

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

ST. ANTHONY'S COLLEGE

1.2 Address Line 1

BOMFYLE ROAD

City/Town

SHILLONG

State

MEGHALAYA

Pin Code

793001

Institution e-mail address

principal@anthonys.ac.in

Contact Nos.

O: (0364) 2223558; R: (0364)
2222558;

Name of the Head of the Institution:

Br. Albert Longley Dkhar, SDB

Tel. No. with STD Code:

O: (0364) 2223558; R: (0364)

Mobile:

+91 94361 10437

Name of the IQAC Co-ordinator:

Dr. Herbert G. Lyngdoh

Mobile:

+91- 98630-22470

IQAC e-mail address:

herbert_lyngdoh@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MLCOGN10087

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.anthonys.ac.in

Web-link of the AQAR:

<http://anthonys.ac.in/iqac.aspx#AQAR>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 STAR		20.09.2000	9 years
2	2 nd Cycle	A	3.60	29.01.2009	5 years
3	3 rd Cycle	A	3.14	10.07.2014	5 years

1.7 Date of Establishment of IQAC:

28/11/2005

1.8 AQAR for the year:

October 2013 to September 2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR August 2008 to September 2009 on **31/03/2010**
- ii. AQAR August 2009 to September 2010 on **21/12/2010**
- iii. AQAR October 2010 to September 2011 on **02/03/2011**
- iv. AQAR October 2011 to September 2012 on **11/04/2013**
- v. AQAR October 2012 to September 2013 on **31/01/2014**

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

MUSIC; MASS COMMUNICATION AND VIDEO PRODUCTION; MEDIA TECHNOLOGIES

1.12 Name of the Affiliating University (*for the Colleges*)

NORTH EASTERN HILL UNIVERSITY (NEHU)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme	<input type="checkbox"/> ✓	UGC-CE	<input type="checkbox"/> -
UGC-Special Assistance Programme	<input type="checkbox"/> -	DST-FIST	<input type="checkbox"/> -
UGC-Innovative PG programmes	<input type="checkbox"/> -	Any other (<i>Specify</i>)	<input type="checkbox"/> -
UGC-COP Programmes	<input type="checkbox"/> -		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>				
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>				
2.3 No. of students	<input type="text" value="0"/>				
2.4 No. of Management representatives	<input type="text" value="02"/>				
2.5 No. of Alumni	<input type="text" value="02"/>				
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>				
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>				
2.8 No. of other External Experts	<input type="text" value="02"/>				
2.9 Total No. of members	<input type="text" value="21"/>				
2.10 No. of IQAC meetings held	<input type="text" value="04"/>				
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="10"/>	Faculty	<input type="text" value="06"/>	
Non-Teaching Staff	<input type="text" value="03"/>	Alumni	<input type="text" value="01"/>	Others	<input type="text"/>
Students					
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
If yes, mention the amount	<input type="text" value="3,00,000 /- for 2012 to 2017"/>				

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Research techniques and application;
 Research Communication and Publication;
 Challenges towards Excellence;
 Orientation for students “Building Bridges”;
 Orientation on API for the faculty;
 Workshops/ Training for students.
 Training on first aid for faculty;

2.14 Significant Activities and contributions made by IQAC

It initiated the restructuring and formulation of the Placement Cell, Institutional Ethics Committee and the Research Cell this year to make them more effective and relevant. A committee to look into sexual harassment was also constituted. It also formalised value education as an important innovation in the curriculum.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Maintaining good results in the NEHU examinations.	The college achieved more than 90% success rate across all streams and courses.
Enhancement of infrastructural facilities of the college.	<ul style="list-style-type: none"> • CCTV in every floor of the Main building as well as the annexe building. • Laptops, computers and Smart boards were procured during the year to enhance ICT • An additional 5 Mbps leased line has been installed • The college have purchased an ambulance • The library infrastructure has been enhanced, which includes additional computer terminals and Digital photocopiers. • New CCTV security system has also been fitted in the library • A biometric system for the non-teaching staff has been installed • The Common staff room, lobby and office space

	<p>were given a face-lift</p> <ul style="list-style-type: none"> • Solar powered lamps have been installed in the campus. • A new R.O. Plant for safe drinking has been installed. • A New book stall and stationery shop has been installed. • Waste management system with waste segregation facility and vermicomposting. • Rain water harvesting. • New Gymnasium. • A Martyrs' memorial has also been constructed to commemorate Alumni who gave their lives in the service of the Nation
Guest lectures, popular talks and students' seminars will be organized and conducted by the departments.	Most of the departments had organized seminars and guest lectures involving experts, scientists and eminent scholars.
Campus job placement services to be extended to the students belonging to other institutions within the state.	<p>Campus interviews by reputed firms (Wipro, TCS etc.) from the industry were conducted in the college for students of the college and from neighbouring colleges.</p> <p>Coaching classes for MBA examinations were also conducted.</p>
To publish two double blind peer reviewed journals	<p>The College has published two blind peer reviewed journals in the month of May 2014 with the following names:</p> <p>a. <i>Spectrum: Humanities, Social Sciences and Management</i></p> <p>b. <i>Spectrum: Science and Technology</i></p>
Extension and Inclusion programmes	The management encourage all departments to organize, conduct and participate in social projects and community out-reach programmes.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

A study of the report was made and necessary action was taken wherever it was required.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03	-	-	-
PG	02	-	-	-
UG	04	-	-	-
PG Diploma	01	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	03	-	03	03
Others	11	-	-	-
Total	25	-	-	-
Interdisciplinary	-	-	-	-
Innovative	02	01	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	05 (Under-Graduation)

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision of the syllabi was carried out by the University to prepare for the implementation of the Semester System in 2014-15

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Research laboratory has been created under the DBT Twinning Project

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	149	102	47	-	-

2.2 No. of permanent faculty with Ph.D.

41

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	03	-	06	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	28	11
Presented papers	03	9	3
Resource Persons	-	2	23

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- The College, under the aegis of IQAC, and in collaboration with the Directorate of Information and Public Relations, Govt. of Meghalaya organized a Three-Day Book Fair and Literary Interactions between 31st July and 2nd August 2014. This was done with the expressed objective of reviving the love of reading in the youths of the state. Students from various schools and colleges participated in the Spelling Bee Competition, interaction with writers and many other literary activities.
- The faculty of the departments engages in classroom debates, discussions, case analysis, open book exams, literature reviews, interactions and organizes seminars, lectures, presentations, hands-on training, tutorial and remedial classes, besides using ICTs in the classroom in order to help the students understand the course content. The faculty provides room for students to question and engage in interactions and discussions during classroom lectures.

- Students are also asked to give seminars in the class on selected areas and topics. These seminars are done individually or in groups which help the students at the individual level and in collaborative learning. In a number of departments these seminars are made mandatory and also graded. Feedback on their performances is always given during the process. Library and home assignments are also given to students that help in honing independent learning skills. The departments also organize workshops, industrial and institutional visits and field trips.
- Besides this, the departments makes extensive use of equipment such as OHP, LCD projectors, the Edu-Sat room and Conference Room and the library with internet facility to provide the students with additional resources for their studies.

