

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, October 1, 2014 to December 30, 2015)*

Part – A

1. Details of the Institution

1.1 Name of the Institution:

ST. ANTHONY'S COLLEGE

1.2 Address Line 1

BOMFYLE ROAD

Address Line 2

City/Town

SHILLONG

State:

MEGHALAYA

Pin Code:

793001

Institution e-mail address:

principal@anthonys.ac.in

Contact Nos.:

O: (0364) 2223558; R: (0364) 2222558;
(0364) 2500061 (fax)

Name of the Head of the Institution:

Rev. (Dr.) Br. Albert Longley Dkhar, SDB

Tel. No. with STD Code:

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

Mobile:

+91 94361 10437

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID:

1.4 Website address:

Web-link of the AQAR:

1.5 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	FIVE 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	2014	5 years

1.6 Date of Establishment of IQAC:

1.7 AQAR for the year (*for example 2010-11*):

1.8 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 2009 to September 2010 on **21/12/2010**
- ii. AQAR October 2010 to September 2011 on **02/03/2011**
- iii. AQAR October 2011 to September 2012 on **11/04/2013**

iv. AQAR October 2012 to September 2013 on **11/04/2014**

v. AQAR October 2013 to September 2014 on **11/04/2015**

1.9 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

1.10 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

1.11 Name of the Affiliating University (*for the Colleges*):

NORTH EASTERN HILL
UNIVERSITY (NEHU)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.:

Autonomy by State/Central Govt. / University:

University with Potential for Excellence:	<input type="checkbox" value="-"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input checked="" type="checkbox"/>	UGC-CE	<input type="checkbox" value="-"/>
UGC-Special Assistance Programme	<input type="checkbox" value="-"/>	DST-FIST	<input type="checkbox" value="-"/>
UGC-Innovative PG programmes	<input type="checkbox" value="-"/>	Any other (<i>Specify</i>)	<input type="checkbox" value="-"/>
UGC-COP Programmes	<input type="checkbox" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers:	<input type="text" value="13"/>	
2.2 No. of Administrative/Technical staff:	<input type="text" value="01"/>	
2.3 No. of students:	<input type="text" value="-"/>	
2.4 No. of Management representatives:	<input type="text" value="03"/>	
2.5 No. of Alumni:	<input type="text" value="01"/>	
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="22"/>	
2.10 No. of IQAC meetings held:	<input type="text" value="03"/>	
2.11 No. of meetings with various stakeholders:	<input type="text" value="08"/>	No. Faculty <input type="text" value="03"/>

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

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 Communication and Publication;
Orientation for non-teaching staff;
Orientation for students;
Orientation on API for the placement of faculty;
Workshops/Training for faculty & students.

2.14 Significant Activities and contributions made by IQAC

It initiated the restructuring and formulation of Grievance Cell, Swachh Bharat Cell and the Research Cell this year to make them more effective and relevant; constitution of the sexual harassment cell; Faculty exchange programmes; formalising 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 *

<i>Plan of Action</i>	<i>Achievements</i>
Maintaining of good results in the University examinations	The College achieved >90% success rate across all streams and courses
Organizing Guest lectures, popular talks, and students' seminars	Most of departments had organized students' seminars, Guest lectures and popular talks involving experts, scientists and eminent scholars, Hands-on and others
Enhancement of infrastructure	<p>More CCTV in have been fixed in the campus (Boys and Girls hostels)</p> <p>New equipment/instruments were added to the various science departments, Mass Media deptt. and Music deptt.</p> <p>New server, laptops, computers were procured during the year to enhance ICT and overall IT needs of the college</p> <p>The library infrastructure has been enhanced with the Introduction of RFID for management of library services.</p> <p>Installation of additional computer terminals and digital photocopiers and scanner.</p> <p>Maintenance of existing infrastructure like the auditorium, rest rooms and a facelift to faculty common room and in some departments.</p>
Campus job placement services to be extended to the students belonging to other institutions within the state	<p>Campus interviews for placement by reputed firms (Wipro technologies, TCS, iServe, SLK software etc.) from the industry were conducted in the college for students of the college.</p> <p>Coaching classes for management were also conducted</p>

To publish two double blind peer reviewed journals	The college has published two double blind peer reviewed journals in the month of May 2015 with the following titles: <i>Spectrum: Humanities, social sciences and management</i> <i>Spectrum: Science and Technology</i>
Extension programmes	The management continue to encourage all departments and clubs of the college to organize conduct and participate in social projects and community out-reach programmes. Several Programmes were held to celebrate international days such as World Anti-Tobacco Day and Environment Day. Students also visited orphanages, Mercy Home for the Aged, Bethany Society, Ram Krishna Mission, computer literacy outreach programmes to rural schools etc.
Organizing conferences, seminars and workshops	A number of such programs and events were organized and conducted during the year.

