



# YEARLY STATUS REPORT - 2021-2022

## Part A

### Data of the Institution

#### 1. Name of the Institution

ST. EDMUND'S COLLEGE

- Name of the Head of the institution

SYLVANUS LAMARE

- Designation

PRINCIPAL

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

03642224533

- Mobile no

9862432280

- Registered e-mail

stedmundscollege@gmail.com

- Alternate e-mail

slamare@rediffmail.com

- Address

Old Jowai Road, P. O Laitumkhrach

- 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 **Prof SUMIT DEB**
- Phone No. **03642224533**
- Alternate phone No. **9862432280**
- Mobile **9863023788**
- IQAC e-mail address **debsumit65@gmail.com**
- Alternate Email address **sec20iqac@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://sec.edu.in/iqacagar/AOAR\\_2020\\_compressed.pdf](https://sec.edu.in/iqacagar/AOAR_2020_compressed.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sec.edu.in/iqacdocs/2021AcademicCalendar.pdf>

**5. Accreditation Details**

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

**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 Eros Kharshiing	R & D	IIT-NECBH	2020, 2.5 yrs	1592750.00
Dr Eros Kharshiing	R & D	DST, Govt. of India	2020, 3 yrs	4391120.00
Dr Hemen Medhi	R & D	NEC, Shillong	2018, 3 yrs	1560000.00
Dr Samrat Adhikari/Prof Sumit Deb	R & D	DBT, Govt. of India	2022, 3 yrs	5784000.00
Dr Samrat Adhikari/Prof Sumit Deb	R & D	NRL, Assam	2021, 3 yrs	8360000.00

**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** **7**

- 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)**

Completion of Audits namely Green, Water, Energy, Air Quality (AQI) and Academic Audit.

Feedback/Action Taken Report(s) from all stakeholders namely Students, Parents, Alumni and Employees.

Introduction of Value Added/Add on/Certificate courses in various departments to augment Teaching Learning Initiatives. New initiatives taken to strengthen the existing College gymnasium and empowering student -activities through Clubs/Societies etc.

Adoption of five (5) villages of East Khasi Hills District of Meghalaya to spread awareness on Environmental Issues, Ease of Living and Education under UBA Program. Initial work in relation to survey etc. have already been completed.

Signing of Memorandum of Understanding (MOU) with The Assam Kaziranga University, Jorhat, Assam, Epygen Biotech Ltd, Navi Mumbai, Maharashtra and Numaligarh Refinery Limited (NRL) , Assam to strengthen HRD and R & D initiatives with special reference to NEP 2020.

## 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
Audit under NAAC Guidelines	The IQAC completed the Green Audit, Water Audit, Energy Audit, Air Quality Index (AQI) Audit and Academic Audit with the help of external agencies like Meghalaya Pollution Control Board, Shillong, Meghalaya Energy Corporation Ltd, Shillong. Eminent Academicians are involved in compilation of Internal Academic Audit.
Feedback from all Stakeholders	The online based survey about the college was carried out and responses from Students, Parents, Alumni and Employees were collected. It was analysed and placed before the Executive Committee (EC) for necessary deliberations.
Value Added/Add on/Certificate Courses	A total of Twenty Nine (29) Non Credit courses were completed by the different departments to

	upscale the learning skills of the students. This is in tune with NEP 2020 and a total of 1126 students across all streams were the beneficiaries.
UBA Programme	The college has adopted five villages of East Khasi Hills District viz. Mawsawa, Rngi, Syllai u lor, Kyndong-nongkyntir and Mawthawtheng under Unnat Bharat Abhigyan (UBA), a flagship programme of Ministry of Education, Govt. of India. The purpose is to bring in transformational changes in those adopted villages with special reference to Environment, Basic amenities and livelihood
Memorandum of Understanding (MOU)	As a part of NEP 2020, the College have signed MOU's with three different organisations - The Assam Kaziranga University, Epygen Biotech Ltd., Numaligarh Refinery Ltd. The objective of such MOU's are Convergence of Knowledge, Sharing of Ideas, Critical Thinking and Research & Development

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

Yes

- Name of the statutory body

Name	Date of meeting(s)
Exceutive Committee	26/11/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>ST. EDMUND'S COLLEGE</b>
• Name of the Head of the institution	<b>SYLVANUS LAMARE</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03642224533</b>
• Mobile no	<b>9862432280</b>
• Registered e-mail	<b>stedmundscollege@gmail.com</b>
• Alternate e-mail	<b>slamare@rediffmail.com</b>
• Address	<b>Old Jowai Road, P. O Laitumkhrach</b>
• City/Town	<b>Shillong</b>
• State/UT	<b>Meghalaya</b>
• Pin Code	<b>793003</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>NORTH EASTERN HILL UNIVERSITY</b>
• Name of the IQAC Coordinator	<b>Prof SUMIT DEB</b>
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• Alternate phone No.	9862432280				
• Mobile	9863023788				
• IQAC e-mail address	debsumit65@gmail.com				
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://sec.edu.in/iqacaqar/AQAR_2020_compressed.pdf">https://sec.edu.in/iqacaqar/AQAR_2020_compressed.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sec.edu.in/iqacdocs/2021AcademicCalendar.pdf">https://sec.edu.in/iqacdocs/2021AcademicCalendar.pdf</a>				
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<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				



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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Exceutive Committee	26/11/2022
<b>14. Whether institutional data submitted to AISHE</b>	

Year	Date of Submission
2021	19/12/2022

### 15. Multidisciplinary / interdisciplinary

The non credit courses conducted by the college for the benefit of the students are all interdisciplinary in nature. Such courses are designed specifically under Soft Skills, Knowledge beyond Syllabi, Issues related to Environment and Sustainability. The beneficiaries of such courses are students across all the streams.

Among the curriculum based courses, Social Work -UG and Social Work -PG have interdisciplinary implications in the sense that interdepartmental instruction is required for the students to increase their level of competence.

### 16. Academic bank of credits (ABC):

The College has limited scope in this regard until and unless the Affiliating University (NEHU) initiates and implements CHOICE BASED CREDIT SYSTEM (CBCS) and Academic Bank of Credits (ABC)

### 17. Skill development:

1. The Institution Innovation Council of the College (IIC-SEC) played a significant role in organizing Impact lectures to upscale, encourage and motivate students in the field of STARTUPS, INNOVATIONS and ENTREPRENEURSHIP SKILLS.

2. Life Skills sessions for the Graduating Science students were organized in collaboration with Hundredfold Academy, Shillong.

3. Spoken Tutorial classes were organized for the students in collaboration with IIT-Bombay, an initiative under National Mission of Education, Govt. of India.

4. Initiatives such as Partnership for Learning (PFL), Community Outreach programmes through UBA flagship programme of Ministry of Education, Introduction of Skill improvement training programme on tailoring, usage of basic computers, Tally accounts in the Extension Campus of the college for the benefit of the villagers as well as the students.