2.7 Total No. of actual teaching days during this academic year

193

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Open Book test, Peer Evaluation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Faculty involved as BUGs members, curriculum restructuring committees, and syllabus committees: 34

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	250	19.6	23.2	51.2	23.2	97.6
BCom	269	2.97	3.7	27.73	58.4	91.82
BSc	189	32.27	68.3	29.6	0.53	97.35
BBA	25	40	72	24	-	96
MSc (Biotech)	16	25	31.25	50	-	81.25
MCA	24	41.66	83.33	-	-	83.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC has organized several seminars and workshops to enhance the teaching and learning process for both the students and teachers. For all the committees in the college, the coordinator of the IQAC is the ex-officio member and activities are routed through the IQAC so that the focus of such events is focused towards better learning outcomes. In pursuance of the mandate given to the IQAC, decisions such as introduction of smart boards and LCD projectors in classrooms, better laboratory equipment, library up-gradation, etc., were introduced.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	0
Staff training conducted by the College	46
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	80
Others:	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	43	-	2	-
Technical Staff	13	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC through the Research Cell organized a workshop on “Research Capability Enhancement” for the teaching faculty of the college. This workshop was held on the 23rd August 2014.
- Two Peer reviewed journal are published: *Spectrum: Humanities, Social Science and Management*; *Spectrum: Science and Technology*.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6	11	16	6
Outlay in Rs. Lakhs	33.03	335.32	368.35	N.A

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	2	7	5
Outlay in Rs. Lakhs	5.74	3.36	9.1	N.A

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	2	09
Non-Peer Review Journals	-	1	1
e-Journals	-	-	-
Conference proceedings	2	2	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs. in Lakhs)	Received (Rs. in Lakhs)
Major projects	2010-13	UGC, New Delhi	4.25	4.00
	2011- till date	Planning Commission, New Delhi	8.00	1.51
	2011- till date	DBT, GOI	12.87	6.08
	2011- till date	UGC, New Delhi	8.05	5.00
	2011- till date	DBT, GOI	19.00	19.00
	2009- till date	DST-SERB	39.13	39.13

	2012- till date	DBT, GOI	97.35	80.77
	2009- till date	DBT, GOI	32.00	32.00
	2012- till date	DBT, GOI	41.92	41.92
	2012- till date	NBFGR, GOI	3.00	3.00
	2012- till date	DBT, GOI	66.00	66.00
	2012- till date	Border Area Department, Govt. of Meghalaya	8.00	8.00
	2013- till date	UGC-NERO	1.75	1.75
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	-	-	-	-
Any other(Specify)				
Total			341.32	308.16

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	4	1	1	5
Sponsoring agencies	IEEE, UGC, NEC, NEEPCO &SBI.	UGC, ICSSR- NERC, NEC, Govt. of Meghalaya			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency
From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="15"/>
National level	<input type="text" value="30"/>	International level	<input type="text" value="2"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="8"/>
National level	<input type="text" value="4"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="6"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="3"/>
		Any other	<input type="text" value="4"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Feb 3:	<i>Prof. Jacob L. Shylla</i> gave a presentation on <i>Teaching Methodology</i> at a Special Programme for school teachers of all the Seventh Day Adventist Schools in the state of Meghalaya.
Feb 19:	The <i>Department of Value Education</i> , as part of its community enrichment programme, organized an Interactive Session with <i>Donny Peter Chacko</i> , an international motivational speaker, for students of St. Mary's Higher Secondary School.
Feb 20 – 22:	<i>Prof. Jacob L. Shylla, Department of English</i> , was deputed by the Management to represent the College at the Inter-Faith Dialogue Policy and Programme Development held by the AIACHE, New Delhi.
Feb 27 – 28:	<i>Department of Value Education</i> It also organized a Workshop on Teachers' Effectiveness, for school and college teachers from the rural areas.
Mar 31:	The <i>Women Cell</i> organized a <i>Panel Discussion on Partnership in Women Empowerment: Issues and Challenges</i>
April 10 – 11:	The Mass Media department conducted a <i>photography workshop</i> for the 40 th Batch trainees of <i>North Eastern Police Academy, Govt. of India</i>
April 12 – 16:	The <i>Department of Zoology</i> organized a <i>Workshop for Schools in Basic Science</i> .

- April 21 – 26: The Cyber Club of the Department of Computer Science conducted an extension programme for the working Children of Savio Evening School.
- May 7: The *Department of English* in collaboration with *Ravi Zacharias International Ministries* held a Talk on In Search for Significance for college teachers and students.
- May 2 – 12: The *Anthonian Youth Club* and the *Department of Value Education* jointly organized a Ten-Day *Anti-tobacco Campaign*. As part of this Campaign, a poster competition was held on the theme *A Tobacco Free India*. The grand finale of the Campaign was held on 31 May where prizes and certificates were given away.
- June 7: The department of Mass Media conducted a recruitment examination for the post of Assistant Public Relations Officer (APRO) on behalf of DIPR, Govt. of Meghalaya.
- June 12: The Mass Media department collaborated with the office of the Deputy Commissioner, Govt. of Meghalaya on a *street play* performance to convey earthquake awareness messages.
- June 23: A *Special Lecture on Sexual Harassment* was delivered by Mr. Daniel Owiti Odidi from Republic of Kenya.
- July 2: The *Department of Music* held a *Workshop on Sound*.
- July 4: As part of the “Hands of Hope” project, the department of Business Administration Club “Minnova” distributed text books to the students of St. Joseph’s School, Pynthor.
- July 9: The department of Mass Media provided technical support to a photography workshop organized by Seven Set Higher Secondary School in collaboration with *NEEDS* and *Encyclopaedia Britannica India*.
- July 16 -18: The *Department of Value Education* held a Youth Retreat for the students of the College during these dates.
- July 22: During this entire month, the *Cyber Club* of the *Department of Computer Science* conducted a one-month course, held in two batches, on Introduction to IT for non-computer students of the college.
- July 31 to Aug 2: The College held a *Three-Day Book Fair and Literary Interactions 2014* in the College Campus, in collaboration with the Department of Information and Public Relations, Meghalaya.
- August 15: The *Anthonian Youth Club* and the *NCC* celebrated the 68th Independence Day.
- August 25: The College held an *Extension Programme* for the class VIII to class XII students of Hubert Memorial Higher Secondary School.
- September 12: The *NSS SAC Unit* held the *Annual Blood Donation Camp*.
- September 19- 20: The *Department of Music* held a *Musical Concert* called the *Four Seasons*.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	Main campus: 17788.11 sq. mtrs Extension campus :14.07 Acres	-	-	Main campus: 17788.11 sq. mtrs Extension campus :14.07 Acres
Class rooms	52	5	Institutional	55
Laboratories/Studios	52	2: DBT Twinning Laboratory; -Fishery Science Block;	Institutional, Govt. of Meghalaya, and DBT	
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	05	UGC, & Institutional	19,80,792.00
Value of the equipment purchased during the year (Rs. in Lakhs)	-	15	UGC, & Institutional	24,02,021.00
Others	-	-	-	-

4.2 Computerization of administration and library

The Library is fully computerised and the administration is done with the aid of the SOUL 2.0 software from INFLIBNET. The implementation of RFID technology and digitalization of library resources is in the pipeline for upgradation of Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33953	-	1407	7,77,033/-	35860	-
Reference Books						
e-Books	-	-	-	-	-	-
Journals	39	-	4	18,100/-	43	18,100/-
e-Journals	6 (including	-	-	-	6	6,42,616/-

	Delcon, Consortium, IEEE journals, N-List from INFLIBNET, etc)						
Digital Database	-	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-	-
Photocopiers	1	-	1	-	2	-	-
Scanner	-	-	1	-	1	-	-
Printer	1	-	1	-	2	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Library	Browsing Centres	Computer Centres	Office	Departments	BIF	Others (Laptops, notebooks, servers language lab, etc)
Existing	478	232	3	40	5	20	30	25	123
Added	35	-	1	15	-	2-	2 (15 for upgrade)	-	-
Total	513		4	60	5		32	25	123

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Training to Student and faculty in relation to access and the IEEE journals which was conducted jointly by the Library and the Trainers from the IEEE journal consortium.

