YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	ST EDMUND'S COLLEGE
• Name of the Head of the institution	Dr (Br) Simon Coelho
• Designation	Principal (I/C)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03642224533
• Mobile no	9748211664
• Registered e-mail	stedmundscollege@gmail.com
• Alternate e-mail	principal@sec.edu.in
• Address	Old Jowai Road, P.O Laitumkhrah
• City/Town	Shillong
• State/UT	Meghalaya
• Pin Code	793003
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**NORTH EASTERN HILL UNIVERSITY**
• Name of the IQAC Coordinator	**Mr SUMIT DEB**
• Phone No.	**03642224533**
• Alternate phone No.	**9862432260**
• Mobile	**9863023788**
• IQAC e-mail address	**debsumit65@gmail.com**
• Alternate Email address	**iqac@sec.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sec.edu.in/iqacaqar/aqar2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://sec.edu.in/iqacdocs/140823AcademicCalendar2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**87.5**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**A**	**3.08**	**2009**	**31/12/2009**	**30/12/2014**
Cycle 3	**B++**	**2.90**	**2019**	**28/03/2019**	**27/03/2024**

6.Date of Establishment of IQAC	**10/06/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Samrat Adhikari / Mr Sumit Deb	R & D	DBT, Govt. of India	2022	5784000.00
Dr Samrat Adhikari / Mr Sumit Deb	R & D	NRL, Assam	2021	836000.00
Dr Hemen Medhi	R & D	NEC, Shillong	2018	156000.00

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Faculty Development Programme (FDP) for all the faculty members on Mentoring Skills in Collaboration with Kristu Jayanti College (Autonomous), Bengaluru.

Collaboration with Naandi group for Mahindra Pride Classrooms courses for the Girl students of the College.

Opening of BA honours in Education.

Formation of NEP Cell in the College for implementation of NEP 2020 courses in the College

Establishment of Distance Learning under IGNOU for Masters Programme in Environmental Science.

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

Plan of Action	Achievements/Outcomes
BA honours in Education	The College has obtained Provisional Affiliation from the University to start degree courses in Education from the current academic session. Faculty members are appointed as per UGC guidelines.
Audits under NAAC Guidelines	The College completed Green Audit, Energy Audit and Water Audit for the Current year with the help of External agencies. In addition, Fire Safety Audit of the Campus was carried out by the Department of Fire & Emergency Service, Govt. of Meghalaya and suggestions put forward are implemented.
Incubation Centre	The College has set up the Centre and appointed a Research Facilitator to inculcate the sprit of research/projects to be undertaken by the students of various departments of Humanities. Further, the Centre shall initiate various interdepartmental activities in a form of Value Added/Add On Courses.
Plagiarism Checker	The College has initiated for Plagiarism checker through the software purchased whereby students are encouraged to have their articles, project reports checked and verified before submission.
BA/BSc in Psychology	The College has received formal permission to start degree courses in Psychology from the next Academic session.
Central Research Facility	The College has procured high end equipments such as GC- FID,

	Shaker incubator, Cleavenger apparatus, Western Blot apparatus to undertake analytical research beyond syllabi as a part of NEP 2020
Centenary Award	The College has proposed to felicitate girls students excelled in Edmund Rice Vision for service in NCC, NSS & UBA as Centenary Awards
Outreach Programme for School students	Following the grant received from DBT, Govt. of India under Advanced Level Institutional Biotech Hub (Phase II), different programmes are arranged for the students of rural background to visit the facilities available in the College, for hands on training and interactions with the resource persons.
Initiatives for Differently Abled Students	The College has signed a MOU with Help The Blind Foundation (HTBF), Chennai to provide the students with Braille tools, software, Laptops, White Cane, AI based smart devices etc. for overall inclusivity of the students at par with the normal learners. The College also provides scribes during the university examinations.
Website Upgradation	A new user interface based College website has been developed in-house and efforts are made to procure emails for the College domain.

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

- Name of the statutory body

Name	Date of meeting(s)
Exceutive Committee	19/10/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	19/12/2022

15.Multidisciplinary / interdisciplinary

Following the implementation of NEP 2020 by the University, the College has extended the following Multidisplinary/Interdisciplinary courses:

Commercial Arithmetic & Elementary Statistics, Culture And Society, Fundamentals of Computer Systems, Fundamentals Of Earth System Science, Fundamentals of Lifelong Learning, Introductory Life Sciences, Introduction To Psychology, Mathematics In Daily Life, Philosophy of Culture.

These courses are taken care by the faculty members of various departments along with the resource persons appointed for such courses. The courses are 3 credit courses and every effort is made to deliver knowledge to increase the level of teaching learning initiatives. The College plans to organize workshops, webinars and interractive sessions for the students across all streams for all the multidisciplinary courses introduced in the College. Neccessary steps are taken to help the faculty to upgrade their skills in such relevant courses.

However, the non credit courses conducted by the departments in the form of VAC/Add On/Certificate courses are designed specifically under soft skills, hands on training and for knowledge beyond the syllabi. Such courses are offered to students across all the streams.

16.Academic bank of credits (ABC):

The College has very limited scope in this regard, being an affiliated College, the university has to initiate and implement Choice Based Credit System (CBCS) and ABC for its students.

17.Skill development:

The College regularly conducts life skills sessions, spoken tutorials classes, online sessions via Mahindra Pride Classrooms and

regular interactive sessions to upscale and encourage the students in the field of innovations and practical skills that can provide emplobility avenues to the graduating batch.

However with the implementation of NEP 2020, the College has introduced the following Skill Enhancement Courses (SEC) for all the students across all streams- Cyber Security, Motivation, Personality Development, Public Speaking and Team Building. Students are given a choice to select the course which they would prefer to pursue.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

1. Use of the mother tongue (Khasi/Pnar language) in villages during interraction with the villagers and School students on issues related to Education, Environment, Livelihood and Life Skills under UBA initiatives.

2. Compilation of simple mathematical and basic science concepts in Khasi/Pnar language for the Rural schools under Outreach Programme.

3. Spreading awareness on Gender Equality, basic rights, ease of living, environmental issues such as water management in local languages in the villages by the team of students and faculty members.

4. Organizing College Fest (EDBLAZON) to showcase diversified Culture, Tradition and values of different Communities with special reference to indigenious North East Cultures.

5. Formation of College Choir and bringing students of different communities and cultures to participate in musical programmes.

19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

As per UGC guidelines, the College has developed a programme for OUTCOME BASED EDUCATION with different Learning Indicators and the result of the end semester graduating batch were analysed graphically to obtain attainment levels. Neccessary improvisation deemed fit for better outcome are proposed. The attainment level and the learning outcomes are availiable in the College website

http://sec.edu.in/iqacdocs/2.6.1_learning_outcomes_2020_2021.pdf.

http://sec.edu.in/iqacdocs/OBE_Attainment_Levels_2022.pdf

20.Distance education/online education:

The College has been identified by IGNOU as one of the WORK CENTRE vide letter No IG/RSD/Estt./LSC/SSC-Notification/2023/1661 dated 29th September 2023 to start Masters in Environmental Sciences(MEVL) where members of the department of Environmental Science, Biotechnology, Biochemistry, Chemistry, Botany, Zoology, Geography & Physics are empanelled as resource persons to conduct the course.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**22**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2745**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**640**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**917**

File Description	Documents
Data Template	View File

3.Academic

3.1	**111**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**111**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**53**
Total number of Classrooms and Seminar halls	
4.2	**636.16683**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**318**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College is using a dedicated Learning Management Information System (LMS) for effective delivery of the needs of all the stakeholders. In such module the following facilities are availiable:

1. Staff Profile & Login

2. Student Profile & Login

3. Fee Payment Gateway

4. Course Structure, Time table, attendance, study materials & assignments.

The flow chart for effective delivery and documentation are appended.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://secv4.linways.com/

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

The Academic Calendar of the College is availiable in the College website, the routine for all the semester across all streams are uploaded. Informations on Internal Examination, Continous evaluation in the form of assingments, group discussions, cooperative learning, seminars, webinars, Add on/ Value added courses are uploaded for informations to all the stakeholders. Departments are advised to plan and execute the programmes accordingly. Informations on Extra curricular and extension activities are also mentioned in the Academic Calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sec.edu.in/iqacdocs/140823AcademicCalendar2022.pdf

1.1.3 - Teachers of the Institution participate in **A. All of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of
Curriculum for Add on/ certificate/ Diploma
Courses Assessment /evaluation process of the
affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

21

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

611

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College has successfully organized webinars/workshops/interractive sessions with the eminent persons on issues such as Psychological well being and mental health, Analytical skills and corporate expectations, Academic research, Enterprenuership, Climate change, Women & child issues, Life skills, Personal hygiene in line with goals and objective of NEP 2020. Different Commemorative days are celebrated that integrates cross cultural diversities among the students.