5. The faculty of the College upgrade their skills by participating in various courses (FDP, FIP, Refresher course,

Hands on training, Workshop/webinars and Short term courses) organized by MOOC's, SWAYAM, NPTEL, Universities and Institution of repute.

\*\*\*Details of the initiatives under Skill Development for all stakeholders are appended in the relevant matrices under appropriate criterion and also uploaded in the college website ([www.sec.edu.in](http://www.sec.edu.in))

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

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

2. Compilation of simple mathematical and basic science concepts in Khasi language for the Rural schools.

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.

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

6. Efforts are on to initiate programmes involving students of various linguistic communities to teach each other the basic conversational skills of one another mother tongue.

7. Celebration of Mother Tongue Day where every student is given an oppourtinity to express in writing in their Mother Tongue.

#### **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 details are appended in the respective metrics under Criterion 2 and also available in the college website.

## 20.Distance education/online education:

1. The College has limited scope to initiate any programme under Distance Education category. However, students are exposed to lecture series from eminent academicians in the relevant field via online mode.

2. The online e repository of the books are available for the students to use through the college website.

3. Faculty enrichment programs through various online portals such as MOOC's, NPTEL and SWAYAM courses.

## Extended Profile

### 1.Programme

1.1	21
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	2598
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	917
-----	-----

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	106	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	106	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
4.1	53	
Total number of Classrooms and Seminar halls		
4.2	187.02699	
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 Management Information System (MIS) supported by LinwaysTechnologies Pvt. Ltd. in delivering effective teaching learning process. In the LMS portal, the following modules are active:

1. Staff Profile & Login
2. Student Profile & Login
3. Timetable, attendance, course index file, study material, assignment, online exam, virtual assignment, and assessments.
4. Fee Payment Gateway

The College, being an affiliated Institution, has limited scope in restructuring the UG courses of the University. However, the members as a part of different Board of Studies (BOS), School Boards are involved in revision of the syllabus of different courses. In addition, the various Departments have organized webinars on Professional Ethics, Life Skills and human values to further augment the curriculum. The Departments introduced ADD ON/VALUE ADDED/ CERTIFICATE COURSES which ran simultaneously along with the regular courses. For the Science departments, emphasis was given for hands-on training, 'practical's' beyond the syllabi, and projects by the faculty. The Feedback from all the stakeholders are analyzed to further calibrate the Teaching-Learning modules to make learning interesting, real and fun. The curriculum delivery model and its applications are appended below as supporting documents.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sec.linways.com/student/">https://sec.linways.com/student/</a>

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 available in the website for all the stakeholders. Departments are advised to plan and execute accordingly. The TIMETABLE for Internal Assessments/Tests and Practical's schedule are marked in the Calendar. The LMS is used to conduct test in blended mode, and submission of assignments are evaluated by the respective departments. The Calendar also highlights the list of Webinars, ADD ON/VALUE ADDED/CERTIFICATE Courses along with the days earmarked for Extra Curricular and Extension activities.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sec.edu.in/iqacdocs/2021AcademicCalendar.pdf">https://sec.edu.in/iqacdocs/2021AcademicCalendar.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1126

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 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 organized Webinars/Interactive sessions/Workshops on the relevant issues such as Gender equality, Life skills, Environment issues for both the students and the teachers in line with the goal and objectives of NEP 2020. Life Skills lessons and programmes to commemorate significant days such as World Earth Day, World Environment Day, Social Work Day, National Integration Day, Constitution Day, etc. are organized. Also, the College is well aware of the challenges facing today's youth. Considering this, awareness programmes on the social evils like substance abuse are also organized.

The list of such programmes is appended below.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

08

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

492

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf</a>

## 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

1016

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

## 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

631

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 students' feedback on curriculum, teaching-learning process and evaluation methodology are collected, studied and acted upon by the departments to address the need. On assessment, students are categorized as ADVANCED ACHIEVERS and SLOW LEARNERS. Special classes in the form of tutorials, remedial coaching, cooperative learning methods, sharing of course materials are arranged for slow achievers. Advanced Achievers are offered specially designed programmes such as hands on training, interaction with eminent resource persons, and fieldtrips to gain more exposure in the relevant field. All differently abled students are provided with Braille tools and audio visual aids. The effective mentoring processes are aimed at nurturing a symbiotic relationship between the students and the teachers that provides a significant contribution for the overall growth of a student. The students are given proper attention by all the stakeholders in reference to his/her queries, difficulties, etc.

The assessment of the graduating students are analysed through Bloom's taxonomy using learning indicators as per UGC guidelines and depicted by graphical representation.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/OBEAttainmentLevels2021.pdf">https://sec.edu.in/igacdocs/OBEAttainmentLevels2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2584	106

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 of the college, the college prepares a well planned academic timetable which takes into account regular classes along with short term/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 are arranged for the students on topics such as Research opportunities, employment ability skills, tools & technique in experimental sciences, CV writing, IT career options, entrepreneurship skills and innovations. The College Innovation Council (IIC-SEC) organizes Impact Lecture series on Startups and innovations for the students. The mentoring of the final year students plays a significant role in building confidence among the students and helps prepare them for the job opportunities and or pursuing further studies.

List of experimental learnings are appended.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sec.edu.in/iic/reports/iicAnnualReport2021_2022.pdf">https://sec.edu.in/iic/reports/iicAnnualReport2021_2022.pdf</a>

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

The teaching learning methodology adopted in the College is well balanced by conventional chalk-n-talk method and ICT enabled tools. All the classrooms are equipped with LCD projectors, Wi-Fi connectivity, laptops/desktops which are extensively used by the faculty for effective delivery of learning outcomes. Course materials are shared among the students by using a dedicated Learning Management System (LMS) namely the Linways portal which the students can access online. The Internal assessments in the form of test are taken through the Linways portal and the students can access their performance. Access to e-resources through the College library website is also made available to the students which helps them to prepare well for the examination and life.

The workshops on use of N-List databases are conducted by the Library, where the students are appraised on the process to be adopted to avail e-resources from the listed databases. The students uses resources available under National Digital Library through IIT-Kharagpur, SWAYAM courses and the links are available in the College website for students to access.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**

106

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

106

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

35

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

1695

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 details of Internal assessment are communicated to the students at the beginning of the session through the academic calendar posted in the website. The students are encouraged to approach the members of the faculty with regards to their doubts, confusion, etc., pertaining to the course material, pattern/mode of examination and evaluation. Internal test and assignments are conducted with immediate feedback of the results to the students. The students are given the evaluated answer script and their grievances, if any, are addressed. The college maintains and monitors the attendance record of each student centrally as well as in their respective departments. The progress made or lack of attendance is communicated to the students and their parents through Parent-Teacher Meetings and during the mentoring process. In keeping with the nature in which young learners acquire knowledge and skills, the Departments assess the student's attainment levels through various means like: Open-Book examinations, Online Multiple-Choice-Questions, Presentations made using different tools and techniques, etc. Most importantly, the college offers the student ample opportunities to improve their performance by giving more than one test and picking the best result as Internal Marks.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sec.edu.in/examcommittee.php">https://sec.edu.in/examcommittee.php</a>

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



The college has a robust system of catering to the students whereby any anomalies in Internal Marks of the students are taken care of in consultation with the respective Department. The Internal Marks assigned by the departments are shared with the students before uploading them in the University Examination Portal (OASIS).