Conducted IT Fundamental courses to Students who have no prior knowledge in computers

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.43
ii) Campus Infrastructure and facilities	31.65
iii) Equipment	1.78
iv) Others	0.91
Total :	36.77

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Creating awareness through banners, information in prospectus, conducting special session at the student orientation programme, department notice boards and others.

5.2 Efforts made by the institution for tracking the progression

The mechanism for tracking progression of students include efforts such as: Tracking the attendance of students on a monthly basis; performance in class test, terminal and selection exams; performance in classroom seminars and projects; identification of

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(Certificate courses, PGDCA, Tally, JAVA, PC assembly, DTP, Photoshop, and Introduction to IT)
2992	110	7	525

(b) No. of students outside the state

881

(c) No. of international students

22

Men

No	%
1698	54.12

Women

No	%
1439	45.87

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
866	48	2029	28	3	2974	882	151	1980	123	1	3137

Demand ratio

1:1.95

Dropout %

12.64

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Students Development Services (SDS) organise;

- Regular coaching classes for various competitive examinations such as CAT, MAT, Bank PO, etc.
- Communication skills Workshops.

No. of students beneficiaries

86

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Personal and Psychological Counseling on family issues, relationship difficulties, communication problems, peer pressure, self-esteem, self-development, personality development, Grief and bereavement, etc. are made available through a full-time counselor.
- The college also has a Students Development Services (SDS) cell which organizes programmes meant for career development from time to time.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	150	25	Accurate data not available

5.8 Details of gender sensitization programmes

The Value Education department has included gender sensitization as part of the curriculum. The issue of Women empowerment has been undertaken under the aegis of the IQAC.

March 31: The Women Cell organized a *Panel Discussion on Partnership in Women Empowerment: Issues and Challenges*

June 23: A *Special Lecture on Sexual Harassment* was delivered by Mr. Daniel Owiti Odidi from Republic of Kenya.

July 9-12: A session was dedicated to gender sensitization during the Life Orientation Programme for all 1st Year students on the theme “Building Bridges”

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Since the Funding agencies are disbursing the Scholarship directly this data is no longer with the college.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There were no major grievances from the students. The grievances obtained from complain/suggestion boxes put forward by students were looked into by the Grievance cell and appropriate action was taken by the concerned authorities.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Providing holistic and quality education within the reach of everyone.

Mission:

To mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more human social order within the context of the nation's plurality of religions and diversity of cultures.

6.2 Does the Institution has a management Information System

No

A Software is in place which takes care of the Admission process and Printing of I.D. Cards.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

This area falls under the purview of the affiliating university. However innovation have been made by most departments to introduce Hands-on involving techniques not in syllabus, institutional and industrial visits, Student projects, Classroom seminar by students, Guest lectures to provide students with an extra edge in learning since many of these exercise are not part of the university syllabus.

6.3.2 Teaching and Learning

All departments do not follow a uniform pattern of teaching and learning. Each one will adopt a method that is best suited for the students of that respective department. Some of them are as follows:

- Continuous Assessment and periodical tests.
- Industry Exposure and field study.
- Guest lectures by experts from different subjects and fields.
- Students' seminars and presentations.
- Group discussions and role plays.
- Project work and assignments.
- Hands-on on techniques not included in syllabus

6.3.3 Examination and Evaluation

The College internally conducts two types of examinations in a year - *Terminal* and *Selection*. Apart from that, most departments follow a continuous pattern of assessing students through class tests, work assignments and projects and class seminars.

6.3.4 Research and Development

- The College has made available all the resources of the library, laboratories and computers for encouraging research activities to both student and staff.
- Faculty is encouraged to avail FDP of the UGC for completing their Ph.D.
- Grants and sanctions of leave to the teaching faculty for attending programmes and undertaking field works / research activities are made available.
- The College through the respective departments organizes workshops, conferences and seminars in several fields from time to time. In this regard, the College has formally signed MoUs for collaborative research projects with leading institutions within and outside the country.
- Two peer-reviewed journals are now regularly being published.
 - Spectrum: Humanities, Social Sciences and Management
 - Spectrum: Science and Technology

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- The total number of text and reference books purchased during 2014 is 1,407 at the cost of Rs.7,77,033/- lakhs.
- The library has been upgraded by more browsing terminals, and a new digitalized photocopier, and CCTV systems.

ICT:

- More class rooms have been fitted with digital interactive Smart boards, and visualizers/ document viewer to enhance teaching and learning.

Physical Infrastructure/Instrumentation:

- New instruments/equipment has been added in different departments including musical instruments, microscopes, computers etc.
- The CCTV system in the College has been further enhanced.
- A 1000 L/Hr. Reverse Osmosis water plant has been installed to provide purified drinking water to students.
- Rain water harvesting in both the Girls and Boys hostel have been installed.
- Newly Constructed Animal House for research and experimentation has been made functional.

6.3.6 Human Resource Management

The College strongly believes in the necessity for human resource management and development

- Faculty development programmes conducted every year.
- Seminars and workshops by educationists and experts are regularly organized.
- All efforts are taken to instill in the students and the community the importance of preserving one's cultural heritage in the midst of modernization.
- The College deputed faculties to different schools for providing assistance in quality aspects of the Institution by training the teachers and students.
- The different clubs of the College are encouraged to take up visits and organize development camps in remote villages during vacations.

6.3.7 Faculty and Staff recruitment

The Faculty and Staff recruitment is done in the following manner:

- Written Test
- Micro teaching before a panel of experts.
- Thorough interview by the experts along with a Psychologist.

6.3.8 Industry Interaction / Collaboration

The College encourages all departments to undertake industry exposure trips within and outside the North Eastern Region whenever and wherever possible. Resources and facilities for the same are provided as and when required. All departments are encouraged to invite experts from various industries to visit the college.

6.3.9 Admission of Students

The process of admitting students to the different departments is aided by the Admission Committee which comprises of the management and some of the teaching as well as non-teaching staff members. This practice of having an Admission committee has streamlined the admission process making it *fast, easier and student friendly*. As a result the college is able to attract and admit the most deserving students.

6.4 Welfare schemes for

Teaching	Co-operative Society (SACEMB)
Non -teaching	Co-operative Society (SACEMB)
Students	<ul style="list-style-type: none"> The College in a joint initiative with the Alumni Association (SACSAA) has started an evening class for BA students who do not have qualifying marks for any honours subject and who have financial difficulties. Partial Waiver of Fees for exceptional cases Payment of Fees in instalments for exceptional cases Wards of Teaching and Non-teaching staff receive full waiver on their college fees.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	<input checked="" type="checkbox"/>	Examiner of Local Accounts, Government of Meghalaya	<input checked="" type="checkbox"/>	U. C. Majumdar & Kiran Joshi CA
Administrative	<input checked="" type="checkbox"/>	Examiner of Local Accounts, Government of Meghalaya	<input checked="" type="checkbox"/>	U. C. Majumdar & Kiran Joshi CA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The North Eastern Hill University has experimented with Centralised Evaluation in 2013. Other than this there has been no efforts made by the University to reform the Examination process.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

None so far

6.11 Activities and support from the Alumni Association

- The Alumni association of the College (SACSAA) has a Scholarship Fund of Rs. 1,00,000/- per academic year which is made available to deserving students.
- It has sponsored students of the College who are members of the *Meghalaya Shooting and Rifle Association*.
- The Alumni Association also provides free coaching to the students of the College who have cleared the CDS entrance exams.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher meeting was held and this provided the Management and the Departments with relevant feedbacks and suggestions on how to improve the teaching-learning process.

