



# St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)  
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956  
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

## The institutional Strategic/ perspective plan

Sl	Strategy Type	Details
1	Industry Interaction / Collaboration	<p>1.Science departments have established a link with Institutions, Industries for internship/summer training/winter school of the students during UG programme. Study tour field trips are organised to help the students aware with the latest teaching learning methodologies adopted in premier institutions.</p> <p>2. The placement cell of the college arranges motivational lectures session; career guidance talks for the students to make them employable in a preferred job market. Students are also advised accordingly by the respective departments during choice of institutions while progressing for PG courses on completion of their graduation.</p> <p>3. The institution has established linkages with NGO like MANBHA Foundation, KRIPA Foundation etc to extend its facilities for the weaker sections of the society. The Social Work department along with NSS volunteers visited various Old Age homes/Orphanages as a part of Institutional Social Responsibility (ISR). The NCC volunteers take active participation in different social awareness programmes arranged by the home department, social welfare department etc.</p> <p>4. The College has established linkages with Biotech Park, Lucknow/Institute of Bioresources Sustainable Development (ISBD), Imphal/DBT, Govt of India to organize Skill Development Programmes for the students to develop Entrepreneurial skills and Self-employment opportunities</p> <p>5. The department of Biotechnology has established collaboration with Epygen Biotech Ltd, Dubai Mumbai, for imparting hands-on training on specialized field for the student.</p> <p>6. Various institutions like ACTREC, Nagaland University, Biotech Park, Guwahati, Pasteur Institute, TOCKLAI, IASST, Tripura University, NEHU, ICAR Research Complex for NEH region, Sikkim State council of Science Technology, The Assam Kaziranga University, IIT- Guwahati have agreed to train and impart skills to the students at the college for better employability.</p>
2	Research and Development	<p>As a Policy the management of the college encourages research and research related activities involving students to imbibe in them the idea of analysis and creative thinking. To that end seminars/workshops on Research Methodologies Tools are attempted with funding from DBT, DST, ICMR etc. The following details in this direction are in place</p>



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1. The college has received financial assistance from Department of Biotechnology, under Ministry of Science Technology, Govt of India for upgrading its resources in teaching learning process and to inculcate research activity involving the teachers and the students. Ten science departments have augmented its capability for effective Hands-on Training, managing practical's and projects beyond syllabi.
2. The Central Instrumentation Facility (CIF) created under the DST-FIST programme, helped the science faculties and their respective students in performing practical's, projects, dry wet labs with respect to any research problems/ programme initiated beyond the prescribed syllabi. The Advanced Biotechnology Research facility is helping in research work on current environmental issues and the college have received a substantial amount as a grant to undertake such initiatives.
3. The Bioinformatics facility having scientific databases, advanced institutional biotech hub with instrumentation facilities cater to the need of the students and teachers. This is reflected in the number of research publications in peer reviewed journals wherein the students are co-authors. The teachers are encouraged to avail the facilities available to actively undertake Research initiatives involving students. Eminent researchers from across the country are contacted to receive valuable inputs on the specialized area of research through Video Conferencing tools.
4. The facility augmented by DBT/DST/UGC/NEC/IITG funding provides an environment to undertake projects by the UG students beyond their prescribed syllabi thereby refreshing the teaching learning capability of the teachers. The hands-on training imparted prepares the Science Graduating Batch with the requisite skill as they progress in PG courses.
5. The sponsorship by the different agencies has helped to start with Inter Departmental activities in the college involving more than 3 departments participation.
6. The initiation of Skill based programmes like Mushroom cultivation, floriculture, Advanced Analytical Chemistry etc. has augmented the research culture among the interested students. Interdepartmental research projects designed by the faculty as a part of STAR College initiative of DBT, Govt of India for the final semester students have developed the quest for learning among the interested students. Few papers in peer reviewed journal initiated by the students are communicated for publication.
7. Institution encourages the faculty to avail leave under FDP programme of UGC. Study leave with Pay are extended to the faculty members for completion of PhD Course Work,



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during writing and submission of the PhD thesis. The Institution encourages the faculty to interact/deliberate with the faculties of other Institutions for any collaborative work.

8. The college has established an Incubation center in the campus to encourage the students in designing a viable project which are self-sustainable and expected to generate Revenue. In this regard the college has already identified Mawjrong, East Khasi Hills to train the locals in various skills such as pisciculture, tailoring, gardening etc.