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sec.edu.in/examcommittee.php">https://sec.edu.in/examcommittee.php</a>

## 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 stakeholders 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sec.edu.in/iqacdocs/2.6.1_learning_outcomes_2020_2021.pdf">https://sec.edu.in/iqacdocs/2.6.1_learning_outcomes_2020_2021.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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 in computation of the Learning Outcomes of the graduating students 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sec.edu.in/igacdocs/OBEAttainmentLevels2021.pdf">https://sec.edu.in/igacdocs/OBEAttainmentLevels2021.pdf</a>

### 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

969

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://sec.edu.in/igacaqar/AQAR_2020_compressed.pdf">https://sec.edu.in/igacaqar/AQAR_2020_compressed.pdf</a>

### 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)

[https://sec.edu.in/igacdocs/24112022\\_FeedbackStudents2021\\_22.pdf](https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.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)

6.95

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

### 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

04

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.dbt.nic.in">www.dbt.nic.in</a> ; <a href="http://www.dst.gov.in">www.dst.gov.in</a> ; <a href="http://www.nrl.co.in">www.nrl.co.in</a>

## 3.2 - Innovation Ecosystem

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

The College has established the Institute Innovation Council (IIC) with ID - IC202015433 to foster the culture of innovation and start-ups in the College. Its primary role is to engage students and faculty members in different innovation and entrepreneurship related activities such as: problem solving, concept development, design thinking, project handling, etc. The College IIC organized Impact Lecture Series, the Innovation Ambassador Programme and self/Ministry of Education Innovation Council (MIC) driven activities. The College received ONE STAR for the activities carried out by the IIC-SEC. It has collaborative with Assam Kaziranga University, Jorhat, Assam as part of a Mentor- Mentee flagship programme.

The documents related to College IIC activities appended.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/iic.php">https://sec.edu.in/iic.php</a>

### 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

59

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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	<a href="#">NA</a>
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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

## 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 protocol, etc. The rural students were sensitized on Right to Education, Free Studentship, Gender Issues, etc.

The College organize various programmes to commomerate important days such as World Environment Day, International Yoga Day, International Women's Day, National Unity Day, Constitution Day, World Earth Day, World AIDS Day, Republic Day, Gandhi Jayanti, Independence Day, Energy Conservation Day, World Children Day, National Pollution Control Day, International Human Rights 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.

The programs on Gender Equality, Drug and Substance Abuse, Nutrition, Inclusive Education, Biodiversity conservation, Breast cancer awareness, Oral hygiene, Adolescent health, and Capacity building and personality development were organized by bringing eminent resource person from the relevant domain. The face-to-face interaction 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	<a href="http://sec.edu.in/#">http://sec.edu.in/#</a>
Upload any additional information	<a href="#">View File</a>

### **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**

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

86

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

4238

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

10

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

9

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

## 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.

The Institute ensures that well-ventilated classrooms fitted with ICT enabled tools are available for efficient teaching-learning processes. The Science laboratories are updated with sufficient



number of equipment/ instruments, consumables, and chemicals that help the students to learn skills beyond theoretical knowledge. The research facilities augmented by fund received from funding agencies help students to go ahead with topics beyond the syllabus, design projects and with activities during value added/ add on and certificate courses. The Bioinformatics facility, Advanced Biotechnology Research Laboratory and Research Facility at Department of Botany caters to the students and staff for carrying out Research and Development activities. Enough computers are available for augmenting the teaching learning process and research activities. The College Library is also well equipped with books, journals, periodicals, and e-resources through KOHA, UGC INFLIBNET, the British Library, and N-List. A dedicated staff and registered vendors maintain all the physical infrastructure in the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sec.edu.in/infrastructure/Teaching-Learning-Facilities.pdf">http://sec.edu.in/infrastructure/Teaching-Learning-Facilities.pdf</a>

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

The College ensures that adequate well maintained facilities are available for all stake holders to undertake co-curricular activities, games (Indoor and Outdoor). The open field having flood-light facility are available for all outdoor games. The badminton court, basketball facility are used by the students during intra and inter college games. The gymnasium is well equipped with modern tools having a qualified instructor. The Auditorium and the open space in front of the cafeteria are used during cultural programme.

All the facilities are made available for the neighbourhood community as well.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sec.edu.in/infrastructure/Co_Extra_Curricular_activities-facilities.pdf">http://sec.edu.in/infrastructure/Co_Extra_Curricular_activities-facilities.pdf</a>

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

53

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/secMasterTimeTable2021.pdf">https://sec.edu.in/igacdocs/secMasterTimeTable2021.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

150.08719

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Central Library at the college is partially automated with the KOHA platform as an Integrated Library Management System. KOHA is a widely used open-source software initially developed in New Zealand by Katipo Communications Ltd. It was created in 1990 by Katipo communication for Horowhenua Library Trust in New Zealand and the first installation went live in January, 2000. Koha is released under GNU General Public License and available to download. Linux (Fedora, Debian, Ubuntu etc.) is used as the operating system. Apache web server is required to serve the Koha on web. The data entered in the Koha is stored in the MYSQL database. Perl is the programming language used in Koha. Acquisition, cataloguing, Circulation, Serial Control, Authorities, Report, OPAC, Tools, Administration are the basic modules available in Koha.

The computers with internet connectivity in the Library are used by the students to visit various e-learning resources

The link to the different e-learning resources are available in the College website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://sec.edu.in/library.php">https://sec.edu.in/library.php</a>

**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** C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)****8.94390**

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

**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****361**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**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 provides additional bandwidth.

Thirty-five Wi Fi routers provides internet 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

318

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

45.02615

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Purchases 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 fire-fighting equipment and enough storage of water in the form of underground reservoir. Solar panels are installed on the campus and lighting in all the classrooms is through use of SFL/LED lights.