The list of such programmes are appended:

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

22

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

990

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://sec.edu.in/iqacdocs/StudentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/ParentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/AlumniFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/Employees_Feedback2022_ATR.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows   A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sec.edu.in/iqacdocs/StudentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/ParentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/AlumniFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/Employees_Feedback2022_ATR.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1081

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

682

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The feedback from all stakeholders on Teaching- Learning process, evaluation methods, Library facilities along with other avenues availiable for optimum delivery on Curriculum assesements are collected, analyzed and acted upon for any upgradation. Slow learners and Advanced acheivers within a class/stream are identified and such students are exposed to tutorials classes, remedial coaching, cooperative learning techniques, sharing of reading materials, notes, handouts, ICT based learning tools. In addition to such optionsgiven to the students, field trips/study tours/interraction with resource person from the relevant fields are arranged. All differently abled students are provided with extra learning tools following an MOU with HELP THE BLIND FOUNDATION (HTBF), Chennai. The Mentoring process plays a significant role in catering to needs opf the students beyond the academic domain. The assesement of the graduating batch of students are analyzed through attainment levels & learning indicators as per the UGC LOCF guidelines.

The salient features of methodology provided for optimum assesement are appended below.

File Description	Documents
Paste link for additional information	http://sec.edu.in/iqacdocs/OBE_Attainment_Levels_2022.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2745	112

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In pursuance of the vision and mission statement, the college prepares well planned academic timetable that takes into account regular theory/practical's classes along with shortterm/value added, add-on and certificate courses. Emphasis is given for hands on training on topics beyond the syllabi specially for the science stream under DBT STAR Scheme. Projects on topics relevant to experimental learning are designed which are guided by the experienced faculty and the students are encouraged to undertake such projects as part of their curriculum.

Webinars/workshops/Internships/interractive session are arranged throughout the year for the students on topics such as Research methodology, employment ability skills, tools & technique in experimental sciences, CV writing, IT career options,entreprenuership skills and innovations. The mentoring of the final year students plays a significant role in building confidence among the students and helps prepare them for the job oppourtinities and for pursuing further studies.

The complete list of experiential learning are appended below.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has incorporated various ICT enabled tools which inputs

learning processes during classroom teachings. The technology provides the students the oppourtinity to learn, communicate effectively while pursuing the courses in the regular classroms. Some of the digital infrastructure used are softwares, interractive teaching tools - LMS, smart boards, etc. The college isseeking funding through PM USHA schemes to further upgrade the infrastructure on ICT. It is expected that use of ICT along with conventional classroom teaching shall develop creative skills among the students, increase productivity, makingteaching learning process enjoyable and fun filled as envisaged in the NEP 2020 guidelines. The students are encouraged to access the informationavailable through different links in the College website and also through the N-List portal.

The details are appended below.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

111

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

111

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

39

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1756

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The schedule for Internal assessment are uploaded well in advance in the college website. The departments are requested to submit the

question paper via online mode. The routine for the assessment are posted in the college website as well as in the prominent places of the campus. The students are encouraged to prepare well for the assessment. The evaluated marks are displayed in the respective departments and any grievances thereof, are addressed. Assignments are given to the students as a part of continous evaluation process and marks are alloted accordingly. The students are also offered retests to increase their marks following applications submitted to the management and approval obtained thereof. Ample opportunities are given to the students to meet the faculty with any doubts, confusions regarding evaluation pattern and the marks obtained.

File Description	Documents
Any additional information	View File
Link for additional information	http://sec.edu.in/examcommittee.php

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

The college has an efficient mechanism to deal with any grievances arising out of exam related matters. Students are advised to give in writing the anomalies in the marks or otherwise obtained during any scheduled examinations. The internal marks assigned are shared with the students and any discrepancies arising out of it, are immediately resolved. The exam committee of the college maintains a constant communication with the university regarding uploading of the marks in the university examination portal. Any grievances from the students regarding non issuances of marksheet, registration cards, certificates,etc.,are responded in time bound manner.

File Description	Documents
Any additional information	View File
Link for additional information	http://sec.edu.in/examcommittee.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes (PO) and Course Outcomes (CO) of all the courses offered by the college are shared with the stake holders and are also displayed in the college website. The learning outcomes are designed by the IQAC Core Committee as per UGC-LOCF guidelines.The

teachers are trained accordingly for effective delivery of course
materials so that the graduating students can secure a higher
attainment level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sec.edu.in/iqacdocs/2.6.1_learning_ou tcomes_2020_2021.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Core Committee of the IQAC have designed a robust methodology
for computation of the Learning Outcomes of the graduating batch
across all streams through PO-CO indicators by considering the marks
(Internal and External) obtained by each student in his or her end
semester examination. The data is represented graphically through
the radar diagram highlighting the attainment levels of each
student/department on a scale-1(low), 2 (medium) and 3 (high).

The analysis of learning indicators is appended

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sec.edu.in/iqacdocs/OBE_Attainment_Le vels_2022.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

927

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://sec.edu.in/iqacaqar/170523AnnualReport2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://sec.edu.in/iqacdocs/StudentsFeedback2022_ATR.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

88.26

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

03

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	[www.dbt.nic.in; www.nrl.co.in; necouncil.gov.in](#)

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Following the establishment of Institute Innovation Council (IIC) with ID: IC202015433, the college has engaged its students and faculty members in various innovations and enterprenuership related activities with the help of resource persons from industry and academic institutions. The college has organized IMPACT lecture series, Innovation Ambassador programme collaborating with Assam Kaziranga University and Royal Global University, Assam. The college received TWO STAR for the activities conducted from Ministry of Education, Govt. of India.

The college has also established an Incubation Centre with an aim to inculcate among the students the concept of critical thinking, development of ideas, problem solving and design of viable projects with the help of a Research Facilitator appointed for such purposes. The said Centre organizes student centric programmes in the field of project submission, research activities, use of plagarism checker

and short term relevant courses to foster creation of knowledge on research and innovations.

The ideas conceptualized in the innovation/incubation centres are carried forward to the rural areas through UBA programme for the benefit of local communities. Any knowledge and every knowledge is being transfered to the local communities through local dialects, hand outs in local languages. Examples of such innovative ventures are Paper fertilizers to be used in the agricultural land and Vermicompost for organic kitchen farming.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sec.edu.in/iic/reports/iicAnnualReport2021_2022.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

68

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	NA
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College through the UBA programme of Ministry of Education and IIT- Delhi have adopted five Villages in the East Khasi Hills district of Meghalaya to spread awareness on ease of living,

livelihood, environmental issues like clean drinking water, sanitation, waste management, mental health issues and energy conservation. The rural students were sensitized on Right to Education, Free Studentship, Gender issues, etc.

The NSS & NCC cell of the college organize various programmes to commomerate important days such as World Environment Day, International Women's Day, National Unity Day, Constitution Day, World Earth Day, Republic Day, Gandhi Jayanti, Independence Day, National Girl's Child Day, National Science Day, etc. In such programmes, the significance, values and the vision of such commomerate days were elaborated and students were encouraged to participate in activities related to the celebration of each day. Swachata initiatives andcleaning drive in the neighbourhood and in the campus are carried out regularly by the volunteers and NSS & NCC unit in collaboration with students of Envieonmental Science department.

The programs on Gender Equality, Drug and Substance Abuse, Nutrition, Eye Check up, mental wellbeing, Inclusive Education, Biodiversity conservation, Breast cancer awareness, Oral hygiene, Adolescent health, Capacity building and personality development were organized by bringing eminent resource person from the relevant domain. The face-to-face interraction between the students and the resource person resulted in sensitizing the students to understand the issues that are relevant in the modern world.

File Description	Documents
Paste link for additional information	https://www.sec.edu.in/uba/2022UBA_Annual_Report.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

89

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

3574

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

All 53 Classrooms and the AV rooms used for classroom teaching-are equipped with ICT enabled tools such as LCD projectors, CPU, Laptops and audio-visual system for efficient delivery of learing skils along with conventional chalk and duster methdology. The science laboratories are well maintained, equipped with sufficient number of instruments, glasswares, consumables and chemicals that helps the

students to perform the practicals, hands on trainings individually. The research facilities developed through funding received from government and non government agencies adds to the facility availiable in the campus.

