nZ4UT09IiwibWFjIjoiYzY1NmUwMTAwNTczNjE4ZTYyODI0NmExNjI0ZWMyNGMxYTEwYTNlZDA3N2EyMjM3ZDczYjYwNGQxZjJiYTM4MSIslnRhZyI6IiJ9)

INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle -3 )

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF
ST. EDMUND'S COLLEGE
C-16330
Meghalaya
SHILLONG
793003

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

## Section I:GENERAL INFORMATION

| 1.Name & Address of the institution: | ST. EDMUND'S COLLEGE SHILLONG Meghalaya 793003 |
|---|---|
| 2.Year of Establishment | 1923 |
| 3.Current Academic Activities at the Institution(Numbers): | |
| • Faculties/Schools: | 4 |

| | |
|---|---|
| • Departments/Centres: | 19 |
| • Programmes/Course offered: | 5 |
| • Permanent Faculty Members: | 111 |
| • Permanent Support Staff: | 44 |
| • Students: | 2900 |
| 4.Three major features in the institutional Context (As perceived by the Peer Team): | 1. Old and premier affiliated institution of Meghalaya<br>2. Providing education to diverse ethnic communities of Northeastern region<br>3. Managed by Congregation Christian Brothers of India |
| 5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure): | Visit Date From : 04-03-2019<br>Visit Date To : 05-03-2019 |
| 6.Composition of Peer Team which undertook the on site visit: | |
| Chairman: | Gopal Kumar Niroula Chhetry |
| Member Co - ordinator: | Niranjan Roy |
| Member: | Pushpa Kuttanna Kuttanna |
| NAAC Co - ordinator: | Dr. Darikhan Kamble |

## Section II:CRITERION WISE ANALYSIS

*Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion***(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)**

| | |
|---|---|
| ***Criterion1 - Curricular Aspects*** ***(Key Indicator and Qualitative Metrices(QlM) in Criterion1)*** | |
| **1.1** | **Curricular Planning and Implementation** |
| 1.1.1 QlM | The institution ensures effective curriculum delivery through a well planned and documented process |
| **1.2** | **Academic Flexibility** |
| **1.3** | **Curriculum Enrichment** |
| 1.3.1 QlM | Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum |
| **1.4** | **Feedback System** |

## Qualitative analysis of Criterion 1

Being an affiliated college, it follows the University curriculum. The Academic calendar, teaching plan and work plan is prepared by the college and effectively implemented. The CBCS is yet to be introduced by the affiliating university. Chalk and board methodology is used in teaching. LCD projectors are made available to the teachers. There is a structured mechanism for monitoring implementation of curriculum by the college. Teachers submit the syllabus completion report to the management through the Principal at the end of every month. 75% attendance is made compulsory to appear for the university examination. Students having higher percentage in attendance are recognized by the college authority by providing special certificates. The students' discipline is clearly visible in the campus.

Few teachers are members of BOS and Academic council of the affiliating University.

Though there is no specific curricular enhancement programme being implemented, the college tries to ensure the same through different activities undertaken by the students. The students are involved in creating awareness regarding social issues such as gender, environmental awareness and human rights through different activities. The Legal Aid and Support Centre in the college helps in matters of giving legal advice. The Environmental Science Department works to develop Zero-Waste Campus management campaign. All students have to study and pass a compulsory paper in Environmental studies at the graduation level as part of the University curriculum. The community intervention in the form of outreach programs is ensured. Social surveys are done by Social Work Department, NCC and NSS. Extension lectures, seminars and workshops are organised for the students.

Though students feedback collected by individual department and IQAC, it needs to be analysed and disseminated and extended for other stakeholders.