Three, 25 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/4.4.2_Infrastructure.pdf">https://sec.edu.in/igacdocs/4.4.2_Infrastructure.pdf</a>

## 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

1242

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

### 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

59

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

**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	<a href="http://sec.edu.in">http://sec.edu.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

671

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

671

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

43

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

341

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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

14

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

## 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 including the IQAC. Each class is represented by at least two

class representatives (male and female), which provides adequate connect between the student community and the management. There are twelve such committees/cells wherein the student are represented. During the College Fest (EDBLAZON), students volunteer to shoulder responsibility of running the activities of games/sports/cultural events/competitions, etc. 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 the Annual Magazines/Newsletter wherein the students take the responsibility of collecting the articles, editing and giving a final shape to 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/UBA volunteers undertake the responsibility of planning, executing any outreach programmes such as Community services, visits to rural schools, Cleaning-drive and participating in the celebration of important commemorative days. In IIC-SEC cell, and the student representatives in various capacities as mandated by the structure of IIC, are actively involved in designing the programmes scheduled with reference to critical thinking and innovations.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/index.php#">https://sec.edu.in/index.php#</a>
Upload any additional information	<a href="#">View File</a>

### **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**

45

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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 3886 registered members of SEC Alumni Association, the membership of which is invited through goggle forms. The members of the Alumni are invited during the College Month activities and during Graduating Ceremony. Their suggestions are taken into consideration while finalizing the scheduled programmes. Cash awards for the Toppers in different subjects at the University Examination are sponsored by the Alumni through a corpus fund created and maintained by the College. Eminent persons from respective fields are invited and asked to deliver lectures/training/ motivational talks to the students and teachers for the overall development of the College, thus ensuring an effective delivery mechanism. The Alumni, being scattered throughout India and the rest of the World, try to stay connected through regular meetings in 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	<a href="https://sec.edu.in/alumni.php">https://sec.edu.in/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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 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. As the college prioritizes learning and sharing of knowledge, education is the vehicle that works towards transforming attitudes and mind-sets for the good of one and all in the society. Equipping learners to engage positively with difference is an urgent global challenge. 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. The College has always maintained the pluralistic identity, without ever compromising on its quest for excellence.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/GoalsandObjectives.php">https://sec.edu.in/GoalsandObjectives.php</a>
Upload any additional information	<a href="#">View File</a>

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

The College being managed by the Congregation of Christian

Brothers in India (CCBI) is run through delegation of powers and responsibility via Governing Body-Executive Committee. The Principal is overall Head of the Institution assisted by the Vice Principals in running the Academic and Administrative activities. Each Head of the department, core committee of IQAC, Convener of different cells/clubs/committees draw the ROADMAP of the institution for delivery of knowledge and evolve strategies to strengthen inclusiveness. The learning framework includes view points from all stakeholders and different forms of expressions. Every committee is empowered to take appropriate decisions on matters related to the College activities after taking necessary approval from the Executive Committee. Besides, the College has initiated an elaborate mechanism of initiating student participation in various extra curricular activities under different clubs and committees.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/resc/organogram_sec.pdf">https://sec.edu.in/resc/organogram_sec.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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 stakeholder participates in giving 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/Strategic_Plan_deployment.pdf">https://sec.edu.in/igacdocs/Strategic_Plan_deployment.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 the 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	<a href="https://sec.edu.in/feed/CCBISanctionedPostBook01-04-2022.pdf">https://sec.edu.in/feed/CCBISanctionedPostBook01-04-2022.pdf</a>
Link to Organogram of the institution webpage	<a href="https://sec.edu.in/resc/organogram_sec.pdf">https://sec.edu.in/resc/organogram_sec.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College has in place a number of welfare measures for the Teaching and Non teaching Staff. Every effort is made by the management to address any concern raised by the members of the staff. Some of the measures are as follows

#### Teaching Staff

1. SEC Staff Cooperative Scheme.
2. Group Insurance Scheme.
3. Faculty Club.
4. Infirmary with a qualified nurse, first-aid kits and wheel chair facility.
5. Indoor/Outdoor games with flood-lights and Gym Facility.

#### Non-Teaching

1. SEC Staff Cooperative Scheme.
2. Group Insurance Scheme.
3. Faculty Club.
4. Infirmary with a qualified nurse, first-aid kits and wheel chair facility.
5. Indoor/Outdoor games with flood-lights and Gym Facility.
6. Provision of Staff Quarters.
7. Financial assistance during emergency



File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

### **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**

15

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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

34

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

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

Each members of the faculty is requested to submit an 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 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 student's fee.
- 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 Head Office for 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.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The 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 the 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	<a href="https://sec.edu.in/policydocus/Policy_Purchase.pdf">https://sec.edu.in/policydocus/Policy_Purchase.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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, parents, and 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 NRL, Assam for Research collaborations, AKU, Jorhat, Assam for exchange programme and sharing of ideas, Jayaraj College, Tamil Nadu for initiating collaborative activities.
2. Completion of Audits as per NAAC guidelines such as Water, Energy, Air Quality, Green and Academic with the help of external agencies and academicians.
3. Implementation of Vision and Objectives of the college through adoption of villages (under UBA Scheme), Outreach programmes.
4. Introduction of 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. Encouraging the members of the staff to participate in FDP/FIP/Short term/Refresher/soft skills modules for quality enrichment.
6. Organizing activities to ensure that the students participate in maximum number of activities for their overall growth.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/iqac.php">https://sec.edu.in/iqac.php</a>
Upload any additional information	<a href="#">View File</a>

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. Motivating and encouraging students to identify an issue and formalize a solution as a part of Innovation/Startups through IIC-SEC cell.
2. The learning outcome attainment levels of the graduating batch are computed, based on parameters laid down by UGC-LOCF guidelines.
3. Formalization of the timetable for both the even and odd semester keeping in mind the time constraints due to pandemic.
4. Celebration of National and International Commemorative days to highlight the significance of Rights, Duties, Responsibility and Obligations towards the society.
5. Sensitizing all the stakeholders on Gender equality, substance abuse, environmental issues, and livelihood.

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	<a href="https://sec.edu.in/iqacdocs/28112022IQACminutes2021_22.pdf">https://sec.edu.in/iqacdocs/28112022IQACminutes2021_22.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://sec.edu.in/igacagar/AQAR_2020_compressed.pdf">https://sec.edu.in/igacagar/AQAR_2020_compressed.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Institution provides equal opportunity and guidance for the female students in academic as well as co-curricular activities. An Awareness programme on GENDER MAINSTREAMING FOR ENSURING EQUALITY was conducted by the Women's cell of the College to ensure importance of Gender Equality at the workplace and society at large. As part of International Women's Day, a programme on GENDER SENSITIZATION was organized to highlight the need for equal opportunity for the females in the institution. A Gender Sensitization Action Plan is in place that creates equal opportunities for the females. Some of the initiatives taken by the College are mentioned in the attached document.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sec.edu.in/policydocus/Gender_Sensitization_plan.pdf">https://sec.edu.in/policydocus/Gender_Sensitization_plan.pdf</a>
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	<a href="https://drive.google.com/file/d/1iYjy4J5jDnVa_lRLzJSkpBYW_DbdaNu9/view?usp=sharing">https://drive.google.com/file/d/1iYjy4J5jDnVa_lRLzJSkpBYW_DbdaNu9/view?usp=sharing</a>

7.1.2 - The Institution has facilities for

C. Any 2 of the above

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 and Non Bio degradable items for disposal through the Local Municipal Corporation. Use of Biodegradable waste to manufacture organic manures and paper fertilizers. Designated areas where waste bins with labels are placed for disposal of waste.

#### **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.

#### **Bio-Waste/e-Waste Management:**

A proper handling and dumping of bio waste in a designated location. Disposal of e-waste is through an appropriate agency.

All the laboratories are provided with Standard Protocol for waste management.

Also, the College has adopted a Policy to ban Single use Plastic in the campus and has taken steps to minimize Carbon Footprint in the campus.



