Portal of Govt. of India. 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 internal assessment for the students are carried using LMS services whereby questions for sessional test, assignments, group seminars, feedback are posted which are easily accessible by the students. The students in return send the inputs via the LMS which are then subsequently evaluated. 2. The question papers for the internal examination for all semester are typed and send to the office of examination in-charge of the college via e-mode. 3. The evaluated marks are sent from the respected departments to the office of the principal on a standard format, electronically. 4. The results are published in the college website, students and their parents are informed accordingly via MIS/Linways. 5. There is a provision for submission of online assignment, projects, mock test as well as chat boxes.

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. Admission are given on merit. 2. Presently the admission process is partially digitalised and the fee is 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. 5. Placement and career guidance is managed through the college Placement Cell, internal networks and social media. Student mentoring and counselling is done both internally

	(department level) and externally through skill professionals.
Planning and Development	<p>1. Information from the administration to the various department are sent via emails, text message and LMS services in order to reduce paper work in the office. 2. The minutes of the meeting held between various stake holders are circulated in soft copies for further compliance. 3. The progression of the student with respect to attendance, marks, fees, etc are communicated using LMS services. 4. All important information of the college, College Prospectus, Service Rules are made available in the college website which is updated regularly. 5. E- initiatives have resulted in establishing a better communication network and a faster delivery module for all the stakeholders.</p>

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
2020	Binoyargha Dam	4th International Caparica Symposium on Nanoparticles and Applications, 21st - 23rd January, 2020	NA	31580
2019	Samrat Adhikari	STAR COLLEGE Annual Progress Meeting Organized by Department of Biotechnology, Govt. of India, New Delhi at Pondicherry University, Pondicherry, April - 18-20, 2020	NA	19800
2019	Sumit Deb	STAR COLLEGE Annual Progress Meeting Organized by Department of	NA	19800

Biotechnology,
Govt. of India,
New Delhi at
Pondicherry
University,
Pondicherry,
April - 18-20,
2020

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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)
2019	NIL	Workshop on Waste management, Cleanliness hygiene	11/10/2019	12/10/2019	Nil	23
2019	STAR College Advisory Meeting	NIL	20/11/2019	20/11/2019	12	Nil
2019	National Workshop on Skill Development in North East India- The Next Level	NIL	12/03/2019	16/03/2019	22	Nil
2019	National Workshop on Bioinformatics Tools Techniques	NIL	28/06/2019	05/07/2019	21	Nil
2019	Workshop on Substance Abuse and HIV-AIDS	NIL	28/08/2019	30/08/2019	18	5
2019	Demonstration on Disaster Management and Emergency	NIL	06/09/2019	06/09/2019	14	10

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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
46th Orientation Programme UGC-HRDC, NEHU, Shillong	2	24/06/2019	14/07/2019	21
Short Term Course on MOOCS, UGC HRDC, NEHU, Shillong	1	02/12/2020	07/12/2020	6
ARPIT Course for Career Advancement Scheme (CAS) Promotion - Online Refresher Courses in Chemistry for Higher Education, Vide SWAYAM Portals	1	01/09/2019	31/12/2019	92
Refresher Course on Machine Learning, Academic Staff College, Gauhati University, Guwahati	1	29/01/2020	11/02/2020	13
TEQIP Short Term Course on Deep Learning for National Language Processing, IIT Guwahati	1	18/11/2019	22/11/2019	4
UGC Sponsored Refresher Course, UGC-HRDC, NEHU, Shillong	2	11/11/2019	24/11/2019	15
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

Nil	Nil	Nil	Nil
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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. Gym facility, Indoor, Outdoor, Games facility. 2. Scholarship (State/Central) sponsored. 3. Provision of Ramp facility Differently abled 4. 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 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.

6.4.2 – 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
Management	400000	Maintenance of Cyanobacteria Repository Facility
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6.4.3 – Total corpus fund generated

223650170.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	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 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. Creation of Computer Application department. 2. Bifurcation of Social work department into UG and PG. 3. Automation of Library for easy access 4. Online student satisfaction survey- analysis and measures. 5. Decentralisation of Academic work load for evolving a better delivery mechanism 6. Mentorship role in Swachhta initiatives