9. The Institutional Innovation Council (IIC-SEC) through its various programmes has encouraged and motivated the students to think differently, identify a problem and proposed a viable solution. Few prototypes are in the process of development.

10. The Institution ensures that any Publications/Book Chapter which are to be communicated to Peer reviewed journals are subjected to Test on Plagiarism via DUPLICHECKER, COPYLEAKS, PAPER RATER, PLAGIARISMA etc. (freeware).

## 3 Admission of Students

1. The college follows transparent admission policy based on merit, state reservation policy.

2. Special preferences are given to economically weaker section, first generation learners, and differently abled learners. A Corpus fund has been set aside to sponsor special category students with their annual fee following fulfilment of laid down norms. The college takes all measures so that the students can avail state and central scholarships by spreading notifications through college website, email etc.

3. The prospectus of the college is made available to the students wherein the details of the subject combination, courses offered, fees structure are mentioned. The details of admission criteria, subject combination, fee etc. are made available in the college website. Similarly, all relevant information's regarding admission from UGC and affiliating university are posted on the website.

4. Students from outside the state are welcomed and all necessary guidance extended to them during their initial period of stay. The college has informal tie up for PG accommodations with the private parties since there is limited number of seats available in the college hostels (Boys and Girls).

5. For any specific query related to the course, the students are encouraged to contact with the concerned department to clear their doubts.



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6. The college website reflects the academic and physical infrastructure of the institution along with faculty details and information's related to other activities.

7. The institution has adopted online method of admission Management Information System (MIS) linked with the college website. The application forms were made available in the college website and same was received at the college office. All shortlisted candidates were informed via email and payment of fee was through online payment gateways. Information's on new admission are published in local newspapers and College website.

## 4 Human Resource Management

1. All Academic Administrative decision are approved by the Governing Body of the College. The Policy decisions taken at the level of sponsoring body are implemented at the departmental level through discussions/deliberations among all the stakeholders.

2. The college provides the students to express their ideas views in cultural, sports, cocurricular activities by selecting/electing Class Representatives, Animators, Volunteers in various committees. The students are given ample opportunity to formulate a plan in bringing out departmental magazines, Newsletter, College Magazines also during finalisation of study tours/field trips.

3. All the members of the staff are covered under (i) Group Insurance Scheme, (ii) EPF/NPS benefits, (iii) Registered Cooperative Society and (iv) Faculty Club. The Faculty Club arranges Annual get together cum picnic for the staff, the Cooperative Society extends soft/emergency loans to the members of the staff.

4. All the stakeholders (staff students) can use the GYM and Indoor facility for recreational purposes. The Infirmary with qualified nurse attends to any emergency exigencies.

5. The college celebrates Inter Faith and Cross-cultural activities by organizing significant religious cultural festivals for overall development of Character, Personality and Social responsibility among young boys' girls.

6. The achievement of the students and the teachers are recognized during Grand Finale of the College month activities by awarding a certificate of appreciation.

7. The Institution encourages the staff to monitor/advice and share responsibilities in different extracurricular activities with the students based on their interest passion. Peer support, mentoring and consultations are valued to resolve any issues between different stakeholders.



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8. The Institution has qualified counsellors (on need based) to refer students for addressing the queries, possible prospects and suggest easy method to minimize the stress level among the young learners.

9. The spread of awareness on Gender Equality among all the stakeholders by organising programmes on topic such as vulnerable adults, safeguarding children, substance abuse, etc.

10. While the Principal is the academic head of the college, the students are well represented through each class representative, who are both responsible and accountable for student related activities. Decisions taken at the highest level has a focus on decentralization. A well thought out feedback mechanism is in place with the availability of grievance redressal mechanism and anti-ragging policies.

## 5 Library, ICT and Physical Infrastructure & Instrumentation

1. Library equipped with enough books provides a learning platform for the students and teachers. The study materials are supplemented by Journals, Newsletter, Periodicals etc. The library is automated, and e-resources are availed through KOHA, UGCINFLIBNET, British Library (Kolkata) and various others online platforms.

2. All Classrooms are equipped with ICT enabled tools in addition to Chalk duster methodology.

3. All Science departments has well maintained Laboratories equipped with enough Instruments/Equipment's/Glassware's/Consumables through Grant received from Central funding agencies in addition to annual Budget allocation by the Institution.

4. The Bioinformatics Centre provides ample opportunities to the student's teachers to disseminate information from the available databases. The Laboratory manuals, SOPs, are digitalised for the benefit of the students which can be accessed from the department repository.