The Bioinformatics facility, Advanced Biotech Hub, Central research facility, computing equipments helps the students to go ahead with topics beyond the syllabi, design research proposals with the help of faculties in areas of expertise.

The College library is well equipped with enough number of books, journals, perodicals and e-resources.

The college has 3 clean energy generators that augment the power supply during shut down and load shedding.

All the physical infrastructure including the computers are serviced regularly through certified vendors and annual maintenance contract.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sec.edu.in/infrastructure/ICT_Enabled_Classrooms_SEC.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

An adequate well maintained facilities such as Auditorium, AV rooms, outdoor field, common rooms are availiable for all the stakeholders to undertake cocuricular activities such as games, music, cultural shows, yoga, etc. The outdoor field is litwith flood lights facility for useafter sunset.

A well equipped gymnasium is availiable for the students for training under the guidance of a qualified Instructor.

The open space in front of the college quadrangle and in front of the cafeteria are used for live performances by the students during any cultural events.

All the facilities are made availiable to the neaby community for

use as and when they are asked for.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sec.edu.in/infrastructure/Sports_Facilities_Outdoor_Indoor_SEC.pdf;http://sec.edu.in/"https://sec.edu.in/infrastructure/Extension_Facilities_SEC.pdf"

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

63

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sec.edu.in/iqacdocs/Master_Timetable_2022.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

328.5628

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college uses KOHA software which is integrated with the local networks in the library. The list of books, its availiability, issuance and return of the books by the students are maintained digitally. The internet connectivity in the library is used by the students to avail e-resources. Neccessary orientation programme are held regularly to guide the students to mine the information availiable in the database.

The automated information of the books availiable in the library can be accessed remotely through the links https://sec-opac.kohacloud.in/.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://sec.edu.in/lib.php

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

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

13.09725

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

320

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College has 64 MPBS fibre optic connectivity which is distributed uniformly through routers at different locations.

The IT facility of the College is covered under BSNL/NE Circle fibre optic (unlimited) annual scheme. A Private Service Provider, NE line Pvt. Ltd. and Sky Broadband Services Ltd, Shillong also provideadditional bandwidth.

Thirty-five Wi Fi routers provideinternet connectivity to the different locations. All the IT facilities including routers are serviced and maintained through annual maintenance cost (AMC) with registered vendors.

Designated locations are earmarked for free Wi-Fi access to the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

318

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

217.00398

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution ensures that all the physical facilities which include classrooms, laboratories, library, etc., are maintained by qualified and dedicated associate staffs. A policy is in place, whereby budget allocation for each department on expendables and maintenance is fixed.The Purchase Committee follows the GFR rules for the choice of vendors/contractors for the allotment of work which is done based on COMPETITIVE PRICE INDEX (CPI) and Quality Assurance (QA) for the procurement of equipment/instruments.

Purchase of Books/Journals in the Library are done through the Library Committee in consultation with the Heads of the department and the management.

Waste management and cleanliness are carried out by committed cleaners in association with the Local Municipal Corporation for Garbage disposal. Laboratories' safety protocols, SOPs are documented and forwarded to the respective laboratories for compliance. Safety of the campus is ensured with the installation of firefighting equipment and enough storage of water in the form of underground reservoir. Solar panels are installed on the campus, lighting in all the classrooms through use of SFL/LED lights.

Three, 50 KVA generators are in place for uninterrupted power supply during College hours. The sports facilities (Indoor and Outdoor) and the Flood lights are well maintained by dedicated staff.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://sec.edu.in/iqacdocs/4.4.2_Infrastructure_.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1328

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

12

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	www.sec.edu.in
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

295

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

295

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

37

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

301

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

59

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College follows a transparent mechanism to provide equal opportunities to the students in various committees/cells/clubs including IQAC. Each class is represented by at least two class representatives (male & female) that provides adequate connect between the student community and the management. There are 30 such committees/cells/clubs wherein the students are represented. During the College Fest (EDBLAZON), students volunteer to shoulder responsibility of running the activities of games/sports/cultural events/competitions. The successful completion of such events is credited to the dedicated group of senior most students of the College. The College encourages the departments to publish Annual Magazines/Newsletter wherein the students take the responsibility of collecting the articles, editing and giving a final shape of the same. During the celebration of the Science Mela (EdScientia) the student volunteers are responsible for the smooth conduct of the programme. A group of dedicated NSS/NCC/RRC/Eco Club/UBA volunteers undertake the responsibility of planning, executing any outreach programmes such as community services, visit to rural schools, cleaning drive and participating in the celebration of important commemorative days. During the Centenary celebration of the college, the volunteers are actively involved in planning and designing the

cultural, sports andliterary programmes. Involvement of the students volunteers resulted in grand success of the celebration of the centenary.

File Description	Documents
Paste link for additional information	http://sec.edu.in/edblazon.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

31

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There are 3936 registered members of SEC Alumni association, the membership is invited through google form (https://docs.google.com/forms/d/e/1FAIpQLScKEHTHVt75MDJaFtr2oqjC-l8khUbI1UvM4uB-CQieDrD4g/viewform).

The members of the Alumni are invited during all College activities including EDBLAZON, Graduation- Award Ceremony and Induction programmes. The cash awards and the certificate of excellence for the Toppers in Physics, Chemistry, Botany, Zoology, Mathematics, Environmental Science, Biotechnology, Social Work - UG, Political Science, Economics and Khasi at the University Examination are

sponsored by the Alumni through a corpus fund created and maintained by the College. In addition to this, an award to Outstanding Girls student is presented every year by a reputed businessman, an Alumni. Resource persons in their respective domain 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. The Alumni, being scattered throughout India and the rest of the World, try to stay connected through regular meetings in and 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.

File Description	Documents
Paste link for additional information	http://sec.edu.in/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 Blessed 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 to develop character, shape personality and build a sense

of social responsibility in the present generation. Through various outreach initiatives, the college has extended its resources in rural areas through UBA/NSS and Social Work department and equip the young learners to engage positively. As per the objectives of NEP 2020, the college has introduced different MDC, SEC for overall development in the student's career. The 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. Students from economically backward sections are given free/concessional studentship and also extreme care is taken for the differently abled students by providing auxiliary tools necessary for proper delivery of the knowledge. The pluralistic identity are maintained where the values are respected without compromising its quest for excellence.

File Description	Documents
Paste link for additional information	www.sec.edu.in
Upload any additional information	View File

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

The College being sponsored by Congregation of Christian Brothers in India (CCBI) is administered through delegation of powers and responsibility via Governing Body - Executive Committee. The Principal is overall Head of the Institution assisted by Vice Principal (s) in running the Academic and Administrative activities. Each Headof the department, core committee of IQAC, Convener of different cells/clubs/committees draw the ROADMAP of the institution for delivery of knowledge, evolve strategies to strengthen inclusiveness. Every committee with student's participation are empowered to take appropriate decisions on matters related to the College activities after taking necessary approval from the Executive Committee.

File Description	Documents
Paste link for additional information	http://sec.edu.in/old/Admissioninfo.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has approved a strategy on eight different domains keeping in mind the change in the Educational Scenario with reference to NEP 2020. Each and every stakeholders participates in giving a shape to the Policy documents relevant for overall development of the College. The Feedback and valuable suggestions from students, Alumni, Parents and Employees are incorporated in designing the eight different strategic plans and its follow-up actions.

The Institutional Strategic Plan on eight different categories is appended

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://sec.edu.in/iqacdocs/Strategic_Plan_deployment.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

St. Edmund's College being sponsored by the Congregation of Christian Brothers in India (CCBI) and run by Governing Body has a well-defined administrative set up for drafting of policies, and implementation of the same for effective delivery of the VISION and MISSION of the Institution. The administrative set up provides clarity and sound basis for decision making to improve the Institutional functioning. The policies adopted by the college reflect the vision for innovative approaches to teaching-learning processes, extension of facility for Visually Impaired students, a transparent admission system, emphasis on learning beyond syllabi, free studentship, community services as a part of ISR (Institutional Social Responsibility) and a sensitive grievances-redress mechanism. All the decisions arrived at are participative and facilitative taking into consideration the feedback from all the stakeholders.