File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 among 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.
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 viewpoints, multiple prosocial- cultural behavior and different forms of belief and 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)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 Constitutional Day, National Integration Day, National Youth Day, National Unity 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	<a href="https://drive.google.com/file/d/1FXYPk3v5BeEtZKTcluggKuU_ffgvoOmP/view?usp=sharing">https://drive.google.com/file/d/1FXYPk3v5BeEtZKTcluggKuU_ffgvoOmP/view?usp=sharing</a>
Any other relevant information	<a href="#">NA</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,** B. Any 3 of the above

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.

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The Institution celebrates major commemorative days where students and teachers have active participation and highlight the significance of each event. The list of commemorative days celebrated are appended.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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. COMMUNITY OUTREACH: ADOPTION OF IDENTIFIED VILLAGES

The adoption of identified five villages of East Khasi district, Meghalaya through UBA and PFL scheme of the College has enabled to work with the villagers for identifying development challenges and evolving appropriate solutions to accelerate sustainable growth in the field of basic education, livelihood, ease of living. The capabilities of the villagers are enhanced through convergence of knowledge shared by the experienced staff of the College. The students were made aware of their social & human responsibilities by providing a platform to interact with rural population and learn from real life experiences.

## 2. NATIONAL INTEGRATION THROUGH MUSIC

The members of the College Choir belonging to different religions, faiths, cultures, language and ethnic groups contributes to National Integration by their performance, sing songs of different languages using Western, Indian and Traditional Instruments. A culture of a particular community is exhibited by students of all communities through such musical performances. Further, the members of the College Choir represents their ethnicity by wrapping themselves in their traditional attire. Important Commemorative Days such as Independence Day, Republic Day, National Youth Day, National Unity Day, World Indigenous Day, etc. are celebrated by performance of various cultural groups in their mother tongue. Such initiatives of the Institution makes the students aware of their responsibilities and duties as a Global Citizen, respecting the belief, faith and cultural uniqueness of other communities.

File Description	Documents
Best practices in the Institutional website	<a href="https://sec.edu.in/igacdocs/23122022BestPractice2021_22.pdf">https://sec.edu.in/igacdocs/23122022BestPractice2021_22.pdf</a>
Any other relevant information	<a href="https://drive.google.com/file/d/14ZvG6kOCI G9iLqbDipRqKwmibMaTGdh7/view?usp=sharing">https://drive.google.com/file/d/14ZvG6kOCI G9iLqbDipRqKwmibMaTGdh7/view?usp=sharing</a>

### 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 distinguishes itself in many respects. One such distinctiveness is the emphasis the College lays on the holistic growth of the students. To ensure that it happens

seamlessly, the College has instituted various Clubs, Committees and Societies for the students. Depending on their aptitude and interest, the students enrol themselves as members of at least one such group. As members of the Club/Society, the students are empowered to organize various events relevant to their respective groups. In the process, the students acquire the essential values of responsibility, accountability and leadership.

The teachers play the role of a mentor or a guide to coordinate the efforts of the students with minimal or zero interference from the management in all the committees. The students from the Clubs etc., under the guidance of their teacher(s) in charge are responsible for various programmes including the annual College Fest "EDBLAZON". It indeed speaks volumes of the character and personality of the students of the College that every programme thus organized bears the mark of excellence and sincerity. Some of the Clubs etc. are: Art Club (Les Artisans), Science Club, Music Society, The Literary and Dramatic Society, Eco Club, Culinary Club and many more.

## 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 Management Information System (MIS) supported by LinwaysTechnologies Pvt. Ltd. in delivering effective teaching learning process. In the LMS portal, the following modules are active:

1. Staff Profile & Login
2. Student Profile & Login
3. Timetable, attendance, course index file, study material, assignment, online exam, virtual assignment, and assessments.
4. Fee Payment Gateway

The College, being an affiliated Institution, has limited scope in restructuring the UG courses of the University. However, the members as a part of different Board of Studies (BOS), School Boards are involved in revision of the syllabus of different courses. In addition, the various Departments have organized webinars on Professional Ethics, Life Skills and human values to further augment the curriculum. The Departments introduced ADD ON/VALUE ADDED/ CERTIFICATE COURSES which ran simultaneously along with the regular courses. For the Science departments, emphasis was given for hands-on training, 'practical's' beyond the syllabi, and projects by the faculty. The Feedback from all the stakeholders are analyzed to further calibrate the Teaching-Learning modules to make learning interesting, real and fun. The curriculum delivery model and its applications are appended below as supporting documents.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sec.linways.com/student/">https://sec.linways.com/student/</a>

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 available in the website for all the stakeholders. Departments are advised to plan and execute accordingly. The TIMETABLE for Internal Assesments/Tests and Practical's schedule are marked in the Calendar. The LMS is used to conduct test in blended mode, and submission of asssignments are evaluated by the respective departments. The Calendar also highlights the list of Webinars, ADD ON/VALUE ADDED/CERTIFICATE Courses along with the days earmarked for Extra Curricular and Extension activities.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sec.edu.in/igacdocs/2021AcademicCalendar.pdf">https://sec.edu.in/igacdocs/2021AcademicCalendar.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)****25**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****1126**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 organized Webinars/Interactive sessions/Workshops on the relevant issues such as Gender equality, Life skills, Environment issues for both the students and the teachers in line with the goal and objectives of NEP 2020. Life Skills**

lessons and programmes to commemorate significant days such as World Earth Day, World Environment Day, Social Work Day, National Integration Day, Constitution Day, etc. are organized. Also, the College is well aware of the challenges facing today's youth. Considering this, awareness programmes on the social evils like substance abuse are also organized.

The list of such programmes is appended below.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

08

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

492

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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	<a href="https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackParents2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackAlumni2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackEmployees2021_22.pdf</a> , <a href="https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf">https://sec.edu.in/igacdocs/24112022_FeedbackStudents2021_22.pdf</a>

## 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

1016

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

631

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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 students' feedback on curriculum, teaching-learning process**

and evaluation methodology are collected, studied and acted upon by the departments to address the need. On assessment, students are categorized as ADVANCED ACHIEVERS and SLOW LEARNERS. Special classes in the form of tutorials, remedial coaching, cooperative learning methods, sharing of course materials are arranged for slow achievers. Advanced Achievers are offered specially designed programmes such as hands on training, interaction with eminent resource persons, and field trips to gain more exposure in the relevant field. All differently abled students are provided with Braille tools and audio visual aids. The effective mentoring processes are aimed at nurturing a symbiotic relationship between the students and the teachers that provides a significant contribution for the overall growth of a student. The students are given proper attention by all the stakeholders in reference to his/her queries, difficulties, etc.

The assessment of the graduating students are analysed through Bloom's taxonomy using learning indicators as per UGC guidelines and depicted by graphical representation.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/OBEAttainmentLevels2021.pdf">https://sec.edu.in/igacdocs/OBEAttainmentLevels2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2584	106

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 of the college, the college prepares a well planned academic timetable which takes into account regular classes along with short

term/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 are arranged for the students on topics such as Research oppourtunities, employment ability skills, tools & technique in experimental sciences, CV writing, IT career options, entrepreneurship skills and innovations. The College Innovation Council (IIC-SEC) organizes Impact Lecture series on Startups and innovations for the students. The mentoring of the final year students plays a significant role in building confidence among the students and helps prepare them for the job oppourtunities and or pursuing further studies.