6.13 Development programmes for support staff

The College, through the IQAC and Departments organised trainings, workshops and orientation programmes for its lab-assistants and other non-teaching staffs.

A Programme entitled “*Challenges towards excellence*” was organised on the 1st of Feb 2014 with resource person from Western Regional Instrumentation Centre (WRIC) University of Mumbai, GOI, for the laboratory attendants from the science departments to train them on laboratory and equipment maintenance and repairs.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The College educates its students on the need to be environmental friendly and how to dispose waste materials properly in garbage bins placed at strategic locations in the Campus. It has also planted tree-sapling in parts of the Campus to help create a greener and more eco-friendly atmosphere. The staff and students are instructed to make judicious use of energy. Rain water is harvested and stored in properly constructed structures in the Hostels.
- All the newly constructed buildings (for e.g. the Fishery Science Block) have electrical installations that are designed to conserve energy.
- Almost all the computer monitors in use are either LCD or TFT types to ensure minimum usage of electricity and also to reduce the level of radiation.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Waste Management and Recycling:

The daily waste output (both bio-degradable and non-biodegradable) is collected in colour coded waste bins placed at appropriate locations in and around the College Campus. The segregated wastes are then sealed into bags and kept in the waste collection area. The bio-degradable waste is transferred to the vermicomposting units while the non-bio-degradable waste is taken care of by the Shillong Municipal Board Waste Disposal Unit, which collects the waste every alternate day. This practice has imbibed within every individual a sense of responsibility towards a clean and safe working environment.

It can be mentioned here that hazardous wastes are meticulously and properly disposed off in the following manner:

- Toxic wastes: There is a properly constructed Toxic Waste Disposal Pit within the college campus where these are disposed off following the appropriate procedures.
- Pathogens: Sterilization is performed by autoclaving and then the remaining wastes are properly disposed off, in accordance with standard waste disposal norms.

The College has organized extensive and intensive workshops and training programmes for laboratory assistants on “Maintenance and repair of Laboratory Equipment and Electronics” to cater to the maintenance need of departments with laboratory apparatus and to minimize waste production.

Inclusion Services:

The college had organized and conducted hands-on training on Basic Sciences for students belonging to higher secondary schools in Shillong. This provided the participants an opportunity to have a glimpse into the working intricacies of the science world. They were also allowed to have free access to the available resources like laboratory equipment and instruments. Such programmes were intended to generate an interest and encourage students to pursue a career in basic sciences.

On the other hand, the science students of St. Anthony’s College also had the opportunity to share their knowledge and experience with the students from these schools.

- Apart from such programmes, the college had also organized interaction and practical sessions in science for that schools located in rural Meghalaya wherein the students were able to perform various experiments using the facilities provided by the college.
- Dead remains of specimens: These are properly wrapped in old newspapers and then sealed before disposal by incineration or collected by the Shillong Municipal Board Waste Disposal Unit.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

<i>Plan of Action</i>	<i>ATR</i>
Maintaining of good results in the NEHU examinations	Concerned department continuously monitor the performance of the students throughout the year by using numerous methods like class tests, work assignments, projects, students' seminars, etc.
Enhancement of infrastructure	<ul style="list-style-type: none"> • The Rev. D. J Wollaston Gym was inaugurated on 13th March 2014. • The college has upgraded the central as well as departmental library with new text and reference books, Journals and other reading materials. • New Photocopier has been added in the library. • An additional 4 Mbps leased line has been installed • Installation of the Reverse Osmosis Plant for safe drinking water • Installation of Solar Lights in the Campus • More Classrooms have been fitted with Digital Interactive boards and new LCD projectors. • Visualizers/document viewer were purchase for use in some departments to enhance teaching-learning • Most of the departments' computers have been replaced with new ones • New equipment/instruments have been purchase to enhance labs. • Creation of a research laboratory under the DBT Twinning project • Construction and installation of animal house for research purposes • Solar lights have been installed at 4 different locations within the college campus. • CCTV in every floor of the Main building as well as the annexe building including the central library. • The college have purchased an ambulance • The Common staff room, lobby and office space were given a face-lift • Solar powered lamps have been installed in the campus. • A Martyrs' memorial has also been constructed to commemorate Alumni who gave their lives in the service of the Nation
Organizing a Staff Development programme	<p>Orientation programme for the teaching staff on "Research Capability Enhancement" for the.</p> <p>This workshop was held on the 23rd August 2014. Parallel sessions on various aspects of research were held and animated by resource persons from NEHU and other institutions in and around Shillong.</p>
Organizing Guest lectures, seminars, symposiums, etc.	<p>Some of the eminent personalities and experts who visited the college during 2013:</p> <ul style="list-style-type: none"> • On 24th July 2014, The Department of English organised a performative seminar on Amitav Ghosh's novel The Shadow Lines to commemorate 25 Years of The Shadow Lines. • The department of Biotechnology and Biochemistry organized a winter school on Basic sciences for all 1st year students