File Description	Documents
Paste link for additional information	https://sec.edu.in/feed/CCBISanctionedPostBook01-04-2022.pdf
Link to Organogram of the institution webpage	https://sec.edu.in/resc/organogram_sec.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institution provides safe and friendly working environment that supports the well being of each and every memberof the staff. This includes well maintained work spaces, recreation facilities. The other benefits includematernity benefits with full pay, group insurance facility, educational leave for higher studies and emergency medical facility. The financial help is extended on priority to the associate staff for any exigency situation. Leave on medical grounds for the staff are provided as and when required. Every effort is made by the Institution to address any concern raised by the staff.

The details of the measures availiable are listed accordingly.

File Description	Documents
Paste link for additional information	http://sec.edu.in/resc/Service_Rules_for_Private_Post_Teachers.pdf,http://sec.edu.in/resc/College_Service_Rules.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

20

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

94

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

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

Each member of the faculty is requested to submit annual Self Appraisal report highlighting the work and duties carried out for a particular Academic session. The members of the staff due for placement under Career Advancement Scheme (CAS) are required to submit copies of Annual API scores along with relevant documents which are verified and evaluated by the core team of IQAC. The

recommendation of the Screening committee for placement is forwarded to the Governing Body for further necessary actions.

A sample of the individual Annual Appraisal form is appended

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- **The college uses Tally ERP (Multiuser) for bookkeeping, PFMS for central funds accounting, SBI Collect and Linways Payment Gateways for collection of students' fees.**
- **The Internal Audit at the end of each financial year is undertaken by M/s Kiron Joshi & Associates, Shillong whereas for State government grant-in-aid, the Directorate of Local Fund Audit, Govt of Meghalaya does the Audit and places before the college its observations regarding usage of the grant.**
- **The college being sponsored by Congregation of Christian Brothers in India (CCBI), New Delhi sends all the accounts statement to the headquarterfor subsequent audit by Mr S. K Mahajan, New Delhi.**
- **The salary for all the staff of the college is credited through direct bank transfer from designated bank accounts of the college to the individual account holders.**
- **The fund received under Central Sponsored schemes are audited separately and the audited balance statements are uploaded at PFMS through CNA account.**

File Description	Documents
Paste link for additional information	https://sec.edu.in/policydocus/18102023Purchase_Policy.pdf
Upload any additional information	View File

23-11-2023 08:05:16

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is covered under Grant-in-Aid system under Directorate of Higher & Technical Education, Govt. of Meghalaya. The salaries of Govt. Sanctioned Posts are collected on submission of the Financial Bill, followed by the subsequent approval and transfer of funds from the Treasury, Government of Meghalaya. The fees collected from the students are used to disburse salaries to the rest of the College sanctioned post members. The maintenance of the physical infrastructure, procurement of laboratory items, library books, modernization of ICT enabled tools are carried out from the fee collected. The research initiatives are augmented from the fund received from Central funding agencies and other non-governmental agencies. The budget allocation on different heads is earmarked on income from student fee. Funds are utilized accordingly after obtaining approval from Executive Committee of the College. The policies for purchase, maintenance of physical infrastructure is in place and serve as guidelines for smooth functioning. All the financial transactions are audited at the end of each financial year by approved agencies.

File Description	Documents
Paste link for additional information	https://sec.edu.in/policydocus/18102023Purchase_Policy.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) of the College has worked closely with the management, members of the staff, students, parentsand Alumni to provide an environment for conducive learning, sharing of knowledge, community services, outreach programme, research activities inclusive of innovations and startups. The cell played a significant role to initiate, plan, supervise and execute activities for the overall development of the College. Some of the important activities are

1. **Signing of Memorandum of Understanding (MOU) with institution/ organizations such as Help the Blind Foundation, Chennai to smoothen the learning initiatives for the visually impaired students: USTM, Meghalaya for collaborative activities.**
2. **Revision of Audits as per NAAC guidelines such as Water, Energy, Air Quality, Green and Academic with the help of external agencies and academicians. Fire safety audit carried out and suggestions incorporated.**
3. **Implementation of Vision & Objectives of the college through adoption of villages (under UBA Scheme), capacity building and sensitization programme for rural school students as a part of uplifting studies in basic sciences.**
4. **Introduction of non-credited Value Added/Add on/Certificate courses and Curriculum Enrichment programs in the form of Webinars/Workshops at various departments as a part of skill development and augmenting teaching learning methodology.**
5. **Implementation of the NEP 2020 and introducing various MDC, SEC, AEC, and VAC courses.**
6. **Initiate continuous mentoring process for the students by circulating a booklet designed following the FDP programme organized in collaboration with Kristu Jayanti College (Autonomous), Bangalore.**

File Description	Documents
Paste link for additional information	http://sec.edu.in/IQAC.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

The teaching-learning process, learning outcomes and the overall activities of the institution are regularly monitored through meetings among all the stakeholders. Regular programmes for overall improvement in the functioning of the college are organized. Some of the critical initiatives are

1. The learning outcome attainment levels of the graduating batch are computed based on parameters laid down by UGC-LOCF guidelines to identify the advanced and slow learners.
2. Formalization of class time table including theory & practicals for both even & odd semester batch, scheduling of internal assessment, organizing tutorials and hands on training beyond prescribed syllabi.
3. Field trips, study tours, visits to industries for first hand experience.
4. Celebration of National and International Commemorative days to highlight the significance of Rights, Duties, Responsibility & Obligations towards the society.
5. Sensitizing all the stakeholders on Gender equality, substance abuse, environmental issues, and livelihood.
6. Initiative taken to spread the vision and the mission statement of the college in rural areas through frequent visits, interactions, rural camp and spending time with the communities.

The College has completed the Academic Audit (AA) to identify the strength, scope of improvement and delivering a better ecosystem for all the stakeholders.

File Description	Documents
Paste link for additional information	http://sec.edu.in/iqacdocs/140823IQAC_Minutes2022.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

A. All of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://sec.edu.in/iqacaqar/170523AnnualReport2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution provides equal access to both male and female workforce, students in different committees as well as in decision making bodies. The female students enjoys the same rights, resources and oppourtinities in the campus. Awareness programme on Gender equality are regularly conducted by the Women cell in the campus as well as outside the campus as a part of outreach initiative. Different commemorative days such as International Women's Day, International Day of Women & Girls in Science are organized to highlight the need for providing equal oppourtinity to the female students. The Institution follows the VISHAKA guidilines (uploaded in the website) in its workplace through its Internal Complaints Cell (ICC) of the college. An award is instituted by the Alumni for the Girl student for overall outstanding performance in a celendar year. The management has provided with fee concession exclusively for the female students coming from economically backward section and thrives to excel in academics.

Some of the important initiatives executed by the college are mentioned in the attached document.

File Description	Documents
Annual gender sensitization action plan	https://sec.edu.in/policydocus/Gender_Sensitization_plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1atKlp4XU6xWE1dH3DSlBOoeH178i9Mlu/view?usp=share_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

Segregation of waste into Bio & Non Bio degradable items and disposal through Local Municipal Corporation. Use of Biodegradable waste to manufacture organic manures through vermi-composting and paper fertilizers. Faculty members are working on a project to initiate a scientific protocol for disposal of solid wastes. Such knowledges are spread in rural areas through outreach programmes. Waste bins with with proper labels are placed for disposal of waste which are removed once a day.

Liquid Waste Management:

A protocol is in place and the quality of water used is taken care of by improvised techniques of filtration followed by Rain water harvesting. The report on water audit is obtained from competent authority.

Bio-Medical/E-Waste

A proper handling and dumping of bio waste is in a designated location. Disposal of e-waste through appropriate vendor as per directives of Meghalaya Pollution Control Board.