List of experimental learnings are appended.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sec.edu.in/iic/reports/iicAnnualReport2021_2022.pdf">https://sec.edu.in/iic/reports/iicAnnualReport2021_2022.pdf</a>

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

The teaching learning methodology adopted in the College is well balanced by conventional chalk-n-talk method and ICT enabled tools. All the classrooms are equipped with LCD projectors, Wi-Fi connectivity, laptops/desktops which are extensively used by the faculty for effective delivery of learning outcomes. Course materials are shared among the students by using a dedicated Learning Management System (LMS) namely the Linways portal which the students can access online. The Internal assesements in the form of test are taken through the Linways portal and the students can access their performance. Access to e-resources through the College library website is also made availiabile to the students which helps them to prepare well for the examination and life.

The workshops on use of N-List databases are conducted by the

Library, where the students are appraised on the process to be adopted to avail e-resources from the listed databases. The students uses resources available under National Digital Library through IIT-Kharagpur, SWAYAM courses and the links are available in the College website for students to access.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

106

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

106

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **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**

35

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### **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**

1695

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **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 details of Internal assessment are communicated to the students at the beginning of the session through the academic calendar posted in the website. The students are encouraged to approach the members of the faculty with regards to their doubts, confusion, etc., pertaining to the course material, pattern/mode of examination and evaluation. Internal test and assignments are conducted with immediate feedback of the results to the students. The students are given the evaluated answer script and their grievances, if any, are addressed. The college maintains and monitors the attendance record of each student centrally as well as in their respective departments. The progress made or lack of attendance is communicated to the students and their parents through Parent-Teacher Meetings and during the mentoring process. In keeping with the nature in which young learners acquire knowledge and skills, the Departments assess the student's attainment levels through various means like: Open-Book examinations, Online Multiple-Choice-Questions, Presentations made using different tools and techniques, etc. Most importantly, the college offers the student ample opportunities to improve their performance by giving more than one test and picking the best result as Internal Marks.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sec.edu.in/examcommittee.php">https://sec.edu.in/examcommittee.php</a>

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

The college has a robust system of catering to the students whereby any anomalies in Internal Marks of the students are taken care of in consultation with the respective Department. The Internal Marks assigned by the departments are shared with the students before uploading them in the University Examination Portal (OASIS).

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sec.edu.in/examcommittee.php">https://sec.edu.in/examcommittee.php</a>

## 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 stakeholders 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sec.edu.in/iqacdocs/2.6.1_learning_outcomes_2020_2021.pdf">https://sec.edu.in/iqacdocs/2.6.1_learning_outcomes_2020_2021.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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 in computation of the Learning Outcomes of the graduating students 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sec.edu.in/iqacdocs/OBEAttainmentLevels2021.pdf">https://sec.edu.in/iqacdocs/OBEAttainmentLevels2021.pdf</a>

**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****969**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://sec.edu.in/iqacaqar/AOAR_2020_compressed.pdf">https://sec.edu.in/iqacaqar/AOAR_2020_compressed.pdf</a>

**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)**

[https://sec.edu.in/iqacdocs/24112022\\_FeedbackStudents2021\\_22.pdf](https://sec.edu.in/iqacdocs/24112022_FeedbackStudents2021_22.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)****6.95**

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

**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**

04

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.dbt.nic.in">www.dbt.nic.in</a> ; <a href="http://www.dst.gov.in">www.dst.gov.in</a> ; <a href="http://www.nrl.co.in">www.nrl.co.in</a>

**3.2 - Innovation Ecosystem**

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

The College has established the Institute Innovation Council (IIC) with ID - IC202015433 to foster the culture of innovation and start-ups in the College. Its primary role is to engage students and faculty members in different innovation and entrepreneurship related activities such as: problem solving, concept development, design thinking, project handling, etc. The College IIC organized Impact Lecture Series, the Innovation Ambassador Programme and self/Ministry of Education Innovation Council (MIC) driven activities. The College received ONE STAR for the activities carried out by the IIC-SEC. It has

collaborative with Assam Kaziranga University, Jorhat, Assam as part of a Mentor- Mentee flagship programme.

The documents related to College IIC activities appended.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/iic.php">https://sec.edu.in/iic.php</a>

### 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

59

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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	<a href="#">NA</a>
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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 protocol, etc. The rural students were sensitized on Right to Education, Free Studentship, Gender Issues, etc.

The College organize various programmes to commomerate important days such as World Environment Day, International Yoga Day, International Women's Day, National Unity Day, Constitution Day, World Earth Day, World AIDS Day, Republic Day, Gandhi Jayanti, Independence Day, Energy Conservation Day, World Children Day, National Pollution Control Day,

International Human Rights Day, National Girl's Child Day, National Science Day, etc. In such programmes, the significance, values and the vision of such commemerate days were elaborated and students were encouraged to participate in activities related to the celebration of each day.

The programs on Gender Equality, Drug and Substance Abuse, Nutrition, Inclusive Education, Biodiversity conservation, Breast cancer awareness, Oral hygiene, Adolescent health, and Capacity building and personality development were organized by bringing eminent resource person from the relevant domain. The face-to-face interaction 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	<a href="http://sec.edu.in/#">http://sec.edu.in/#</a>
Upload any additional information	<a href="#">View File</a>

### **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**

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **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**

86

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

4238

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

10

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>



### 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

9

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

## 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.

The Institute ensures that well-ventilated classrooms fitted with ICT enabled tools are available for efficient teaching-learning processes. The Science laboratories are updated with sufficient number of equipment/ instruments, consumables, and chemicals that help the students to learn skills beyond theoretical knowledge. The research facilities augmented by fund received from funding agencies help students to go ahead with topics beyond the syllabus, design projects and with activities during value added/ add on and certificate courses. The Bioinformatics facility, Advanced Biotechnology Research Laboratory and Research Facility at Department of Botany caters to the students and staff for carrying out Research and Development activities. Enough computers are available for augmenting the teaching learning process and research activities. The College Library is also well equipped with books, journals, periodicals, and e-resources through KOHA, UGC INFLIBNET, the British Library, and N-List. A dedicated staff and registered vendors maintain all the physical infrastructure in the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sec.edu.in/infrastructure/Teaching-Learning_Facilities.pdf">http://sec.edu.in/infrastructure/Teaching-Learning_Facilities.pdf</a>

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

The College ensures that adequate well maintained facilities are available for all stake holders to undertake co-curricular activities, games (Indoor and Outdoor). The open field having flood-light facility are available for all outdoor games. The badminton court, basketball facility are used by the students during intra and inter college games. The gymnasium is well equipped with modern tools having a qualified instructor. The Auditorium and the open space in front of the cafeteria are used during cultural programme.