5. The physical Infrastructure of the college are well maintained by group of dedicated Associated Staff under the able supervision of the management. The views/suggestions of the students and the teachers are taken into consideration during formulating policies and administrative decision for proper implementation. The Swacch initiatives plays a central role in keeping the campus clean-green-litter free along with optimum



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management of wastewater resources. The college has put in place SOLAR panels for lighting at different vintage points as a part of Energy Conservation Concept. All the stakeholders are provided with safe potable drinking water, hygienic food stuffs at the Canteen which are closely monitored by a designated committee. CCTVs are installed along with deployment of Security personnel to prevent any trespassing in the campus and to cater to the Security of all stakeholders. The college website is the go-to place for acquiring general information on various provision facilities available in the college.

6. The high-end Instruments procured through Central funding in the different departments helps to augment teaching learning activities in addition to research projects. The Central Instrumentation Centre facilitates the departments to conduct Practical/Projects beyond the Syllabi.

## 6 Curriculum Development

Introduction of new add on/value added/certificate courses are offered to students for upgrading their learning skills. Choice based credit system is available only for PG courses, and in St. Edmund's College, it is only for Master of Social Work (MSW). As a process of Curriculum Development, seminars, panel discussions, workshops, field visits/educational tours et al are always given priority. Workload for the teachers is allotted based on their specialization and aptitude. The Academic Calendar helps focus periodic monitoring of the progress of the syllabus. Attendance of students is an indicator of the performance of the teacher regarding the curriculum dissemination. Contribution of the faculty in curriculum development and syllabus preparation/revision through membership in academic and statutory bodies such as NEHU Academic Council, Board of Studies, and School Board etc is very significant. In St. Edmund's College, we consciously try to link curriculum to National Social values through active engagement in outreach/hands-on approach. The College is preparing itself for implementing NEP 2020 as and when been decided by the affiliating university.

## 7 Teaching and Learning

Teaching-learning practiced in St. Edmund's College is one of its highlights. It functions smoothly with efficient adherence to timetable/routine a proactive management ever ready to address student- concerns and innovative teaching-learning (LCD, PPT, Online, group activities, project-based studies, emphasis on focusing on learning outcome) methodology. Teachers are encouraged to pursue PhD and handle major/minor research projects. Further, the following steps are taken to ensure a healthy teaching learning environment in the campus:

- All new appointees are UGC NET qualified
- Paper publications are encouraged



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- Easy access to Informatics Hub
- Wi-Fi enabled vintage locations and Internet facilities in every Department
- Remedial/ tutorial classes for select groups of students
- Group discussions, peer learning, seminars
- Extension and outreach programmes for sharing of knowledge with all stakeholders Summer Schools, Science Melas
- Capacity building for Science Teachers, training in soft skills– outcome-based education to measure progress.
- Use of Dept Central library encouraged – industrial visits supplement – internships arranged
- Timely tests, assignments, projects, and exams for periodical/continuous evaluation
- Blended mode of teaching using licensed Zoom app, Linways as Learning Management system

## 8 Examination and Evaluation

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

1. Performance of a student are monitored and evaluated through Continuous Internal Assessment (CIA) at the departmental level. The Feedback on their performance is shared with the Parents.

2. Regular assignments, test. tutorials, seminar presentations, group discussion, viva voce are part of assessment to help the students to check their abilities during teaching learning process.

3. The college has very limited role in fixing the dates for the end semester examination, setting of question papers and evaluation of the same, However, senior faculty members of the college are directly involved in examination related activities entrusted by the affiliating university. The members of the staff by virtue of being a member of Board of Studies (BOS), School Board, Chief Examiner in different subjects takes active role in preparing question papers and evaluating the same in a time bound manner. Involvement of the faculty in such confidential activities helps the university to conduct the examination on time and publish the results within the stipulated time.

4. The college takes initiatives to address any examination and evaluation related grievances of the students by directly approaching the appropriate authority of the university.



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5. The toppers at the University level examination in different courses are honoured during Felicitation Award ceremony for the graduating batch besides, the number of Awards, sponsored by various Alumni and families/organisations are given out to students for Academic as well as overall excellence. The college felicitate the best passing graduate by bestowing the EDMUNDIAN OF THE YEAR AWARD.

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text 'ST. EDMUND'S COLLEGE' at the top, 'PRINCIPAL' in the center, and 'LAITUMKRAH SHILLONG - 3' at the bottom, flanked by two stars.