All the laboratories are provided with Standard Operating Protocol (SOP) for maintenance and management of waste. Enough care is taken for safe disposal of the waste using biodegradable plastic bags, reusable gloves, and protective gears. The College has adopted a Policy to ban Single use Plastic in the campus and has taken steps to minimize Carbon Footprint by organizing Tree plantations and taking care of the greenery in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	*View File*
Geo tagged photographs of the facilities	*View File*

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	*View File*
Any other relevant information	*View File*

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The initiatives in providing Inclusiveness and Pluralism to the students and all stakeholders are reflected in the Vision and Mission statement of the College. They are

1. **The admission process itself ensures inclusivity: ethnic groups belonging to various North Eastern Tribes are considered for admission and provided with hostel facilities.**
2. **Cultural uniqueness of each community is celebrated during various college festivals including EDBLAZON and CENTENARY celebrations.**
3. **Students from various linguistic, ethnic, cultural, and religious backgrounds identify themselves as Edmudian while being allowed to retain their uniqueness: a veritable Indian tradition of practicing UNITY IN DIVERSITY.**
4. **Every effort is made to foster, recognize and respect diversity, marginal view points, multiple prosocial- cultural behaviour and different forms of belief & expression to widen the practices of belonging.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College celebrates important dates such as the Constitutional Day, National Integration Day, National Youth Day, National Unity Day, Republic Day and other earmarked days to spread awareness on the responsibility, obligations, rights and duties of all the stakeholders.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1ziDuESw16el I1np9l26WBtn7Wx8ko4ah/view?usp=share_link
Any other relevant information	https://drive.google.com/file/d/1IE3LXEyS9h9 T7RAqx03WYG2AJmte4gVF/view?usp=share_link

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The Institution celebrates all the major commemorative days as a part of its Institutional Social Responsibility (ISR) to spread awareness highlighting the importance of each and every National/International commemorative days. All the stakeholders

including the nearby community and the members from the rural areas took part in such events. The list of days celebrated are mentioned in the relevant space.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

1. Social Inclusion of the Visually Impaired (VI) students

A socially inclusive society is one in which all people, irrespective of their abilities and disabilities enjoy the same rights and where no one experiences stigma and discrimination. Visual impairment creates a cycle of illiteracy, povertyand social exclusion for people, making them one of the most vulnerable groups in the society. St. Edmund's College, Shillong recognizes this alarming situation and has pledged to include such students and provide neccessary facilities for their learning process.

2. Creation of a Happy Campus for Wholesome Growth of Students

The Vision Statement of the College promises holistic, all-round growth of the learners. The emphasis is not merely on producing toppers, its more on creating leaders who would be able to contribute to the society as a conscientious, responsible citizen.Club activities assist students to cultivate a sense of unity and working with others in reaching such goals. Clubs facilitate students to meet, mix, and work together with other students from different ethnic backgrounds in a diverse environment. It also discourages the binaries like senior and junior, brilliant, and mediocre, skilled, and unskilled and provides equal oppourtinity to all.

File Description	Documents
Best practices in the Institutional website	http://sec.edu.in/iqacdocs/19102023BestPractice2022_23.pdf
Any other relevant information	https://drive.google.com/file/d/1koPt1BAUsAG4OoIYk3l-_mu5hIK27O3t/view?usp=share_link

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Edmund's College recognizes theachievement and excellence, both academic and otherwise of the students. AFelicitation Day is organized annually to acknowledge the achievement of the high performers. The Management has instituted a number of awards for subject toppers and university rank holders. There have been awards in memory of faculty members and the immediate family members instituted by the alumni and faculty.

The College also acknowledges the contribution made by the teachers in the areas of research and publication, classroom delivery and participation in extra/co-curricular activities, through certificates, mementoes and cash awards. The college has a time tested system in place to identify the all-rounder among students for the covetedEdmundian of the Year Award. Each of the departments (22 in all) is encouraged to nominate one student for the Award. All these nominees are awarded a citation while the Edmundian of the Year awardee receives a framed citation and a special trophy.

Best performing teachers are identified on the basis of feedback received from the final semester students. One teacher from each department is felicitated in a simple ceremony.

This practice of acknowledgement of achievers has impacted the overall performance of the college in a positive manner.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College is using a dedicated Learning Management Information System (LMS) for effective delivery of the needs of all the stakeholders. In such module the following facilities are availiable:

1. Staff Profile & Login

2. Student Profile & Login

3. Fee Payment Gateway

4. Course Structure, Time table, attendance, study materials & assignments.

The flow chart for effective delivery and documentation are appended.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://secv4.linways.com/

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

The Academic Calendar of the College is availiable in the College website, the routine for all the semester across all streams are uploaded. Informations on Internal Examination, Continous evaluation in the form of assingments, group discussions, cooperative learning, seminars, webinars, Add on/ Value added courses are uploaded for informations to all the stakeholders. Departments are advised to plan and execute the programmes accordingly. Informations on Extra curricular and extension activities are also mentioned in the Academic Calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sec.edu.in/iqacdocs/140823AcademicCalendar2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

21

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

611

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College has successfully organized webinars/workshops/interractive sessions with the eminent persons on issues such as Psychological well being and mental health, Analytical skills and corporate expectations, Academic research, Enterprenuership, Climate change, Women & child issues, Life skills, Personal hygiene in line with goals and objective of NEP 2020. Different Commemorative days are celebrated that integrates cross cultural diversities among the students.

The list of such programmes are appended:

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

22

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

990

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**A. All of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://sec.edu.in/iqacdocs/StudentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/ParentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/AlumniFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/Employees_Feedback2022_ATR.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sec.edu.in/iqacdocs/StudentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/ParentsFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/AlumniFeedback2022_ATR.pdf,http://sec.edu.in/iqacdocs/Employees_Feedback2022_ATR.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1081

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

682

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The feedback from all stakeholders on Teaching- Learning process, evaluation methods, Library facilities along with other avenues availiable for optimum delivery on Curriculum assesements are collected, analyzed and acted upon for any upgradation. Slow learners and Advanced acheivers within a class/stream are identified and such students are exposed to tutorials classes, remedial coaching, cooperative learning techniques, sharing of reading materials, notes, handouts, ICT based learning tools. In addition to such optionsgiven to the students, field trips/study tours/interraction with resource person from the relevant fields are arranged. All differently abled students are provided with extra learning tools following an MOU with HELP THE BLIND FOUNDATION (HTBF), Chennai. The Mentoring process plays a significant role in catering to needs opf the students beyond the academic domain. The assesement of the graduating batch of students are analyzed through attainment levels & learning indicators as per the UGC LOCF guidelines.

The salient features of methodology provided for optimum assesement are appended below.

File Description	Documents
Paste link for additional information	http://sec.edu.in/iqacdocs/OBE_Attainment_Levels_2022.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2745	112

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In pursuance of the vision and mission statement, the college prepares well planned academic timetable that takes into account regular theory/practical's classes along with shortterm/value added, add-on and certificate courses. Emphasis is given for hands on training on topics beyond the syllabi specially for the science stream under DBT STAR Scheme. Projects on topics relevant to experimental learning are designed which are guided by the experienced faculty and the students are encouraged to undertake such projects as part of their curriculum.

Webinars/workshops/Internships/interractive session are arranged throughout the year for the students on topics such as Research methodology, employment ability skills, tools & technique in experimental sciences, CV writing, IT career options,entreprenuership skills and innovations. The mentoring of the final year students plays a significant role in building confidence among the students and helps prepare them for the job oppourtinities and for pursuing further studies.

The complete list of experiential learning are appended below.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has incorporated various ICT enabled tools which inputs learning processes during classroom teachings. The technology provides the students the oppourtinity to learn, communicate effectively while pursuing the courses in the regular classroms. Some of the digital infrastructure used are softwares, interractive teaching tools - LMS, smart boards, etc. The college isseeking funding through PM USHA schemes to further upgrade the infrastructure on ICT. It is expected that use of ICT along with conventional classroom teaching shall develop creative skills among the students, increase productivity, makingteaching learning process enjoyable and fun filled as envisaged in the NEP 2020 guidelines. The students are encouraged to access the informationavailable through different links in the College website and also through the N-List portal.

The details are appended below.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

111

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

111

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

39

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1756

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The schedule for Internal assessment are uploaded well in advance in the college website. The departments are requested to submit the question paper via online mode. The routine for the assessment are posted in the college website as well as in the prominent places of the campus. The students are encouraged to prepare well for the assessment. The evaluated marks are displayed in the respective departments and any grievances thereof, are addressed. Assignments are given to the students as a part of continous evaluation process and marks are alloted accordingly. The students are also offered retests to increase their marks following applications submitted to the management and approval obtained thereof. Ample opportunities are given to the students to meet the faculty with any doubts, confusions regarding evaluation pattern and the marks obtained.