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
2019	Swachhta Initiatives, Water Management and Cleanliness	08/05/2019	08/05/2019	30/11/2019	300
2019	Whole Genome Sequence submission at Gene Bank, NCBI	25/04/2019	19/09/2019	20/11/2019	6
2019	Skill Development Programmes	12/03/2019	12/03/2019	24/09/2019	28
2019	Popularisation of Basic Sciences courses through	02/09/2019	07/09/2019	11/11/2019	111

	interaction, demonstration and exposure.				
2019	Workshop on Research Methodology	09/09/2019	30/09/2019	30/09/2019	11
2019	Submission of Proposal for permanent status to Bioinformatics Centre	29/11/2019	12/12/2019	30/03/2020	4
2019	Automation of College Library for easy access of books.	07/06/2019	03/07/2019	12/03/2020	10
2019	Shifting of College Canteen to a new site	19/07/2019	02/08/2019	04/09/2019	6
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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
Seminar on Indigenous Tribe	01/04/2019	01/04/2019	32	12
Seminar on Public Policy & Social Exclusion	11/09/2019	11/09/2019	28	16
Workshop on Leadership & Team Building	19/08/2019	21/08/2019	16	11

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 benchmark in cleanliness and hygiene. 2. Effective use of water resources with rain water harvesting. 3. Path to Green Campus with ban on single use plastics and planting of tree samplings for carbon reduction. 4. The college has formalised a policy to felicitate/welcome any guest with a plant sampling during any formal deliberations in place of souvenir, following the adoption of the theme

ADOPT A TREE. Similar initiative are taken by the group of dedicated students to plant trees sampling at different locations in East Khasi Hills district and the students are encouraged to look after these sampling by visiting such places. 5. The college appreciates the suggestion forwarded by the enthusiastic environmentally conscious members and allotted a parking space for bicycle to reduce carbon footprint. Few members of the faculty and students attend college using bicycle. 6. Energy conservation following installation of Solar Panels for lighting the campus. Separate Solar Panels are installed for managing power supply to department of Electronics Zoology. 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. The college in its commitment targets to make the said village as ODF-plus and ODF-plus plus in the near future. The Institution has participated in Institutional Swachh Campus ranking since 2017, an initiative of MHRD, SPOC, Govt of India. The MGNCRE of Ministry of Education Govt. of India recognised the college as one of the EXEMPLARY PERFORMERS in Campus water and sanitation management and designate institution as MENTOR INSTITUTION for mainstreaming Swachhta action plan in rural areas through community participation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	7
Braille Software/facilities	Yes	3
Scribes for examination	Yes	7
Rest Rooms	Yes	7
Any other similar facility	Yes	7

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
2019	Nil	1	10/11/2019	12	Providing college space during Annual	Parking Facility for Vehicles carrying Pilgrims,	25

					Catholic Eucharistic Communion	providing rest rooms, safe drinking water.	
2019	Nil	1	05/01/2020	6	Engineering Service Examination (UPSC)	Providing classrooms, restrooms, parking facility, office space, canteen, safe drinking water.	12
2019	Nil	1	02/06/2019	12	Civil Service (P) Examination (UPSC)	Providing classrooms, restrooms, parking facility, office space, canteen, safe drinking water.	40
2019	Nil	1	22/09/2019	3	Providing Sports Infrastructure and Canteen facility	Football ground with flood light, safe drinking water, restroom, first aid facility and parking	8
2019	Nil	1	11/04/2019	1	Providing space for 3 Electoral Booths for Lok Shaba Election	Infrastructure Facility, Night Stay for Officials involved in Election process,	4

Food and Security provided.

No file uploaded.

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	10/04/2019	<p>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.</p> <p>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.</p>
Service Rules for Sponsoring Body Sanctioned Post	01/01/2019	<p>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.</p>
Service Rules for Govt Sanctioned Teachers - 2015	01/01/2019	<p>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.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Seminar on Public Policy, social exclusion and sustainable development	11/09/2019	11/09/2019	21
Seminar on Sustainable Root (Family tradition Values)	14/10/2019	14/10/2019	13
No file uploaded.			

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. Ten extra Solar Panels installed for backup power supply to department of Electronics and Zoology. 2. Proper waste management, separation into Biodegradable Non Biodegradable items and disposal through Local Municipal Board. 3. Water resource management and filtration using improvised method followed by rain water harvesting. 3. Proper handling and disposal of e-waste and chemical waste (BIOHAZARD). Setting up of a designated Pit for dumping of chemical waste as per protocol. 4. Vermi compost pit and manufacture of organic manures. 5. Adopt a Tree, celebration of World Environment Day, Earth Day followed by creating awareness among all stake holders. Identification of Medicinal Plants in the campus and proper care. 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