## Criterion2 - Teaching-learning and Evaluation
### (Key Indicator and Qualitative Metrices(QIM) in Criterion2)

| | |
|---|---|
| **2.1** | **Student Enrollment and Profile** |
| **2.2** | **Catering to Student Diversity** |
| 2.2.1 QIM | The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners |
| **2.3** | **Teaching- Learning Process** |
| 2.3.1 QIM | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences |
| 2.3.4 QIM | Innovation and creativity in teaching-learning |
| **2.4** | **Teacher Profile and Quality** |
| **2.5** | **Evaluation Process and Reforms** |
| 2.5.1 QIM | Reforms in Continuous Internal Evaluation(CIE) system at the institutional level |
| 2.5.2 QIM | Mechanism of internal assessment is transparent and robust in terms of frequency and variety |

| | | |
|---|---|---|
| 2.5.3 QlM | Mechanism to deal with examination related grievances is transparent, time-bound and efficient | |
| 2.5.4 QlM | The institution adheres to the academic calendar for the conduct of CIE | |
| **2.6** | **Student Performance and Learning Outcomes** | |
| 2.6.1 QlM | Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students | |
| 2.6.2 QlM | Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution | |
| **2.7** | **Student Satisfaction Survey** | |

| |
|---|
| ***Qualitative analysis of Criterion 2*** |

There is systematic procedure followed for identification of slow-learners and advanced learners. Advanced learners are encouraged to interact regularly with the slow learners to make the learning process student centric. Internet facilities are made available to the students to be used for learning purposes. Student's performance is regularly monitored through both internal assessments, class tests and they are encouraged to participate in summer schools, science exhibitions, paper presentations in seminar/conferences etc. They are also encouraged to learn beyond the curriculum. Experiential learning of students is ensured by providing access to various short-term programs conducted by various institutions in order to enhance skills and knowledge. The college also regularly organizes inter-college seminars for students in various subjects. 'Science-Melas' are organized where students are given the platform to exhibit their creativity. They also participate in debate, science exhibitions and poster presentations. Participatory learning and problem solving methodologies are being used in teaching-learning. ICT facilities are made available to be used in teaching –learning of the college.

Remedial and tutorial classes are being regularly conducted by the teachers. A Cell has been created to manage the examinations related matters of the college.

There are a few international students enrolled in the college.

 The College is proactive towards the need to enhance skills of students. In the absence of structured mechanism for measuring programme out comes, learning outcomes and course outcomes, the college adopted the method to supplement the same based on the basis of results of every examinations semester-wise. The internal tests are in a way a platform that allows them to assess the learning outcomes. Also the opportunity given to the students to participate in paper, poster presentation and publication of articles is meant to assess the outcomes of the programme. The college also works towards involving the students to work in groups.

Another significant tool that the college followed in order to measure the outcome of courses and programmes is through feedback through questionnaires collected from individual students after participation in seminar/conferences.

The pass percentage and overall performance of the students of the college is impressive. Students received gold medals and positions in University examinations in many departments regularly.

Guidance provided through field based studies, extracurricular activities, seminars, debates etc enable students for their capacity building. Some departments like Biotechnology, Botany, Bio-chemistry etc used audio-visual teaching methods for the students. Botany and Geography departments are also

involved in floriculture and maintaining gardens in the college. There is a need for co-ordinated efforts in teaching-learning and extension activities by the departments like Bio-chemistry, Biotechnology, Botany, Physics etc. for strengthening interdisciplinary research.

Performance of the students in sports and cultural activities is noteworthy.

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## Criterion3 - Research, Innovations and Extension
### (Key Indicator and Qualitative Metrices(QlM) in Criterion3)

| | |
|---|---|
| **3.1** | **Resource Mobilization for Research** |
| **3.2** | **Innovation Ecosystem** |
| 3.2.1 QlM | Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge |
| **3.3** | **Research Publications and Awards** |
| **3.4** | **Extension Activities** |
| 3.4.1 QlM | Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years |
| **3.5** | **Collaboration** |

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### Qualitative analysis of Criterion 3

The college received the following grants of centres/scheme for undertaking research activities: (a) DBT-STAR college scheme (b) Institutional Bioinformatics infrastructure facility (c) Advanced Institutional Biotech Hub (d) DST Central instrumentation center. These awards of grants helped in mobilizing resources for research activities undertaken by the teachers and students. Some faculty members have undertaken major and minor research projects funded by many institutions. Few faculty members from science departments published research papers in peer reviewed journals. More faculty members need to be encouraged for undertaking research projects.

The college needs to develop institutional Incubation centre for undertaking research activities and innovation. At present iron removal technique from waster and duster cleaner have been innovated and used in the campus.