File Description	Documents
Any additional information	View File
Link for additional information	http://sec.edu.in/examcommittee.php

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

The college has an efficient mechanism to deal with any grievances arising out of exam related matters. Students are advised to give in writing the anomalies in the marks or otherwise obtained during any scheduled examinations. The internal marks assigned are shared with the students and any discrepancies arising out of it, are immediately resolved. The exam committee of the college maintains a constant communication with the university regarding uploading of the marks in the

university examination portal. Any grievances from the students regarding non issuances of marksheet, registration cards, certificates,etc.,are responded in time bound manner.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://sec.edu.in/examcommittee.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes (PO) and Course Outcomes (CO) of all the courses offered by the college are shared with the stake holders and are also displayed in the college website. The learning outcomes are designed by the IQAC Core Committee as per UGC-LOCF guidelines.The teachers are trained accordingly for effective delivery of course materials so that the graduating students can secure a higher attainment level.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://sec.edu.in/iqacdocs/2.6.1_learning_outcomes_2020_2021.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The Core Committee of the IQAC have designed a robust methodology for computation of the Learning Outcomes of the graduating batch across all streams through PO-CO indicators by considering the marks (Internal and External) obtained by each student in his or her end semester examination. The data is represented graphically through the radar diagram highlighting the attainment levels of each student/department on a scale-1(low), 2 (medium) and 3 (high).

The analysis of learning indicators is appended

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sec.edu.in/iqacdocs/OBE_Attainment_Levels_2022.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

927

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://sec.edu.in/iqacaqar/170523AnnualReport2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://sec.edu.in/iqacdocs/StudentsFeedback2022_ATR.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

88.26

File Description	Documents
Any additional information	[View File]
e-copies of the grant award letters for sponsored research projects /endowments	[View File]
List of endowments / projects with details of grants(Data Template)	[View File]

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

03

File Description	Documents
List of research projects and funding details (Data Template)	[View File]
Any additional information	[View File]
Supporting document from Funding Agency	[View File]
Paste link to funding agency website	www.dbt.nic.in; www.nrl.co.in; necouncil.gov.in

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Following the establishment of Institute Innovation Council (IIC)

with ID: IC202015433, the college has engaged its students and
faculty members in various innovations and enterprenuership
related activities with the help of resource persons from
industry and academic institutions. The college has organized
IMPACT lecture series, Innovation Ambassador programme
collaborating with Assam Kaziranga University and Royal Global
University, Assam. The college received TWO STAR for the
activities conducted from Ministry of Education, Govt. of India.

The college has also established an Incubation Centre with an aim
to inculcate among the students the concept of critical thinking,
development of ideas, problem solving and design of viable
projects with the help of a Research Facilitator appointed for
such purposes. The said Centre organizes student centric
programmes in the field of project submission, research
activities, use of plagarism checker and short term relevant
courses to foster creation of knowledge on research and
innovations.

The ideas conceptualized in the innovation/incubation centres are
carried forward to the rural areas through UBA programme for the
benefit of local communities. Any knowledge and every knowledge
is being transfered to the local communities through local
dialects, hand outs in local languages. Examples of such
innovative ventures are Paper fertilizers to be used in the
agricultural land and Vermicompost for organic kitchen farming.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://sec.edu.in/iic/reports/iicAnnualReport2021_2022.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

68

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	NA
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College through the UBA programme of Ministry of Education and IIT- Delhi have adopted five Villages in the East Khasi Hills district of Meghalaya to spread awareness on ease of living, livelihood, environmental issues like clean drinking water, sanitation, waste management, mental health issues and energy conservation. The rural students were sensitized on Right to Education, Free Studentship, Gender issues, etc.

The NSS & NCC cell of the college organize various programmes to commomerate important days such as World Environment Day, International Women's Day, National Unity Day, Constitution Day, World Earth Day, Republic Day, Gandhi Jayanti, Independence Day, National Girl's Child Day, National Science Day, etc. In such programmes, the significance, values and the vision of such commomerate days were elaborated and students were encouraged to participate in activities related to the celebration of each day. Swachata initiatives andcleaning drive in the neighbourhood and in the campus are carried out regularly by the volunteers and NSS & NCC unit in collaboration with students of Envieonmental Science department.

The programs on Gender Equality, Drug and Substance Abuse, Nutrition, Eye Check up, mental wellbeing, Inclusive Education, Biodiversity conservation, Breast cancer awareness, Oral hygiene, Adolescent health, Capacity building and personality development were organized by bringing eminent resource person from the relevant domain. The face-to-face interraction between the students and the resource person resulted in sensitizing the students to understand the issues that are relevant in the modern world.

File Description	Documents
Paste link for additional information	https://www.sec.edu.in/uba/2022UBA_Annual_Report.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

89

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

3574

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

All 53 Classrooms and the AV rooms used for classroom teaching- are equipped with ICT enabled tools such as LCD projectors, CPU, Laptops and audio-visual system for efficient delivery of learing skils along with conventional chalk and duster methdology. The science laboratories are well maintained, equipped with sufficient number of instruments, glasswares, consumables and chemicals that helps the students to perform the practicals, hands on trainings individually. The research facilities developed through funding received from government and non government agencies adds to the facility availiable in the campus.

The Bioinformatics facility, Advanced Biotech Hub, Central research facility, computing equipments helps the students to go ahead with topics beyond the syllabi, design research proposals with the help of faculties in areas of expertise.

The College library is well equipped with enough number of books, journals, perodicals and e-resources.

The college has 3 clean energy generators that augment the power supply during shut down and load shedding.

All the physical infrastructure including the computers are serviced regularly through certified vendors and annual maintenance contract.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sec.edu.in/infrastructure/ICT_Enabled_Classrooms_SEC.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

An adequate well maintained facilities such as Auditorium, AV rooms, outdoor field, common rooms are availiable for all the stakeholders to undertake cocuricular activities such as games, music, cultural shows, yoga, etc. The outdoor field is litwith flood lights facility for useafter sunset.

A well equipped gymnasium is availiable for the students for training under the guidance of a qualified Instructor.

The open space in front of the college quadrangle and in front of the cafeteria are used for live performances by the students during any cultural events.

All the facilities are made availiable to the neaby community for use as and when they are asked for.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sec.edu.in/infrastructure/Sports_Facilities_Outdoor_Indoor_SEC.pdf;http://sec.edu.in/"https://sec.edu.in/infrastructure/Extension_Facilities_SEC.pdf"

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

63

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sec.edu.in/iqacdocs/Master_Timetable_2022.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

328.5628

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college uses KOHA software which is integrated with the local networks in the library. The list of books, its availiability, issuance and return of the books by the students are maintained digitally. The internet connectivity in the library is used by the students to avail e-resources. Neccessary orientation programme are held regularly to guide the students to mine the information availiable in the database.

The automated information of the books availiable in the library can be accessed remotely through the links https://sec-opac.kohacloud.in/.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://sec.edu.in/lib.php

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

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

13.09725

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

320

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College has 64 MPBS fibre optic connectivity which is distributed uniformly through routers at different locations.

The IT facility of the College is covered under BSNL/NE Circle fibre optic (unlimited) annual scheme. A Private Service Provider, NE line Pvt. Ltd. and Sky Broadband Services Ltd, Shillong also provideadditional bandwidth.

Thirty-five Wi Fi routers provideinternet connectivity to the different locations. All the IT facilities including routers are serviced and maintained through annual maintenance cost (AMC) with registered vendors.

Designated locations are earmarked for free Wi-Fi access to the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

318

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

217.00398

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution ensures that all the physical facilities which include classrooms, laboratories, library, etc., are maintained by qualified and dedicated associate staffs. A policy is in place, whereby budget allocation for each department on expendables and maintenance is fixed. The Purchase Committee follows the GFR rules for the choice of vendors/contractors for the allotment of work which is done based on COMPETITIVE PRICE INDEX (CPI) and Quality Assurance (QA) for the procurement of equipment/instruments.

Purchase of Books/Journals in the Library are done through the Library Committee in consultation with the Heads of the department and the management.

Waste management and cleanliness are carried out by committed cleaners in association with the Local Municipal Corporation for

Garbage disposal. Laboratories' safety protocols, SOPs are documented and forwarded to the respective laboratories for compliance. Safety of the campus is ensured with the installation of firefighting equipment and enough storage of water in the form of underground reservoir. Solar panels are installed on the campus, lighting in all the classrooms through use of SFL/LED lights.