BEST PRACTICES IN ST. EDMUND'S COLLEGE, SHILLONG 1.. Title of the practice: Financial Empowerment of Individual Departments: a Decentralised Exercise/Practice. The context that required the initiation of the practice An institution thrives when all the stake holders work diligently and with full commitment towards one common goal of attaining the vision of the institution. As far as St. Edmund's College is concerned it is noteworthy that right from the President of the Governing Body to the staff and students, all the stakeholders have played their role well in building of the college. The academic programmes, other than classroom activities, undertaken by various departments, often require financial support by the Management. If the departments are allowed to organize programmes with the knowledge that there is a very supportive Management behind them taking care of the financial implications, it becomes very easy for them to plan and organise any such activity. Objectives of the practice Financial Empowerment of individual departments: The Departments feel confident that the Management is behind them in support. Flexibility in organizing student oriented programmes: To ensure this happens, the Management of the College allows the individual departments take initiative to organise programmes that benefit the students at departmental/inter departmental level. Minimum interference from the Management: Certain amount of autonomy at the departmental level The Practice The Management gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfil the vision and mission of the institution. Academic responsibilities are fairly divided among all the Heads of Departments, who in turn, delegate responsibilities to their departmental colleagues. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The list of committees is displayed at the beginning of the year on the staff notice-board. This ensures transparency in policy execution. The

responsibilities are communicated to the faculty members through staff meetings. Various co-curricular and extra-curricular activities are conducted through student committees having a teacher(s)-in-charge. The Principal of the College holds regular meetings with the teaching and nonteaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various activities' committees. The students are given enough freedom to work without any pressure and they enjoy their freedom with restraint and responsibility.

The departments are given the financial freedom to spend the small-time expenses through simple requisition or through elaborate budgeting. The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Secretary of the Governing Body under whom there are Office Administrator, Head Assistant, Senior Office Assistants, Assistants and a host of other Support Staffs and Associates. Besides, the IQAC Coordinator is responsible for the overall quality sustenance of the initiatives taken by the Management in consultation with the Principal who co-ordinates the day-to-day activities along with the Vice Principal. For the Self-Financed Courses, the designated Academic Dean along with the Vice Principal takes care of the academic part.

Thus, the decentralization of department activities and identifying the engagement of personnel of the institution for carrying out all such activities, in addition to financial empowerment, helps in improving the quality of its educational provisions. Obstacles faced, if any and strategies adopted to overcome them Notable among the obstacles was the initial confusion over the individual responsibilities assigned to different administrators.

Students had been unsure for some time about the fresh administrative arrangement. However, right kind of information dissemination system (through Website, Notice Boards, Class Representatives, department Meetings et al) had ensured that such difficulties never created any alarms. With the introduction of GST, procuring small time bills/vouchers with GST registration number had been difficult for the departments engaged in various activities. This, however, was a temporary phenomenon and got sorted out in quick time. There had been no other obstacles faced worth mentioning. Impact of the practice The practice has impacted the day to day functioning of the college in a very positive way. It has made planning and execution of extracurricular and co-curricular activities hassle free, with hassle-free financial support and support provided by the Management. The practice has also allowed the departments to organise research activities involving students without being unduly constrained by financial requirements to set the ball rolling. Further, financial empowerment has also added a newfound zeal to the faculty and students to plan/organise programmes involving students/faculty of other institutions as well. The biggest impact, however, has been the mutual trust and respect shared between the Management and the staff. Resources required ? Dedicated office assistant to assist the departments ? Requisition slips for small time financial requirements 2...Title of the practice: Student Empowerment: A Holistic Approach The context that required the initiation of the practice: St Edmund's College is well known for transforming and empowering students who come from diverse ethnic, socio cultural and linguistic backgrounds representing the under-privileged as well as the affluent section of the society. We feel, as educators, it is our responsibility to nurture the untapped potential lurking inside the students. One of the best practices is of our college is thus the empowerment of students and their all-round growth. This practice helps to facilitate self-growth, self-esteem and actualization of potential of the students through various ways of empowerment and competence building. Further, it's also recognized by the Management that a significant contribution is made through this practice to the national cause in the form of good human capital. Objectives of the practice ? To create individuals rather than dishing out directionless graduates ? To equip students with a sense of