	<p>between 4th and 6th December 2013 under the DBT star college scheme.</p> <ul style="list-style-type: none"> • A poster competition on “Adapting to Climate change” was organized by the department of Biotechnology and Biochemistry on 4th June 2014. • Between 27th and 29th March 2014 the Biotech Hub of the college organized a workshop on Analytical Techniques in Biotechnology for school and college teachers. • On 23rd August 2014 the departments of Biotechnology and Biochemistry held a special lecture on Diabetes and Vascular Diseases for students of the college. • The department of Botany in collaboration with the State Council of Science, Technology and Environment, Meghalaya organized a popular lecture on “Learning for Cogent Living”- issues related to Superstitious on 25th July 2014. • The department of Botany also organized a popular lecture on “Ecology, Environment and Conservation” on 30th July 2014. • The department of Business Administration organized a popular lecture on “An Entrepreneurial Journey” on 19th July 2014. • The department of Business Administration also organized a special lecture on “CAG in relation to Accountability in Governance” by E. R. Solomon, Deputy CAG, Govt. of India on 16th August 2014. • The Department of Business Administration organized a corporate selling on 9th August 2014. • The department of Chemistry organized the annual S. N. Pal Memorial lecture on 8th November 2014. • The chemistry department also organized Inter-college Chemistry students’ seminar on 8th November 2014. Papers were presented by 2 students from each college. • The Department of Economics organised a Students’ Seminar on Central Budget on 16th August 2014 • The Department of English organised a talk entitled “In Search for Significance” on 7th May 2014. • The Department of English also organised a talk entitled “Language Skills and Job Prospects” on 26th May 2014. • The Women’s Cell in association with ICSSR organized a Panel discussion on “Partnership in Women Empowerment: Issues and Challenges” on 31st March 2014. • The department of Computer Science and department of Khasi in association with Department of Arts and Culture, Govt. of Meghalaya organized a National Seminar on “Towards Standardizing Khasi for Computational Purposes” on 28th and 29th October 2014. • The Computer Science department also organized a guest lecture on “Brain Mapping” on 22nd November 2013. • The Department of Zoology organized a workshop for schools in Basic Science between 12th and 16th April 2014. • On 24th May 2014 the Department of Zoology also held an invited lecture on Career Guidance, Personal Growth and Relationship for the benefit of its students. • The Music department organized a one-day workshop on sound-music and recording on 2nd July 2014.
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	<ul style="list-style-type: none"> • On 20th September 2014 “Four Seasons”, a musical concert was organized by the Music department. • The Fishery Science department organized a guest lecture on “Pigment Molecules in Ornamental Fishes” on 31st May 2014. • The department of Geology organized a guest lecture on “Magma Generation” on 22nd July 2014. • The Geology students visited the Meteorological Center on 21st August 2014 to learn the techniques of measuring/monitoring earthquakes. They also visited the Lafarge Umiam Pvt. Ltd. Shella on 31st October 2014. • The History department organized a guest lecture on 30th October 2014 on the topic “Subaltern Studies: Its Relevance to Historical Research on North East India”. • On 21st July 2014 the Khasi department organized a special lecture on the theme “Khasi Drama”. Another memorial lecture was organized on 9th August 2014 on “V. G. Bareh”. • Father Joseph Bacchiarello Memorial Inter College Debate Competition was held on 14th October 2014 by the Khasi department. • The Mizo department organized an Inter-college Debate Competition on 13th September 2014 on the topic “The Mizo Youth’s Commitment towards their cultural heritage is fast eroding”. • The Hindi department organized a guest lecture on “Tulsidas aur Bhanubhakta ke Samajik tatha Sankritik Paridrashya” on 19th September 2014. Hindi Diwas was also celebrated by the department on 13th September 2014. • On 25th October 2014 the department of Mass Media organized a guest lecture on “Role of women in Green Entrepreneurship and Marketing”. • The Mass Media department also organized guest lectures on “Representations of North East India in the digital age” and “Creating stories for theatre” on 9th and 10th September 2014. • The department of Mathematics organized a popular talk on “Frontier on Mathematics” under the aegis of IQAC, St. Anthony’s College on 13th September 2014. • The Philosophy department organized a guest lecture on “Applied and Bio-Ethics: a few relevant issues” on 12th September 2014. • The Physics department organized 2 guest lectures on 3rd November 2014 on “The life and works of Homi Jehangir Bhabha” and “The life and works of C V Raman”. On the same day the department also held a symposium along with a poster and quiz competition on the life and works of Indian Physicists. • The Political Science department organized a popular talk on 22nd October 2014 on the topic “Study in US program”.
Extension programmes and activities	<p>Details of some social and extension programmes:</p> <ul style="list-style-type: none"> • The Cyber club conducted a number of reach out programmes entitled “Bridging the Digital Divide” by providing basic IT education to under privileged students of Meghalaya. • Between 2nd and 12th May 2 The Anthonian Youth Club and the Department of Value Education jointly organized a Ten-Day Anti-tobacco Campaign. As part of this Campaign, a poster

	<p>competition was held on the theme A Tobacco Free India</p> <ul style="list-style-type: none"> • On 12th September The NSS SAC Unit organized the Annual Blood Donation Camp. • As part of the “Hands of Hope” project, the department of Business Administration Club “Minnova” distributed text books to the students of St. Joseph’s School, Pynthor on 4th July.
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Based on the impact that they’ve had on the student community as well as the teaching and non-teaching staffs, the college has chosen the following as the best practices for 2013:

- Introduction of Value Education alongside the main curriculum.
- The St. Anthony’s College Employees Mutual Benefit Co-operative Society (SACEMB)

Note: Kindly refer to the Annexure for the details.

7.4 Contribution to environmental awareness / protection

- Implementation of proper and safe waste disposal to ensure a clean and healthy environment.
- Every year environment related programmes are organized from time to time some of which are
 - Celebration of World Environment Day through poster making competition and planting of tree saplings within and outside the college premises.
 - Cleaning drives by the students in and around the college campus.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Kindly refer to the Annexure.

8. Plans of institution for next year

1. The College will continue to strive to improve and maintain good results in the NEHU examinations.
2. The implementation of the Semester system will be a priority area to ensure its success.
3. The college will continue to enhance the infrastructural facilities of the college such as CCTV, Laptops and Computers, library resources and ICT enabled class rooms.
4. The Plan to implement RFID technology and digitization of library resources will also be another key area to further upgrade and strengthen the library.
5. The Starting of a separate Commerce and Management Block is already in progress.
6. The College and Department will continue to organized guest lectures, popular talks and students' seminars will be organized and conducted by the departments.
7. Campus job placement services will be extended to the students belonging to other institutions within the state.
8. As part of the endeavour to encourage and enhance research activities, the College will continue to publish the two double blind peer reviewed journals.
9. Extension and Inclusion programmes towards community building would be one of the main focal areas of the institution in which all departments and Students' clubs would be encouraged to organize and actively participate.
10. The college will continue to monitor the progress of all the activities and projects funded by external agencies.
11. The college will complete the initiative that it has taken to conduct a green/environmental Audit of the campus.
12. Additional boost would be given to the development of sports and other extracurricular activities that would bring about all round growth to the students as well as the working staff of the St. Anthony's college.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure (Best Practices)

The College has chosen the following as two of the best practices –

- Value Education
- Employees Mutual Benefit Co-operative Society

Justification:

The practices selected are on the basis of their impact on the student and teaching and non-teaching staff. In a short span, Value Education as a practice has contributed in enhancing and sustaining the quality of the learning outcomes as envisaged in the stated mission and vision statement of the Institution.

Financial planning and benefits are integral to providing more security to employees. The Co-operative society of the college has played a very crucial role in ameliorating the emergent and other financial requirements of the Staff in different types of situations like medical, education of children, marriage, etc. In addition, it is also able to provide decent returns on investments for all its members.

Best Practice No. 1

1. Title of the Practice

Holistic development of the student through the inculcation of values and ethics

2. Goal

Since inception, several batches of students have passed out from the college after completing the various courses and syllabi prescribed. Though the college was forming intellectually competent persons there was a lacuna in two other aspects of its mission which are ‘moral uprightness and social commitment’. It may be noted that such issues are not addressed by the university syllabi. Therefore, in 2009 the college made a conscious decision to initiate and address these pressing issues. Initially, in 2010 the college informally started some value based sessions for the final year students on areas like character building, self-esteem, social responsibility, integrity, appreciation of life etc. Seeing the positive impact that the programme was having on the student community, the college decided to make such sessions available for all students. Subsequently the department of value education was started in 2011.

3. The Context

The college was fully alive to the burning issues that plague the individuals, families and the society as a whole. The whole country has been grappling with instances of corruption, insensitivity to the poor and marginalized, loss of respect and concern for women and children, dwindling family values, conflicts arising out of ethnic diversity, varied religious persuasions and preferences etc. Young people are particularly vulnerable to a lot of vices, allurements and unhealthy influences.

The challenges in implementing such a practice require commitment, faculty, curriculum, infrastructure, finance and aligning the course with the existing curriculum that is already a burden to the student community. Furthermore, since this course is not linked with the academic performance, there is a greater challenge to motivate the students to reap the benefits offered by this course.