The Institution collaborated with some NGOs, national and international institutions and companies. The College undertakes 'institution-community networking' through established linkages with NGOs. The local communities are permitted to use the facilities available in the College for games and sports, social, cultural, academic and religious discourses. The NCC Cadets and the NSS volunteers of the College undertook many social and community service activities. Two NSS volunteers received national awards from the President of India and Programme officers received awards as recognition for outstanding services for the community. Four NCC cadets participated in Republic Day parade during 2019. Many NCC cadets passed both B and C certificates and also received different awards and recognition.

Local sports organizations, Schools and Colleges are allowed to use the College fields for their activities. The College allows the use of its premises, Audio-Visual room and Auditorium for public functions by the local community. The Institution promotes institution-neighborhood-community network.

| Criterion4 - Infrastructure and Learning Resources |||
|---|---|---|
| **(Key Indicator and Qualitative Metrices(QlM) in Criterion4)** |||
| **4.1** | **Physical Facilities** ||
| 4.1.1 QlM | The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc. ||
| 4.1.2 QlM | The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities ||
| **4.2** | **Library as a Learning Resource** ||
| 4.2.1 QlM | Library is automated using Integrated Library Management System  (ILMS) ||
| 4.2.2 QlM | Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment ||
| **4.3** | **IT Infrastructure** ||
| 4.3.1 QlM | Institution frequently updates its IT facilities including Wi-Fi ||
| **4.4** | **Maintenance of Campus Infrastructure** ||
| 4.4.2 QlM | There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ||

| **Qualitative analysis of Criterion 4** |
|---|
| The college possesses impressive infrastructure facilities including Classrooms, well-equipped Laboratories, Central Instrumentation facility, Bio-Informatics centre, Central Library, Audio-Visual rooms, Conference room etc. All the Departments have Internet facilities and few of them have computer laboratories. An auditorium with a seating capacity of 800 is available. The institution has adequate facilities for sports, games and cultural activities. Three playgrounds with facility for Basketball, Volleyball with flood light facilities, Football, Cricket and Athletics, a well-equipped Gymnasium and a Badminton court are available. |
| The College Library is having a built-up area of 16,172 sq. ft. It has a collection of over 35,000 volumes of books and bound periodicals supplemented by N-list e-resources and INFLIBNET. The library subscribes to 42 journals and 28 magazines. The library remains open on all working days from 8 am till 4 pm. The library is partially automated. |
| Wi-Fi facility is available in few locations in the college. College has 286 computers and 44 LCD projectors. |
| For maintenance of equipments, the college employs laboratory assistants who have been trained for such purposes. From time to time, the college engages staff from companies to perform maintenance work. The college is also equipped with a generator for un-interrupted power supply. |
| The college installed solar panels for alternative generation of electricity mainly used to illuminate the campus during night time. |

| **Criterion5 - Student Support and Progression** |
|---|

| | **(Key Indicator and Qualitative Metrices(QlM) in Criterion5)** | |
|---|---|---|
| **5.1** | **Student Support** | |
| **5.2** | **Student Progression** | |
| **5.3** | **Student Participation and Activities** | |
| 5.3.2 QlM | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution | |
| **5.4** | **Alumni Engagement** | |
| 5.4.1 QlM | The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years | |

### Qualitative analysis of Criterion 5

Though there is no Students' Union or Council, the college supplements the same through the system of Animators selected on the basis of the applications submitted by the students. The College encourages its students to be forthright and play an active role in the affairs of the college. The students are given the opportunity for active participation through membership in various committees like Library Committee, Discipline Committee and Magazine Committee. The students are entrusted with the responsibility of educating their peers on the importance of imbibing disciplined habits and making them aware of all the rules and regulations formulated by the Committee.

The students are represented by Class Representatives. The CRs take the lead in engaging their peers to participate in many of the College programs.

The Alumni association is actively involved in the growth and development of the college. However the alumni association is not registered. A permanent office of Alumni is maintained within the College campus to organize the activities of the Association. The alumni's of the college are well placed in various Government and Non-Government Organizations as well as academics and business sectors. The financial contribution of the alumni for the development of college is not significant. They contribute through organising programmes for career options, educational opportunities and general guidance. Some of the Alumni are invited as guest lecturers for counseling and perform advisory role for the development of the college. The alumni also are helping the Institution by giving Industry contacts for Internships, Placement and Industrial visits. Sometimes discussions on curricular, co-curricular & extra-curricular activities have also been organized.