All the facilities are made available for the neighbourhood community as well.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sec.edu.in/infrastructure/Co_Extra_Curricular_activities-facilities.pdf">http://sec.edu.in/infrastructure/Co_Extra_Curricular_activities-facilities.pdf</a>

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

53

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/secMasterTimeTable2021.pdf">https://sec.edu.in/igacdocs/secMasterTimeTable2021.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

150.08719

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The Central Library at the college is partially automated with the KOHA platform as an Integrated Library Management System. KOHA is a widely used open-source software initially developed in New Zealand by Katipo Communications Ltd. It was created in 1990 by Katipo communication for Horowhenua Library Trust in New Zealand and the first installation went live in January, 2000. Koha is released under GNU General Public License and available to download. Linux (Fedora, Debian, Ubuntu etc.) is used as the operating system. Apache web server is required to serve the Koha on web. The data entered in the Koha is stored in the MYSQL database. Perl is the programming language used in Koha. Acquisition, cataloguing, Circulation, Serial Control, Authorities, Report, OPAC, Tools, Administration are the basic

modules available in Koha.

The computers with internet connectivity in the Library are used by the students to visit various e-learning resources

The link to the differente-learning resources are available in the College website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://sec.edu.in/library.php">https://sec.edu.in/library.php</a>

**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**

C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**8.94390**

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

**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**

361

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**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 provides additional bandwidth.

Thirty-five Wi Fi routers provides internet 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**4.3.2 - Number of Computers**

318

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

45.02615

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Purchases 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 fire-fighting equipment and enough storage of water in the form of underground reservoir. Solar panels are installed on the campus and lighting in all the classrooms is through use of SFL/LED lights.

Three, 25 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/4.4.2_Infrast_ructure_.pdf">https://sec.edu.in/igacdocs/4.4.2_Infrast_ructure_.pdf</a>

## 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

1242

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

### 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

59

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

**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	<a href="http://sec.edu.in">http://sec.edu.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>



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

671

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

671

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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**

43

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

341

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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

14

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

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 including the IQAC. Each class is represented by at least two class representatives (male and female), which provides adequate connect between the student community and the management. There are twelve such committees/cells wherein the student are represented. During the College Fest (EDBLAZON), students volunteer to shoulder responsibility of running the activities of games/sports/cultural events/competitions, etc. 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 the Annual Magazines/Newsletter wherein the students take the responsibility of collecting the articles, editing and giving a final shape to 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/UBA volunteers undertake the responsibility of planning, executing any outreach programmes such as Community

services, visits to rural schools, Cleaning-drive and participating in the celebration of important commemorative days. In IIC-SEC cell, and the student representatives in various capacities as mandated by the structure of IIC, are actively involved in designing the programmes scheduled with reference to critical thinking and innovations.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/index.php#">https://sec.edu.in/index.php#</a>
Upload any additional information	<a href="#">View File</a>

### 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

45

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 3886 registered members of SEC Alumni Association, the membership of which is invited through goggle forms. The members of the Alumni are invited during the College Month activities and during Graduating Ceremony. Their suggestions are taken into consideration while finalizing the scheduled programmes. Cash awards for the Toppers in different subjects at the University Examination are sponsored by the Alumni through a corpus fund created and maintained by the College.

Eminent persons from respective fields are invited and asked to deliver lectures/training/ motivational talks to the students and teachers for the overall development of the College, thus ensuring an effective delivery mechanism. The Alumni, being scattered throughout India and the rest of the World, try to stay connected through regular meetings in 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	<a href="https://sec.edu.in/alumni.php">https://sec.edu.in/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 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. As the college prioritizes learning and sharing of knowledge, education is the vehicle that works towards transforming attitudes and mind-sets for the good of one and all in the society. Equipping learners to engage positively with difference is an urgent global challenge. 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. The College has always maintained the pluralistic identity, without ever compromising on its quest for excellence.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/GoalsandObjectives.php">https://sec.edu.in/GoalsandObjectives.php</a>
Upload any additional information	<a href="#">View File</a>

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

The College being managed by the Congregation of Christian Brothers in India (CCBI) is run through delegation of powers and responsibility via Governing Body-Executive Committee. The Principal is overall Head of the Institution assisted by the Vice Principals in running the Academic and Administrative activities. Each Head of the department, core committee of IQAC, Convener of different cells/clubs/committees draw the ROADMAP of the institution for delivery of knowledge and evolve strategies to strengthen inclusiveness. The learning framework includes view points from all stakeholders and different forms of expressions. Every committee is empowered to take appropriate decisions on matters related to the College activities after taking necessary approval from the Executive Committee. Besides, the College has initiated an elaborate mechanism of initiating student participation in various extra curricular activities under different clubs and committees.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/resc/organogram_sec.pdf">https://sec.edu.in/resc/organogram_sec.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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 stakeholder participates in giving 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sec.edu.in/igacdocs/Strategic_Plan_deployment.pdf">https://sec.edu.in/igacdocs/Strategic_Plan_deployment.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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 the 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	<a href="https://sec.edu.in/feed/CCBISanctionedPostBook01-04-2022.pdf">https://sec.edu.in/feed/CCBISanctionedPostBook01-04-2022.pdf</a>
Link to Organogram of the institution webpage	<a href="https://sec.edu.in/resc/organogram_sec.pdf">https://sec.edu.in/resc/organogram_sec.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College has in place a number of welfare measures for the Teaching and Non-teaching Staff. Every effort is made by the management to address any concern raised by the members of the staff. Some of the measures are as follows

#### Teaching Staff

1. SEC Staff Cooperative Scheme.
2. Group Insurance Scheme.
3. Faculty Club.
4. Infirmary with a qualified nurse, first-aid kits and wheel chair facility.
5. Indoor/Outdoor games with flood-lights and Gym Facility.



**Non-Teaching**

1. SEC Staff Cooperative Scheme.
2. Group Insurance Scheme.
3. Faculty Club.
4. Infirmary with a qualified nurse, first-aid kits and wheel chair facility.
5. Indoor/Outdoor games with flood-lights and Gym Facility.
6. Provision of Staff Quarters.
7. Financial assistance during emergency

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

**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**

15

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

**34**

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

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

**Each members of the faculty is requested to submit an 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

#### 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 student's fee.
- 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 Head Office for 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.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The 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 the 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	<a href="https://sec.edu.in/policydocus/Policy_Purchase.pdf">https://sec.edu.in/policydocus/Policy_Purchase.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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, parents, and 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 NRL, Assam for Research collaborations, AKU, Jorhat, Assam for exchange programme and sharing of ideas, Jayaraj College, Tamil Nadu for initiating collaborative activities.
2. Completion of Audits as per NAAC guidelines such as Water, Energy, Air Quality, Green and Academic with the help of external agencies and academicians.
3. Implementation of Vision and Objectives of the college through adoption of villages (under UBA Scheme), Outreach programmes.
4. Introduction of 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. Encouraging the members of the staff to participate in FDP/FIP/Short term/Refresher/soft skills modules for quality enrichment.
6. Organizing activities to ensure that the students participate in maximum number of activities for their overall growth.