4. The Practice:

The curriculum for this course was developed internally by the department as there was no standard for such a course in the university or neighbouring institutions. The department decided to focus on three crucial areas that it felt were necessary for developing the person of the student during the course of their study.

In the first year the focus is on *Character building*. Coming from a different environment in schools, there is a tendency to be influenced by a lot of undesirable forces.

In the second year, the crucial area introduced is *Life and relationships*. Here the focus in relationship in covers topics of love, sex and relation with family members, respect and concern for others, appreciating life in its totality, etc.

In the final year, the third crucial area introduced is on *Understanding the self and social responsibility*. This dwells on topics such as complexes of the person, ego, personalities, self and society etc.

At the time of framing the college routine, classes for value education are assigned. Apart from the fact that attendance in value education sessions being compulsory, the college ensures that the students do not merely attend the classes but also participate in discussions and sharing on pertinent and pressing issues.

The department was started with only 1 full-fledged faculty while the expertise of personnel in other departments were utilized as adjunct faculty.

A unique feature of this course is that it has no examination component. However, each student is expected to attend classes aggregating at least 15 hours in an academic year.

Counseling and follow-up programmes form part and parcel of the curriculum in value education. The sessions are made lively, interesting and participative through video clips, power point presentations, case studies and group discussions. A platform is provided wherein students have the opportunity to ask questions and clarify doubts pertaining to their personal life, relationship and other issues of concern.

One of the unique interventions of the department is the orientation and interactive programme it conducts for students of all departments at the Transformational and Leadership Centre of the college at Siloam. This programme has provided an opportunity for self awareness, bonding and fellowship among the students.

5. Evidence of Success

Measuring changes in behavior and approach to life is highly qualitative. In addition, the course is still in a nascent stage. However, the immediate positive impact that this course has had on the lives of the student can be gauged from the feedback obtained from the students at the end of the course. For example, we gather that several students have benefitted a great deal from the various sessions and interactions. Many have mentioned that they have been enthused and re-energized in their approach to their studies and day-to-day life; several students have improved their relationship with their peers and family members especially the parents. Many have learnt to handle stress especially during exams. Some have expressed that they are able to cope up with depressions in their life. It has been very encouraging to learn that several students have become aware that there is something more to life besides the academic qualification and expertise.

There is a tangible improvement in the college environment marked by cordiality, gaiety and responsibility. Moving through the college campus, one can experience a sense of security and warmth and smiling and respectful countenances can be observed all around.

6. Problems Encountered and Resources Required

Being a unique venture of the college, the department had its fair share of teething problems. It required full time faculties for proper implementation of the course. However, realising the value of the course the management gave the department the top priority and finance and personnel was pooled from other sources.

In the initial period, the department made use of the existing infrastructure space offered by the conference hall, audio visual room and the college auditorium for the classes. However, at present the college has allotted a fully ICT equipped class room to the department

Another challenge was finding people with experience and knowledge who can handle the course. In this regard, the college has been utilizing the services of its councilor while the other faculties were provided necessary training.

Since there was no standard curriculum available, designing it was another challenge. A significant amount of effort had to be invested to make the course relevant, informative and interesting.

For some classes, the number of students is too large for effective learning and interaction.

7. Notes

A clear vision and mission as well as a supportive and forward looking management is the single most important factor in this venture.

Committed, motivated and trained faculty members are the basic requirement for initiating such courses since it has the added responsibility and mandate to cater to the emotional, social and spiritual aspects of the students. Patience and approachability is required to encourage students to talk about their problems and experiences. Basic counseling skills would be an added advantage to enable the teacher interacts with the students, particularly those who have problems, more effectively.

Best Practice No. 2

1. Title of the Practice

Financial inclusion and welfare through the St. Anthony's College Employees' Mutual Benefit Co-operative Society Ltd. Shillong (SACEMB).

2. Goal

The human capital has a significant impact on the quality of output of higher educational institution. The standard of services provided to a large extent depends on both monetary and non-monetary benefits. The employees of the deficit grants-in – aid Colleges do not enjoy the perquisites and superannuation benefits which make them vulnerable in case of unforeseen financial emergencies. Faced with this reality, the employee of the college along with the management felt that '*mutual help*' was the only way to overcome this situation to a considerable extent. This led to the formation of the St. Anthony's College Employees' Mutual Benefit Co-operative Society Ltd. Shillong (SACEMB) on the 22nd July 1980 with the objectives to encourage thrift, self-help and cooperation among the members.

3. The Context

The co-operative movement in the north east India during the 1980's was still in the nascent stage and it was the foresightedness of a few teachers who convinced their colleagues (teaching and non-teaching) about the financial viability of starting a mutual benefit cooperative society. However, in the absence of a bench mark, a sub-committee was formed to look into the various apprehensions of the faculty and draft the bye laws as per the State Co-operative Act. This was subsequently adopted in the convention of the promoters. Lack of expertise in financial management and accounting was more than made up by the self-less services of its members, particularly the office bearers.

4. The Practice

The Membership is open to all full-time employees of the college on payment of one time membership fee. The fund is augmented through subscription of share (face value ` .100/- subject to the maximum of 100 shares) and monthly deposit of member (subject to maximum of ` 1,000/- per member per month).

The affairs of the Society is managed by the committee of management consisting of president, vice-president, secretary, treasurer and 5 directors elected at the annual general body meeting of members. However, the management of the college is represented in the SACEMB in the person of the Principal who is the patron of the society.

An interest rate margin of 0.5% between deposit and loan advanced is maintained for meeting the recurring expenses, pay bonus and dividend to the members and honorarium to the office bearers.

Prudential norms prescribed by the Society Act in terms of Reserve Fund, Bad and Doubtful Debt Reserve and Development Fund are strictly adhered to.

The committee of management meets once a month to consider the general and Emergency loan applications, share applications as well as new membership. The emergency loan, subject to a maximum of ` .20,000, is forwarded at the discretion of the secretary and later ratified in the meeting of the committee of management. For general loan exceeding one month's salary, security in the form of pledging of gratuity, Group Saving's Link Insurance Policy and surety of one member are taken into consideration. In cases where there is inadequacy of funds due to higher demand, as a matter of convention, medical and educational needs are given higher priority over other purposes.

The repayment of loans is done in instalments and the loanee is given the flexibility of deciding the number of instalments subject to the maximum limit of 120 instalments.

The member is eligible for the second loan after he/she has repaid 50% of the first loan.

Over the years the number of college post employees (both teaching and non-teaching) has increased considerably. Because of practical problems pertaining to their service conditions, they are denied the benefits of '*mutual help*' and this makes them vulnerable in times of emergency pertaining to health and finance. In spite of this limitation, the SACEMB is seriously finding out ways and means by which this group can also avail the benefits of the co-operative society.

In the past, there have been instances when the surplus working capital of the co-operative society has remained idle which results in interest costs to the co-operative society. In such situations, the committee of management invests the funds in short term securities.

5. Evidence of Success

i. Membership:

Since its inception in 1980, the membership now stands at 116 compared to 57 members at the beginning. Keeping in line with the goal of SACEMB, the co-operative society is able to extend this mutual help to almost all the employees of St. Anthony's College. The ease with which loans can be availed along with the availability of flexible repayment options has attracted members to make the society as the preferred source of funds.

ii. Financial Indicators:

The financial statement of the SACEMB over the last 3 decades has achieved high degree of financial soundness. Some of the important indicators are shown below:

Particulars	1981	2013
Share Capital	Rs. 10,026/-	Rs. 10,25,600/-

Members' Deposits	Rs. 7,922/-	Rs. 2,15,27,229/-
Working Capital	Rs. 19,550/-	Rs. 2,17,33,400/-
Loan Advanced	Rs. 18,750/-	Rs. 1,03,18,000/-

The society has achieved 100% loan recovery and therefore, there is no incidence of bad debts.

iii. Services rendered:

Advancement of loan is the primary objective and function of the SACEMB. Members have availed loans for various purposes over the past many years like medical expenses, children's education, marriage, construction/acquisition of property, etc.