Three, 50 KVA generators are in place for uninterrupted power supply during College hours. The sports facilities (Indoor and Outdoor) and the Flood lights are well maintained by dedicated staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sec.edu.in/iqacdocs/4.4.2_Infrastructure_.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1328

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

12

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	www.sec.edu.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

295

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

295

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

37

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

301

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

59

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College follows a transparent mechanism to provide equal opportunities to the students in various committees/cells/clubs including IQAC. Each class is represented by at least two class representatives (male & female) that provides adequate connect between the student community and the management. There are 30 such committees/cells/clubs wherein the students are represented. During the College Fest (EDBLAZON), students volunteer to shoulder responsibility of running the activities of games/sports/cultural events/competitions. The successful completion of such events is credited to the dedicated group of senior most students of the College. The College encourages the departments to publish Annual Magazines/Newsletter wherein the students take the responsibility of collecting the articles, editing and giving a final shape of the same. During the celebration of the Science Mela (EdScientia) the student volunteers are responsible for the smooth conduct of the programme. A group of dedicated NSS/NCC/RRC/Eco Club/UBA volunteers undertake the responsibility of planning, executing any outreach programmes such as community services, visit to rural schools, cleaning drive and participating in the celebration of important commemorative days. During the Centenary celebration of the college, the volunteers are actively involved in planning and designing the cultural, sports andliterary

programmes. Involvement of the students volunteers resulted in grand success of the celebration of the centenary.

File Description	Documents
Paste link for additional information	http://sec.edu.in/edblazon.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

31

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There are 3936 registered members of SEC Alumni association, the membership is invited through google form (https://docs.google.com/forms/d/e/1FAIpQLScKEHTHVt75MDJaFtr2oqjC-l8khUbI1UvM4uB-CQieDrD4g/viewform).

The members of the Alumni are invited during all College activities including EDBLAZON, Graduation- Award Ceremony and Induction programmes. The cash awards and the certificate of excellence for the Toppers in Physics, Chemistry, Botany, Zoology, Mathematics, Environmental Science, Biotechnology, Social Work - UG, Political Science, Economics and Khasi at the University Examination are sponsored by the Alumni through a

corpus fund created and maintained by the College. In addition to this, an award to Outstanding Girls student is presented every year by a reputed businessman, an Alumni. Resource persons in their respective domain 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. The Alumni, being scattered throughout India and the rest of the World, try to stay connected through regular meetings in and 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.

File Description	Documents
Paste link for additional information	http://sec.edu.in/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 Blessed 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 to develop character, shape personality and build a

sense of social responsibility in the present generation. Through various outreach initiatives, the college has extended its resources in rural areas through UBA/NSS and Social Work department and equip the young learners to engage positively. As per the objectives of NEP 2020, the college has introduced different MDC, SEC for overall development in the student's career. The 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. Students from economically backward sections are given free/concessional studentship and also extreme care is taken for the differently abled students by providing auxiliary tools necessary for proper delivery of the knowledge. The pluralistic identity are maintained where the values are respected without compromising its quest for excellence.

File Description	Documents
Paste link for additional information	www.sec.edu.in
Upload any additional information	View File

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

The College being sponsored by Congregation of Christian Brothers in India (CCBI) is administered through delegation of powers and responsibility via Governing Body - Executive Committee. The Principal is overall Head of the Institution assisted by Vice Principal (s) in running the Academic and Administrative activities. Each Headof the department, core committee of IQAC, Convener of different cells/clubs/committees draw the ROADMAP of the institution for delivery of knowledge, evolve strategies to strengthen inclusiveness. Every committee with student's participation are empowered to take appropriate decisions on matters related to the College activities after taking necessary approval from the Executive Committee.

File Description	Documents
Paste link for additional information	http://sec.edu.in/old/Admissioninfo.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has approved a strategy on eight different domains keeping in mind the change in the Educational Scenario with reference to NEP 2020. Each and every stakeholders participates in giving a shape to the Policy documents relevant for overall development of the College. The Feedback and valuable suggestions from students, Alumni, Parents and Employees are incorporated in designing the eight different strategic plans and its follow-up actions.

The Institutional Strategic Plan on eight different categories is appended

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://sec.edu.in/iqacdocs/Strategic_Plan_deployment.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

St. Edmund's College being sponsored by the Congregation of Christian Brothers in India (CCBI) and run by Governing Body has a well-defined administrative set up for drafting of policies, and implementation of the same for effective delivery of the VISION and MISSION of the Institution. The administrative set up provides clarity and sound basis for decision making to improve the Institutional functioning. The policies adopted by the college reflect the vision for innovative approaches to teaching-learning processes, extension of facility for Visually Impaired students, a transparent admission system, emphasis on learning beyond syllabi, free studentship, community services as a part of ISR (Institutional Social Responsibility) and a sensitive grievances-redress mechanism. All the decisions arrived at are participative and facilitative taking into consideration the feedback from all the stakeholders.

File Description	Documents
Paste link for additional information	https://sec.edu.in/feed/CCBISanctionedPost Book01-04-2022.pdf
Link to Organogram of the institution webpage	https://sec.edu.in/resc/organogram_sec.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institution provides safe and friendly working environment that supports the well being of each and every memberof the staff. This includes well maintained work spaces, recreation facilities. The other benefits includematernity benefits with full pay, group insurance facility, educational leave for higher studies and emergency medical facility. The financial help is extended on priority to the associate staff for any exigency situation. Leave on medical grounds for the staff are provided as and when required. Every effort is made by the Institution to address any concern raised by the staff.

The details of the measures availiable are listed accordingly.

File Description	Documents
Paste link for additional information	http://sec.edu.in/resc/Service_Rules_for_Private_Post_Teachers.pdf,http://sec.edu.in/resc/College_Service_Rules.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

20

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

94

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

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

Each member of the faculty is requested to submit annual Self Appraisal report highlighting the work and duties carried out for a particular Academic session. The members of the staff due for placement under Career Advancement Scheme (CAS) are required to

submit copies of Annual API scores along with relevant documents
which are verified and evaluated by the core team of IQAC. The
recommendation of the Screening committee for placement is
forwarded to the Governing Body for further necessary actions.

A sample of the individual Annual Appraisal form is appended

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The college uses Tally ERP (Multiuser) for bookkeeping, PFMS for central funds accounting, SBI Collect and Linways Payment Gateways for collection of students' fees.
- The Internal Audit at the end of each financial year is undertaken by M/s Kiron Joshi & Associates, Shillong whereas for State government grant-in-aid, the Directorate of Local Fund Audit, Govt of Meghalaya does the Audit and places before the college its observations regarding usage of the grant.
- The college being sponsored by Congregation of Christian Brothers in India (CCBI), New Delhi sends all the accounts statement to the headquarterfor subsequent audit by Mr S. K Mahajan, New Delhi.
- The salary for all the staff of the college is credited through direct bank transfer from designated bank accounts of the college to the individual account holders.
- The fund received under Central Sponsored schemes are audited separately and the audited balance statements are uploaded at PFMS through CNA account.

File Description	Documents
Paste link for additional information	https://sec.edu.in/policydocus/18102023Purchase_Policy.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is covered under Grant-in-Aid system under Directorate of Higher & Technical Education, Govt. of Meghalaya. The salaries of Govt. Sanctioned Posts are collected on submission of the Financial Bill, followed by the subsequent approval and transfer of funds from the Treasury, Government of Meghalaya. The fees collected from the students are used to disburse salaries to the rest of the College sanctioned post members. The maintenance of the physical infrastructure, procurement of laboratory items, library books, modernization of ICT enabled tools are carried out from the fee collected. The research initiatives are augmented from the fund received from Central funding agencies and other non-governmental agencies. The budget allocation on different heads is earmarked on income from student fee. Funds are utilized accordingly after obtaining approval from Executive Committee of the College. The policies for purchase, maintenance of physical infrastructure is in place and serve as guidelines for smooth functioning. All the financial transactions are audited at the end of each financial year by

approved agencies.

File Description	Documents
Paste link for additional information	https://sec.edu.in/policydocus/18102023Purchase_Policy.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) of the College has worked closely with the management, members of the staff, students, parentsand Alumni to provide an environment for conducive learning, sharing of knowledge, community services, outreach programme, research activities inclusive of innovations and startups. The cell played a significant role to initiate, plan, supervise and execute activities for the overall development of the College. Some of the important activities are

1. **Signing of Memorandum of Understanding (MOU) with institution/ organizations such as Help the Blind Foundation, Chennai to smoothen the learning initiatives for the visually impaired students: USTM, Meghalaya for collaborative activities.**
2. **Revision of Audits as per NAAC guidelines such as Water, Energy, Air Quality, Green and Academic with the help of external agencies and academicians. Fire safety audit carried out and suggestions incorporated.**
3. **Implementation of Vision & Objectives of the college through adoption of villages (under UBA Scheme), capacity building and sensitization programme for rural school students as a part of uplifting studies in basic sciences.**
4. **Introduction of non-credited Value Added/Add on/Certificate courses and Curriculum Enrichment programs in the form of Webinars/Workshops at various departments as a part of skill development and augmenting teaching learning methodology.**
5. **Implementation of the NEP 2020 and introducing various MDC, SEC, AEC, and VAC courses.**
6. **Initiate continuous mentoring process for the students by circulating a booklet designed following the FDP programme organized in collaboration with Kristu Jayanti College**

(Autonomous), Bangalore.