Though students are being placed in different organizations through their own efforts, a structured mechanism is required for creating a vibrant career counseling and placement cell for undertaking training for competitive examinations and placement services.

| | **Criterion6 - Governance, Leadership and Management** **(Key Indicator and Qualitative Metrices(QlM) in Criterion6)** | |
|---|---|---|
| **6.1** | **Institutional Vision and Leadership** | |
| 6.1.1 QlM | The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution | |
| 6.1.2 QlM | The institution practices decentralization and participative management | |

| 6.2 | **Strategy Development and Deployment** |
|---|---|
| 6.2.1 QlM | Perspective/Strategic plan and Deployment documents are available in the institution |
| 6.2.2 QlM | Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism |
| 6.2.4 QlM | Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions |
| **6.3** | **Faculty Empowerment Strategies** |
| 6.3.1 QlM | The institution has effective welfare measures for teaching and non-teaching staff |
| 6.3.5 QlM | Institution has Performance Appraisal System for teaching and non-teaching staff |
| **6.4** | **Financial Management and Resource Mobilization** |
| 6.4.1 QlM | Institution conducts internal and external financial audits regularly |
| 6.4.3 QlM | Institutional strategies for mobilisation of funds and the optimal utilisation of resources |
| **6.5** | **Internal Quality Assurance System** |
| 6.5.1 QlM | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes |
| 6.5.2 QlM | The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms |
| 6.5.5 QlM | Incremental improvements made during the preceding five years **(in case of first cycle)** <br><br> Post accreditation quality initiatives **(second and subsequent cycles)** |

### Qualitative analysis of Criterion 6

The vision and mission of the college has been framed in tune with the objectives and the principles advocated by the Founder of the Congregation of Christian Brothers. The management of the college campus rests with the Sponsoring Body, that is, the Congregation of Christian Brothers in India (CCBI) which is largely responsible for formulating policies. All administrative and academic matters are decided by the Governing Body which is the apex body of the institution. The principal is the administrative head of the college.

Most of the present activities are successfully carried out according to the perspective plan. College has constituted the different committees for smooth functioning and development of the college through participative management and decentralization.

Regular meetings of the Heads of all Departments are held to monitor and guide the various committees in their functioning.

The College has acquired a 32 Acre plot as Campus Extension property.

The teaching and Non-teaching staff of the college is covered by Group Insurance from LICI with minimal premium. The College also has both teaching and non-teaching staff associations. The college is having a registered Co-operative society managed by the employees themselves. The Faculty club undertakes welfare activities for different stakeholders.

The college has a system of collecting feedback from students. However the collections of feedbacks from other stakeholders need to be initiated by the college.

The internal and external financial audit is done regularly in the college. An annual external audit is done by a firm of chartered accountants. The audited accounts are also submitted to the government and to the office of the Accountant General for government audit. The major source of institutional funding is the fees of the students and UGC funds.

The IQAC of the college contributed towards quality enhancement initiatives to a great extent.

The college organized many national seminars, workshops and Faculty Development Programmes for capacity building. It introduced more of Add-on courses in Clinical Biochemistry, Analytical Chemistry, Floriculture, Basic Electronics etc.

| Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7) | |
|---|---|
| **7.1** | **Institutional Values and Social Responsibilities** |
| 7.1.2 QlM | 1. Institution shows gender sensitivity in providing facilities such as:<br><br>1. Safety and Security<br>2. Counselling<br>3. Common Room |
| 7.1.5 QlM | Waste Management steps including:<br>• Solid waste management<br>• Liquid waste management<br>• E-waste  management |
| 7.1.6 QlM | Rain water harvesting structures and utilization in the campus |
| 7.1.7 QlM | Green Practices<br>• Students, staff using<br>a) Bicycles<br>b) Public Transport<br>c) Pedestrian friendly roads<br>• Plastic-free campus<br>• Paperless office<br>• Green landscaping with trees and plants |
| 7.1.18 QlM | Institution organizes national festivals and birth / death anniversaries of the great Indian personalities |
| 7.1.19 QlM | The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions |
| **7.2** | **Best Practices** |
| 7.2.1 QlM | Describe at least two institutional best practices (as per NAAC Format) |
| **7.3** | **Institutional Distinctiveness** |
| 7.3.1 QlM | Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust |

The college has practiced zero tolerance against discrimination and sexual harassment. However till date no such harassment case has been reported in the college. The college has taken precautionary measures to thwart all fears and threats with relation to gender equity. The students especially the girls are given the counselling at the beginning of the session.