Thus the SACEMB has become a part and parcel of members who have been benefited greatly, especially in times of emergent need.

6. Problems Encountered and Resources Required

It has always been the aim of the SACEMB to extend help to all the employees of the college. However, the employees recruited under the college post are denied of the benefits due to practical difficulties pertaining to the service rules of this particular group of employees.

The members' deposits and salary is used to compute the ceiling on the amount of loan that can be advanced. Hence, judicious use of available funds is a constant challenge. But, at present the committee of management is able to meet these challenges with great success.

With increase in membership and magnitude of funds, the functioning of the SACEMB is becoming more complex. However, the functioning of the society has been greatly streamlined in the recent years, which makes it much more easier to manage.

6. Notes

- i. The management can enhance the infrastructural facilities by providing adequate space and furniture so as to facilitate smooth and proper functioning of the co-operative society.
- ii. Cooperation of the management in the case of recovery of loan from gratuity of defaulting members is of utmost importance.
- iii. The team to manage and operate the thrift society must be a cohesive group with uncompromised integrity, competence, vision and commitment.

7. Contact Details

Bro. Albert. L. Dkhar (Principal)

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Institutional social responsibilities and Extension:

- February 3:** *Prof. Jacob L. Shylla* gave a presentation on *Teaching Methodology* at a Special Programme for school teachers of all the Seventh Day Adventist Schools in the state of Meghalaya.
- February 19:** The *Department of Value Education*, as part of its community enrichment programme, organized an Interactive Session with *Donny Peter Chacko*, an international motivational speaker, for students of St. Mary's Higher Secondary School.
- February 20 – 22:** Prof. Jacob L. Shylla, Department of English, was deputed by the Management to represent the College at the Inter-Faith Dialogue Policy and Programme Development held by the AIACHE, New Delhi.
- February 27 – 28:** Department of Value Education It also organized a Workshop on Teachers' Effectiveness, for school and college teachers from the rural areas.
- March 31:** The Women Cell organized a Panel Discussion on Partnership in Women Empowerment: Issues and Challenges
- April 12 – 16:** The Department of Zoology organized a Workshop for Schools in Basic Science.
- April 21 – 26:** The Cyber Club of the Department of Computer Science conducted a an extension programme for the Savio Evening School Children.
- May 7:** The Department of English in collaboration with Ravi Zacharias International Ministries held a Talk on In Search for Significance for college teachers and students.
- May 2 – 12:** The Anthonian Youth Club and the Department of Value Education jointly organized a Ten-Day Anti-tobacco Campaign. As part of this Campaign, a poster competition was held on the theme A Tobacco Free India. The grand finale of the Campaign was held on 31 May where prizes and certificates were given away.
- June 23:** A Special Lecture on Sexual Harassment was delivered by Mr. Daniel Owiti Odidi from Republic of Kenya.
- July 2:** The Department of Music held a Workshop on Sound.
- July 16 -18:** The Department of Value Education held a Youth Retreat for the students of the College during these dates.
- July 22:** During this entire month, the Cyber Club of the Department of Computer Science conducted a one-month course, held in two batches, on Introduction to IT for non-computer students of the college.
- July 31 to August 2:** The College held a Three-Day Book Fair and Literary Interactions 2014 in the College Campus, in collaboration with the Department of Information and Public Relations, Meghalaya.
- August 15:** The Anthonian Youth Club and the NCC celebrated the 68th Independence Day.

- August 25:** The College held an Extension Programme for the class VIII to class XII students of Hubert Memorial Higher Secondary School.
- September 12:** The NSS SAC Unit held the Annual Blood Donation Camp.
- September 19- 20:** The Department of Music held a Musical Concert called the Four Season

A Chronological Representation of the Activities and Programmes of the College and the Departments

- January 10 – 11:** *Prof. S. K. Pradhan (Commerce), Prof. E. Shangpliang (Music), Prof. K. S. Rajput (Economics), Prof. K. K. Singh (Economics), and Mr. Bablu Rajak (Computer Science) attended National Education Summit 2014 in Gujarat.*
- January 29 to February 5:** Twenty-four MSc students of the *Department of Biotechnology* accompanied by *Prof. M. A. Laskar* and *Prof. I. V. Boiss* went on a Study tour to *Delhi*.
- February 1:** An *Orientation Programme* was held for the Non-Teaching Staff, Laboratory Attendants on Laboratory Safety and Basic Laboratory Maintenance at the College. On *Joyful Service* was held for the Office Staff and for the Cleaning Staff.
- February 3:** The College Offices and the Central Library reopened after the close of the winter break. The Non-Teaching Staff went on a Picnic as part of a get-together programme.
- February 3:** *Prof. Jacob L. Shylla* gave a presentation on *Teaching Methodology* at a Special Programme for school teachers of all the Seventh Day Adventist Schools in the state of Meghalaya.
- February 4:** *Rev. Brother Albert L. Dkhar, Prof. Jacob L. Shylla (English), Prof. R. S. Wankhar (Khasi),* and six students of the College represented the College at the meeting with the Honorable Sikyong of Tibet, *Dr. Lobsang Sangay*, Prime Minister of the Tibetan Government in Exile and interacted with him during the Question and Answer session
- February 6 – 8:** The College office issued the Admit cards to the students.
- February 11 – 23** *Mr. D. C. Das, Ms. Lispi Pyrnge, and Mr. Nicky Wahlang* were deputed to attend a Laboratory Technician Training at the Western Regional Instrumentation Centre, University of Mumbai.
- February 19:** The *Department of Value Education*, as part of its community enrichment programme, organized an Interactive Session with *Donny Peter Chacko*, an international motivational speaker, for students of St. Mary's Higher Secondary School.
- February 20 – 22:** *Prof. Jacob L. Shylla, Department of English*, was deputed by the Management to represent the College at the Inter-Faith Dialogue Policy and Programme Development held by the AIACHE, New Delhi.
- February 27 – 28** *Department of Value Education* It also organized a Workshop on Teachers' Effectiveness, for school and college teachers from the rural areas.
- March 4:** The *IQAC* organized two Orientation Programmes on this day. One for the Office and Support Staff on the theme *Challenges towards Excellence* and another for the students of the MSc, MCA and PGDCA courses.
- March 13:** *Inauguration of the Rev. D. J. Wollaston Gym by Prof. O. Shanpru*
- March 27 – 29:** The *Institutional Biotech Hub* of the College organized a workshop on *Analytical Techniques in Biotechnology* for school and college teachers and research scholars