responsibility, accountability ? To create creative minds ? Encourage independence of thought and action ? Facilitate decision making process ? Contribute to National cause of building a significant and performing human capital ? Flexibility in organising student oriented programmes: To ensure this happens, the Management of the College allows the individual departments take initiative to organise programmes that benefit the students at departmental/inter departmental level. ? Minimum interference from the Management: Certain amount of autonomy at the departmental level The Practice The students are given the right kind of opportunity to provide feedback on teaching-learning and evaluation process. Influence of Social Media in our lives in recent times has made it almost mandatory that every institution is open to address the grievances of all the stake holders, the students being the most important ones. The College allows space for students to imbibe in them decision-making power in various aspects of functioning of College affairs, particularly in extra and co-curricular areas. This might seem like an unrealistic idea in an age of common core standards and high-stakes tests - what if students veer drastically off the roadmap chosen by the College? However, this is actually entirely possible in an atmosphere of trust and openness and a healthy teacher-student bonding. The teachers in St. Edmund's are always ready to Jump in to work with students. In the process, the students get the required impetus to express their individual ideas in a more casual environment often outside the confines of a rather formal looking classroom. Some of the areas that the students are allowed to work on independently are the Annual College Magazine (THE EDMUNDIAN), departmental journals/magazines/newsletters, formation and management of various clubs, staging of annual plays/musicals, organization of college Fests and other significant calendar events of the College. The practice ensures that the idea of all-round development of a student, as enshrined in the vision and mission of the College, is given a concrete shape. Obstacles faced, if any No real obstacle was noticed or detected with the students showing great enthusiasm in absorbing the idea of independent work. Some students, however, had been slow in responding to the invitations made by various clubs or even departments. Also, some ethnic groups seemed to be comfortable only in their chosen company. But, as the college encouraged a cultural blending in organising various programmes, the students understood the value of participation cutting across ethnic, linguistic and cultural backgrounds, thus ensuring the success of the various projects/programmes. Impact of the practice ? Instant impact on the students' participation: almost 100 change ? Increased motivational level of the students ? Emergence of student clubs ? Renewed interest shown by students in identifying areas of action ? Tutor-ward relationship has hit an all-time high with the students taking lead roles ? Academic performance of the students showed signs of all-round improvement ? The entire practice was aimed at reinforcement of quality practices already in place in St. Edmund's College, and the all-round impact has been extremely positive Resources required ? Infra structure support: rooms with audio visual facility ? Budgetary provision ? Refreshment for participants ? Resource persons

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/igacdocs/Best_Practices_2019-20_.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/igacdocs/vision_mission.pdf

8.Future Plans of Actions for Next Academic Year

1) Initiate to start the UG Course in Education: In preparation for the National Education Policy - 2020, the College would like to be proactive and introduce the course on Education, so that it will be natural to opt for the integrated Bachelor of Education (B.Ed - 4 year course). 2) Design the UG Course in Psychology: Since the North Eastern Hill University (NEHU), doesn't as yet offer Psychology, we will approach it to introduce the course. The Course of Psychology, has a lot of potential to offer lateral courses in Management as well. 3) Initiate to start the PG Course in Bio-Informatics: Currently our College offers a very good course in Bio-Informatics, with abundant scope for research. To help the Dept grow, we'd like to introduce the PG course to enable students reach greater heights. 4) Relocate and revamp the Central Instrumentation Centre: In order to encourage the spirit of research in the College, and make the expensive instruments procured, more accessible for Inter-

Departmental activities, including students from other Institutions. 5) Adoption of Wahrinong Village: This is a village that is approximately 200 kms out of the city, and as part of our Institutional Social Responsibility (ISR) in West Khasi Hills District, Meghalaya, we'd like to adopt this village which has a very rich hinterland, with no other College near by. 6) Fully equip a centre for the Visually Impaired Students: With the College being more conscious of being offering greater service to these students, we'd like to give them access not just Academic information, but Add-On courses and their other requirements as well. 7) Initiate the process of having an Innovation Centre in the campus: The need of the hour is to have young learners that can tap into their creative talent, of which we have an abundance of. With this in mind, we propose to have an Innovation Centre that will possibly tie-up with Industry. 8) Apply for funding from DBT, Govt. of India: We hope to approach the Govt for research funds through State Council of Science and Technology, Meghalaya to start Skill Based Courses and training for the Staff and Students. This will go a long way to encouraging a culture of research not just for the Teachers but the Students as well. 9) Explore the possibility of having a Media Centre: It's not just the Pandemic that has thrown up the need for ICT to be tapped into to deliver learning to a larger clientele. The Media Centre will be used for recording of lessons and hosting Webinars, not just in English but in other Regional languages as well. 10) Getting greater utility of the current Learning Platform: We are fortunate to have the Linways System as a learning platform. The service provider is very cooperative and has helped to deliver content and learning in a more accountable way. They are open to ideas generated by the College, which helps us dream new possibilities. Moving towards a 'paper-less office' is already in the process.