File Description	Documents
Paste link for additional information	http://sec.edu.in/IQAC.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The teaching-learning process, learning outcomes and the overall activities of the institution are regularly monitored through meetings among all the stakeholders. Regular programmes for overall improvement in the functioning of the college are organized. Some of the critical initiatives are

1. The learning outcome attainment levels of the graduating batch are computed based on parameters laid down by UGC-LOCF guidelines to identify the advanced and slow learners.
2. Formalization of class time table including theory & practicals for both even & odd semester batch, scheduling of internal assessment, organizing tutorials and hands on training beyond prescribed syllabi.
3. Field trips, study tours, visits to industries for first hand experience.
4. Celebration of National and International Commemorative days to highlight the significance of Rights, Duties, Responsibility & Obligations towards the society.
5. Sensitizing all the stakeholders on Gender equality, substance abuse, environmental issues, and livelihood.
6. Initiative taken to spread the vision and the mission statement of the college in rural areas through frequent visits, interactions, rural camp and spending time with the communities.

The College has completed the Academic Audit (AA) to identify the strength, scope of improvement and delivering a better ecosystem for all the stakeholders.

File Description	Documents
Paste link for additional information	http://sec.edu.in/iqacdocs/140823IQAC_Minutes2022.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sec.edu.in/iqacaqar/170523AnnualReport2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution provides equal access to both male and female workforce, students in different committees as well as in decision making bodies. The female students enjoys the same rights, resources and oppourtinities in the campus. Awareness programme on Gender equality are regularly conducted by the Women cell in the campus as well as outside the campus as a part of outreach initiative. Different commemorative days such as International Women's Day, International Day of Women & Girls in

Science are organized to highlight the need for providing equal oppourtinity to the female students. The Institution follows the VISHAKA guidilines (uploaded in the website) in its workplace through its Internal Complaints Cell (ICC) of the college. An award is instituted by the Alumni for the Girl student for overall outstanding performance in a celendar year. The management has provided with fee concession exclusively for the female students coming from economically backward section and thrives to excel in academics.

Some of the important initiatives executed by the college are mentioned in the attached document.

File Description	Documents
Annual gender sensitization action plan	https://sec.edu.in/policydocus/Gender_Sensitization_plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1atKlp4XU6xWE1dH3DSlBOoeH178i9Mlu/view?usp=share_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

Segregation of waste into Bio & Non Bio degradable items and disposal through Local Municipal Corporation. Use of

Biodegradable waste to manufacture organic manures through vermi-composting and paper fertilizers. Faculty members are working on a project to initiate a scientific protocol for disposal of solid wastes. Such knowledges are spread in rural areas through outreach programmes. Waste bins with with proper labels are placed for disposal of waste which are removed once a day.

Liquid Waste Management:

A protocol is in place and the quality of water used is taken care of by improvised techniques of filtration followed by Rain water harvesting. The report on water audit is obtained from competent authority.

Bio-Medical/E-Waste

A proper handling and dumping of bio waste is in a designated location. Disposal of e-waste through appropriate vendor as per directives of Meghalaya Pollution Control Board.

All the laboratories are provided with Standard Operating Protocol (SOP) for maintenance and management of waste. Enough care is taken for safe disposal of the waste using biodegradable plastic bags, reusable gloves, and protective gears. The College has adopted a Policy to ban Single use Plastic in the campus and has taken steps to minimize Carbon Footprint by organizing Tree plantations and taking care of the greenery in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The initiatives in providing Inclusiveness and Pluralism to the students and all stakeholders are reflected in the Vision and Mission statement of the College. They are

1. The admission process itself ensures inclusivity: ethnic

groups belonging to various North Eastern Tribes are
considered for admission and provided with hostel
facilities.
2. Cultural uniqueness of each community is celebrated during
various college festivals including EDBLAZON and CENTENARY
celebrations.
3. Students from various linguistic, ethnic, cultural, and
religious backgrounds identify themselves as Edmudian while
being allowed to retain their uniqueness: a veritable
Indian tradition of practicing UNITY IN DIVERSITY.
4. Every effort is made to foster, recognize and respect
diversity, marginal view points, multiple prosocial-
cultural behaviour and different forms of belief &
expression to widen the practices of belonging.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College celebrates important dates such as the Constitutional
Day, National Integration Day, National Youth Day, National Unity
Day, Republic Day and other earmarked days to spread awareness on
the responsibility, obligations, rights and duties of all the
stakeholders.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1ziDuESw16elI1np9l26WBtn7Wx8ko4ah/view?usp=share_link
Any other relevant information	https://drive.google.com/file/d/1IE3LXEyS9h9T7RAqx03WYG2AJmte4qVF/view?usp=share_link

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts	A. All of the above

periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The Institution celebrates all the major commemorative days as a part of its Institutional Social Responsibility (ISR) to spread awareness highlighting the importance of each and every National/International commemorative days. All the stakeholders including the nearby community and the members from the rural areas took part in such events. The list of days celebrated are mentioned in the relevant space.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

1. Social Inclusion of the Visually Impaired (VI) students

A socially inclusive society is one in which all people, irrespective of their abilities and disabilities enjoy the same rights and where no one experiences stigma and discrimination. Visual impairment creates a cycle of illiteracy, povertyand social exclusion for people, making them one of the most vulnerable groups in the society. St. Edmund's College, Shillong recognizes this alarming situation and has pledged to include such students and provide neccessary facilities for their learning process.

2. Creation of a Happy Campus for Wholesome Growth of Students

The Vision Statement of the College promises holistic, all-round growth of the learners. The emphasis is not merely on producing toppers, its more on creating leaders who would be able to contribute to the society as a conscientious, responsible citizen.Club activities assist students to cultivate a sense of unity and working with others in reaching such goals. Clubs facilitate students to meet, mix, and work together with other students from different ethnic backgrounds in a diverse environment. It also discourages the binaries like senior and junior, brilliant, and mediocre, skilled, and unskilled and provides equal oppourtinity to all.

File Description	Documents
Best practices in the Institutional website	http://sec.edu.in/iqacdocs/19102023BestPractice2022_23.pdf
Any other relevant information	https://drive.google.com/file/d/1koPt1BAUsAG4OoIYk3l-_mu5hIK27O3t/view?usp=share_link

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Edmund's College recognizes theachievement and excellence, both academic and otherwise of the students. AFelicitation Day is organized annually to acknowledge the achievement of the high performers. The Management has instituted a number of awards for

subject toppers and university rank holders. There have been awards in memory of faculty members and the immediate family members instituted by the alumni and faculty.

The College also acknowledges the contribution made by the teachers in the areas of research and publication, classroom delivery and participation in extra/co-curricular activities, through certificates, mementoes and cash awards. The college has a time tested system in place to identify the all-rounder among students for the covetedEdmundian of the Year Award. Each of the departments (22 in all) is encouraged to nominate one student for the Award. All these nominees are awarded a citation while the Edmundian of the Year awardee receives a framed citation and a special trophy.

Best performing teachers are identified on the basis of feedback received from the final semester students. One teacher from each department is felicitated in a simple ceremony.

This practice of acknowledgement of achievers has impacted the overall performance of the college in a positive manner.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To prepare IIQA and proceed for preparation of Self Study Report (SSR)
2. Starting of BA/BSc (Hons) in Psychology from next academic session
3. Study the feasibility of introducing Integrated B.Ed. courses (BA - B.Ed., B.Sc - B.Ed) under NEP 2020.
4. To strengthen the Incubation Hub by providing seed money which shall help the students, members of the staff to design and submit a project concerning the immediate local issues.
5. To prepare a Road Map for Infrastructural development and logistics at the Extension Campus of the College (Umroi and Mawjrong)
6. To apply for PM USHA fund for augmenting equipment to upscale research initiatives and to start Vocational Job oriented courses as per NEP 2020.

7. Proposal to initiate credit-based internship programme for the students by collaborating with Institution of repute, industries and other important workplaces.
8. To strengthen identified departments for extension of research and internship facilities to the students in the fourth year degree honours course as per NEP 2020.