- March 31:** The *Women Cell* organized a *Panel Discussion on Partnership in Women Empowerment: Issues and Challenges*
- April 12 – 16:** The *Department of Zoology* organized a *Workshop for Schools in Basic Science*.
- April 24:** The *Department of Music* received a visit from the College Development Council, NEHU to assess its eligibility for Permanent Affiliation.
- April 26:** The *Research Cell* in collaboration with the students of the MSc and MCA organized a Poster Presentation on various IT and Biotechnology related themes.
- April 21 – 26:** The Cyber Club of the Department of Computer Science conducted an extension programme for the Savio Evening School Children.
- May 7:** The *Department of English* in collaboration with *Ravi Zacharias International Ministries* held a Talk on In Search for Significance for college teachers and students.
- May 2 – 12:** The *Anthonian Youth Club* and the *Department of Value Education* jointly organized a Ten-Day *Anti-tobacco Campaign*. As part of this Campaign, a poster competition was held on the theme *A Tobacco Free India*. The grand finale of the Campaign was held on 31 *May* where prizes and certificates were given away.
- May 17 – 19:** The College conducted the *Animation Programme* for Second Year and Third Year students before the commencement of the new academic session. *Release of the College Anthem composed by Prof. Alban, Daman*
- May 24:** The *Department of Zoology* held an invited lecture on *Career Guidance, Personal Growth, and Relationship*. On the same day, the *Department of English* also held a Guest lecture on *Language skills and job prospects* for its students.
- May 31:** The *Department of Fishery Science* held a Guest Lecture on *Pigment Molecules in Ornamental Fishes*.
- June:** During this month, *Prof. Clara E. Sawian*, Department of Biotechnology earned her Ph.D, *Prof. Polynia V. Kharbuli*, Department of Computer Science cleared her NET-JRF and *Mr. Cosmos Lamare* passed his Matriculation from NIOS.
- June 3:** The *Disaster Management Committee* with the cooperation of the *State Disaster Response Force* successfully conducted the Disaster Management Drill.
- June 4:** The *Department of Biotechnology* and *Biochemistry* held a Poster competition on the theme “*Adapting to climate change – your subject perspective*” sponsored by the DBT Star Scheme.
- June 5:** The *Inauguration of the First Year Classes*

The *Department of Botany* held a Guest lecture on the theme *Our Waste: A resource for keeping our environment clean and green* to commemorate World Environment Day. The department also held a poster competition and sapling-planting programme.
- June 9:** The College held a *General Assembly* at 9 am in the Basketball Courts to inform the students about the details of the NAAC Peer Team Visit.

- June 12:** The *SAC Cooperative Society* held its meeting on this day.
- June 11 – 13:** The *NAAC Peer Team Visit* took place during these three days.
- June 19:** The *SAC Model UN Club* was inaugurated on this day
- June 18 – 19:** The *Department of Mass Media* held a two-day *Workshop on Sound Design*.
- June 23:** The *Documentation Cell* held a meeting for the launching of the College Newsletter.
A *Special Lecture on Sexual Harassment* was delivered by *Mr. Daniel Owiti Odidi* from Republic of Kenya.
- July 2:** The *Department of Music* held a *Workshop on Sound*.
- July 16 -18:** The *Department of Value Education* held a Youth Retreat for the students of the College during these dates.
- July 21:** The *Department of Khasi* held a Special Lecture on *Khasi Drama*.
- July 22:** The *Department of Geology* held two Guest Lectures on *Generation of Magma*.
- July:** During this entire month, the *Cyber Club* of the *Department of Computer Science* conducted a one-month course, held in two batches, on Introduction to IT for non-computer students of the college.
- July 24:** The *Department of English*, under the supervision of *Prof. M. Basu*, held a *Performative Seminar on Amitav Ghosh: Life and Work* to commemorate 25 years of Shadow Lines.
- July 25:** The *Department of Botany* in collaboration with the State Council of Science, Technology, and Environment (SCSTE) Meghalaya held a *Popular Lecture on Learning for Cogent Living – Issues related to Superstitions*.
- July 26:** The Anthonian Family celebrated *St. Anthony's Day*.
- July 30:** The *Department of Botany* held another Popular Talk on Ecology at the Botany Main Laboratory.
The *Department of Statistics* held workshop on *Censusinfo Software and Data Dissemination of Census 2011* in collaboration with the Ministry of Home Affairs and the Office of the Director of Census Operations, Meghalaya.
The *Inauguration of the Post-Graduate Academic Year* was held on this day. Later in the day an *Orientation Programme* was held for the post-graduate students.
- July 31 to August 2:** The College held a *Three-Day Book Fair and Literary Interactions 2014* in the College Campus, in collaboration with the Department of Information and Public Relations, Meghalaya.
- August 6 to September 3:** *Zaukhungam Singpho*, a Second Year student of the *Department of History*, represented the country as a member of the NCC contingent at the *International Youth Exchange Programme* in Russia.

- August 9:** The *Department of Khasi* held two *Memorial Lectures on Victor Greenleaf Bareh – Kum u Myllung Ieit Ri (As A Patriotic Poet)* and *U Myllung V. G. Bareh bad ka jingieit ri (The Poet V. G. Bareh and Patriotism)*.
- August 15:** The *Anthonian Youth Club* and the *NCC* celebrated the 68th Independence Day.
- August 16:** The *Department of Economics* held a Seminar on *Budget 2014-15*.
- August 16:** The *Department of Management (BBA)* held a *Guest Lecture on CAG in Relation to Accountability in Governance*.
- August: 19** The *Department of Mass Media* celebrated *World Photography Day*, by holding an interaction called *Photo Talk*.
- August 20:** The *Department of Mass Media* held a *Sony DSLT Workshop*.
- August 23:** The *Departments of Biotechnology* and *Biochemistry* held a *Special Lecture on Diabetes and Vascular Diseases*.
- August 23:** The *Research Cell* held an Orientation Programme for the faculty of the College. As part of this programme, a workshop on *Research Capability Enhancement* was also conducted.
- August:** Several Sports teams of the College under the supervision of selected Professors participated in the *Inter-College Tournament* organised by the NEHU.
- August 25:** The College held an *Extension Programme* for the class VIII to class XII students of Hubert Memorial Higher Secondary School.
- August 25 – 3 September:** The College conducted the *Internal Terminal Tests* during these dates.
- September 12:** The *Department of Philosophy* held a *Special Lecture on Applied and Bio-ethics – a few relevant issues*.
- The *NSS SAC Unit* held the *Annual Blood Donation Camp*.
- September 13:** The *Department of Mathematics* held a *Popular Talk on Frontiers in Mathematics*.
- The *Department of Mizo* organized an *Inter-College Debate* on the theme “*The Commitment of the Youth Towards their Cultural heritage is fast eroding*”.
- September 13** The *Department of Hindi* celebrated *Hindi Diwas*.
- The *Mamma Margret Girls* put up a very creatively designed show *Prism* for the faculty and students of the college.
- September 15:** The *Placement of Professors* was conducted on this date.
- September 19:** The *Department of English* joined the rest of the world in commemorating the *450th Birth Centenary of Shakespeare* by holding a literary extravaganza and two guest lectures on the *Relevance of Shakespeare in the 21st Century*.
- September 20:** The *Department of Music* held a *Musical Concert* called the *Four Seasons*.

September 22 -23: The *Department of Biotechnology* organized a *workshop on Capacity Building in Effective Management of Intellectual Property Rights in Biotechnology by Universities and Research Institutes in Meghalaya* in collaboration with the Biotech Consortium India Limited, New Delhi and the Ministry of Science and Technology, Government of India, New Delhi.

September: 20 - 27 The *College Week*, dubbed *Splash*, was held.



Dr. H G Lyngdoh

IQAC Co-ordinator



Br. Albert Longley Dkhar sdb

Principal