The College has a Women Study Centre to look after gender-specific issues. It organizes meetings, film shows, poster campaigns and interactive sessions to spread the awareness among the students and staff.

The college has a 'Waste Management System' in place for solid waste, liquid waste, E-waste and hazardous waste. The college campus is declared as 'Liter Free Zone.

A roof top water harvesting unit installed in the college hostel campus. The water from the roof is diverted to storage unit and then distributed to different places.

The campus has well-maintained greenery with flowers adorned around the entire campus. The Environmental science department initiated innovative idea "ADOPT A TREE" campaign to maintain ecosystem. This system ensures that each tree that is planted is well taken care of by the person who adopted it.

The college takes utmost interest in celebrating national festivals and the birth and death anniversaries of great Indian personalities. College holds special service for all faiths.

Two best practices of the college are :

1. The students with higher percentage of attendance are recognized by the college with certificates having gold, silver and bronze border.

    2. Creating Environmental awareness through "Litter free Campus" and "Adopt a Tree" campaign initiative.

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Section III:OVERALL ANALYSIS (based on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words))

Overall Analysis

**Institutional Strength**

1. Spacious campus
2. High student demand ratio
3. Good infrastructure facilities for the ongoing programmes and sports
4. Diverse community of students in the campus  from about 59 ethnic groups
5. Visible discipline in the campus
6. Locational advantage
7. Use of ICT tools initiated in teaching learning and research activities.

**Institutional Weakness**

1. Being an affiliated college it has limited autonomy in curriculum design
2.  The placement of students not encouraging.
3. The alumni participation for the development of the college is not noteworthy.
4. Limited institutional and industrial collaborations.
5. Paucity of funds

6. Absence of visible research activities

**Institutional Opportunity**

1. Potentialities for introduction of more professional, vocational and PG programmes.
2. Opportunity for institutional collaborations
3. Creating a centre for training for competitive examinations and career guidance
4. Scope for introduction of skill development initiatives
5. Expansion of inter-disciplinary courses and research.
6. Scope for effective participation of alumni for development of the college.
7. Strengthening the linkages with industries.
8. Creating ecosystem for research and innovation.

**Institutional Challenge**

1. Having autonomy in curriculum design
2. Growing challenge for preparing students to face global competition.
3. Mobilisation of more funds for development of the college.
4. Creating more modern infrastructure facilities.
5. Up gradation of technology and ICT based teaching and learning.
6. Maintaining harmony with diverse community of students

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Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language)
(It is not necessary to indicate all the ten bullets)

- Efforts needed to strengthen internet facilities with emphasis on WI-FI enabled campus

- Class room facilities may be augmented with more emphasis on ICT facilities

- Faculty members may be encouraged to apply for more minor and major research projects

- Alumni need to be motivated to contribute towards development of the college

- Library facilities need to be revamped with focus on automation

- Feedbacks from all stakeholders need to be collected, analysed and disseminated

- Entrepreneurial development cell, Start-ups and Incubation centre need to be established to produce self-employed individuals and innovator

- The college may make efforts to start more add-on short duration courses as supplement for Curricular Enrichment programmes

- Career guidance and competitive examination centre, Women study centre and other committees for undertaking Extra-curricular activities need to be streamlined and structured

- Efforts needed for mobilisation of more financial resources

- Efforts needed to start more professional/career oriented and PG programmes

- Students' amenities like more Hostels, Wash rooms, common rooms, digital notice boards and other appropriate facilities need to be expanded

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I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution
Seal of the Institution

Signature of the Peer Team Members:

| Sl.No | Name | | Signature with date |
|---|---|---|---|
| 1 | Gopal Kumar Niroula Chhetry | Chairperson | |
| 2 | Niranjan Roy | Member Co-ordinator | |
| 3 | Pushpa Kuttanna Kuttanna | Member | |
| 4 | Dr. Darikhan Kamble | NAAC Co-ordinator | |

Place:                                    Date