File Description	Documents
Paste link for additional information	<a href="https://sec.edu.in/iqac.php">https://sec.edu.in/iqac.php</a>
Upload any additional information	<a href="#">View File</a>

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. Motivating and encouraging students to identify an issue and formalize a solution as a part of Innovation/Startups through IIC-SEC cell.
2. The learning outcome attainment levels of the graduating batch are computed, based on parameters laid down by UGC-LOCF guidelines.
3. Formalization of the timetable for both the even and odd semester keeping in mind the time constraints due to pandemic.
4. Celebration of National and International Commemorative days to highlight the significance of Rights, Duties, Responsibility and Obligations towards the society.
5. Sensitizing all the stakeholders on Gender equality, substance abuse, environmental issues, and livelihood.

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	<a href="https://sec.edu.in/iqacdocs/28112022IQACminutes2021_22.pdf">https://sec.edu.in/iqacdocs/28112022IQACminutes2021_22.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**A. All of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sec.edu.in/iqacaqar/AQAR_2020_compressed.pdf">https://sec.edu.in/iqacaqar/AQAR_2020_compressed.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

Institution provides equal opportunity and guidance for the female students in academic as well as co-curricular activities. An Awareness programme on GENDER MAINSTREAMING FOR ENSURING EQUALITY was conducted by the Women's cell of the College to ensure importance of Gender Equality at the workplace and society at large. As part of International Women's Day, a programme on GENDER SENSITIZATION was organized to highlight the need for equal opportunity for the females in the institution. A Gender Sensitization Action Plan is in place that creates equal opportunities for the females. Some of the initiatives taken by the College are mentioned in the attached document.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sec.edu.in/policydocus/Gender_Sensitization_plan.pdf">https://sec.edu.in/policydocus/Gender_Sensitization_plan.pdf</a>
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	<a href="https://drive.google.com/file/d/1iYjy4J5jDnVa_lRLzJSkpBYW_DbdaNu9/view?usp=sharing">https://drive.google.com/file/d/1iYjy4J5jDnVa_lRLzJSkpBYW_DbdaNu9/view?usp=sharing</a>

**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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 and Non Bio degradable items for disposal through the Local Municipal Corporation. Use of Biodegradable waste to manufacture organic manures and paper fertilizers. Designated areas where waste bins with labels are placed for disposal of waste.

**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.

**Bio-Waste/e-Waste Management:**



A proper handling and dumping of bio waste in a designated location. Disposal of e-waste is through an appropriate agency.

All the laboratories are provided with Standard Protocol for waste management.

Also, the College has adopted a Policy to ban Single use Plastic in the campus and has taken steps to minimize Carbon Footprint in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 among 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.
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 viewpoints, multiple prosocial-cultural behavior and different forms of belief and 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)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 Constitutional Day, National Integration Day, National Youth Day, National Unity 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	<a href="https://drive.google.com/file/d/1FXYP3v5BeEtZKTcluggKuU_ffgvoOmP/view?usp=sharing">https://drive.google.com/file/d/1FXYP3v5BeEtZKTcluggKuU_ffgvoOmP/view?usp=sharing</a>
Any other relevant information	<a href="#">NA</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The Institution celebrates major commemorative days where students and teachers have active participation and highlight the significance of each events. The list of commemorative days celebrated are appended.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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. COMMUNITY OUTREACH: ADOPTION OF IDENTIFIED VILLAGES

The adoption of identified five villages of East Khasi district, Meghalaya through UBA and PFL scheme of the College has enabled to work with the villagers for identifying development challenges and evolving appropriate solutions to accelerate sustainable growth in the field of basic education, livelihood, ease of living. The capabilities of the villagers are enhanced through convergence of knowledge shared by the experienced staff of the College. The students were made aware of their social & human responsibilities by providing a platform to interact with rural population and learn from real life experiences.

### 2. NATIONAL INTEGRATION THROUGH MUSIC

The members of the College Choir belonging to different religions, faiths, cultures, language and ethnic groups contributes to National Integration by their performance, sing songs of different languages using Western, Indian and Traditional Instruments. A culture of a particular community is exhibited by students of all communities through such musical performances. Further, the members of the College Choir represents their ethnicity by wrapping themselves in their traditional attire. Important Commemorative Days such as Independence Day, Republic Day, National Youth Day, National

Unity Day, World Indigenous Day, etc. are celebrated by performance of various cultural groups in their mother tongue. Such initiatives of the Institution makes the students aware of their responsibilities and duties as a Global Citizen, respecting the belief, faith and cultural uniqueness of other communities.

File Description	Documents
Best practices in the Institutional website	<a href="https://sec.edu.in/igacdocs/23122022BestPractice2021_22.pdf">https://sec.edu.in/igacdocs/23122022BestPractice2021_22.pdf</a>
Any other relevant information	<a href="https://drive.google.com/file/d/14ZvG6kOCIG9iLqbDipRgKwmibMaTGdh7/view?usp=sharing">https://drive.google.com/file/d/14ZvG6kOCIG9iLqbDipRgKwmibMaTGdh7/view?usp=sharing</a>

### 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 distinguishes itself in many respects. One such distinctiveness is the emphasis the College lays on the holistic growth of the students. To ensure that it happens seamlessly, the College has instituted various Clubs, Committees and Societies for the students. Depending on their aptitude and interest, the students enrol themselves as members of at least one such group. As members of the Club/Society, the students are empowered to organize various events relevant to their respective groups. In the process, the students acquire the essential values of responsibility, accountability and leadership.

The teachers play the role of a mentor or a guide to coordinate the efforts of the students with minimal or zero interference from the management in all the committees. The students from the Clubs etc., under the guidance of their teacher(s) in charge are responsible for various programmes including the annual College Fest "EDBLAZON". It indeed speaks volumes of the character and personality of the students of the College that every programme thus organized bears the mark of excellence and sincerity. Some of the Clubs etc. are: Art Club (Les Artisans), Science Club, Music Society, The Literary and Dramatic Society, Eco Club, Culinary Club and many more.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Starting of BA (Honours) in Education after obtaining provisional affiliation from the University.
2. Seeking to obtain permanent affiliation for PG programme in Social Work.
3. Studying the feasibility of introducing Integrated B.Ed. courses (BA - B.Ed., B.Sc - B.Ed).
4. Appointing a Research Facilitator and creation of reserve fund to motivate and encourage the students for curriculum enrichment programmes beyond the given syllabi.
5. Applying to the University for permission to start BA/BSc (Honours) in Psychology.
6. Requesting the Management for appointment of Vice Principal (Academics) with proper job description and responsibilities.
7. Preparing a draft policy on introduction of degree course in Physical Education at the Extension Campus (Ribhoi district) as a part of NEP 2020.
8. Strengthen the IIC-SEC cell and extension of activities of the cell at the extension campus (Mawjrong).
9. Establish a multi purpose Indoor Sports infrastructure facility for students and staff.
10. To establish Centenary Awards for each stream.