* 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 – CBCS for the P.G. programme

(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.

DBT Twinning Research facility

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
155	108	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
10	-	-	-	-	-	01	-	11	-

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	60	200	200
Presented	6	12	12
Resource Persons	-	2	21

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

- 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:

Marked internal test, Evaluated assignments, Open book test and others

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/BOS members, curriculum restructuring committees, and syllabus committees is 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	267	17.98	20.22	55.05	19.85	95.13
BCom	88.03	3.8	3.8	34.18	50.0	88.03
BSc	218	34.4	71.55	27.06	-	98.62
BBA	20	30	80	20	-	100
MSc (Biotech)*	18	0	11.11	88.88	-	100
MCA*	21	35.7	100	0	-	66.66

* From CGPA Scores

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	12
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	04
Faculty exchange programme	1
Staff training conducted by the College	06
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	6
Others:	6

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	11	-	-	29
Technical Staff	20	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Research in the college continually promoted through the Research Cell of the college.
Two biannual Peer reviewed journal have been published: *Spectrum: Humanities, Social Science and Management*; *Spectrum: Science and Technology*. The number of publications by faculty has also increased.

The college has also taken the initiative to set up central instrumentation centre instrumentation with funds from the CPE phase 2 and Phase 3

3.2 Details regarding major projects (include any major)

	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 (include any minor)

	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 (from AQAR dept)

	International	National	Others
Peer Review Journals	-	24	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	1	-

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
	2011-2014	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
	2013-15	Dept. of Fisheries, Govt. of Meghalaya	6.90	6.90
Minor Projects	2011-13	UGC-NERO	1.61	1.61
	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>)	2014-till date	CPE	0.6	0.6
Any other(Specify)				
Total				

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
01	-	01	-	-	-	-

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 State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level	-	State level	8
National level	4	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	6
NCC	2	NSS	3
		Any other	4

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

Extension:

Sept 12, 2014: The **NSS SAC Unit** held the **Annual Blood Donation Camp**.

Nov 29, 2014: **Minnova**, the Student's Club of the **Department of Business Administration** held special programme **Appreciation Programme for Shillong Traffic Police**.

December 8 – 13, 2014: The **Cyber Club** of the Department of Computer Science conducted the second extension programme in Nongpoh.

November 8, 2014: The **Department of Mass Media** held a spell-binding post-dramatic theatre performance titled **Kalika** - through the looking glass.

October 3, 2014: The **Department of Mass Media** organized a **Bike Rally and Street Play** in the city to create awareness on the “**Role of Women in our Society Today**”.

June 24, 2015: The **Swasth Bharat Cell** held a talk at the auditorium for the students on **Healthy food habits for youths** as part of the International Yoga Day celebration.

8 June – 8 July, 2015: The Second Year students of the **Department of Computer Science** held a month long class on Basic IT for students as part of the activities of the **Cyber Club**.

July 7, 2015: The College organized an awareness programme on the **serious issues related to women and children in collaboration** with the Meghalaya State Commission for Protection of Child Rights and the State Revenue Centre for Women.

August 2, 2015: The **NSS conducted** the annual **blood donation camp** in the campus in collaboration with the Nazareth Hospital. More than seventy students participated in this camp. A group of students also participated in the **Voluntary Blood Donation** drive conducted by the State Blood Transfusion Council on the same day.

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	Institution	55
Laboratories/Studios	52	2	Institution and DBT	54
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	UGC-CPE and Institution	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
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. Besides

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35860	-				-
Reference Books						
e-Books	-	-	-	-	-	-
Journals	39	-	4		43	18,100/-
e-Journals	6	-	-	-	6	6,42,616/
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	513	264	4	60	5		32	25	123
Added	20	-	0	-	-	-	10(replacement)	-	10(replacements)
Total	513	264	4	60	5		32	25	123

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

-

4.6 Amount spent on maintenance in lakhs :

i) ICT	10.8
ii) Campus Infrastructure and facilities	30.5
iii) Equipments	6.0
iv) Others	3.0
Total :	50.3

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, department notice boards etc.

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 weaker students and providing remedial action.

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)
3247	140	-	365

(b) No. of students outside the state

911

(c) No. of international students

43

No	%	Men	No	%	Women
1680	56.5		1294	43.5	

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

Demand ratio

1:1.95

Dropout

12.15 %

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, SSC, etc.
- Communication skills Workshops (spoken English and computer literacy- not part of the syllabi but compulsory for all students).

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc. State PSC UPSC Others

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	180	78	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 Women's Cell of the college has also dealt with this issue during the annual life orientation programme wherein both students and staff were involved. The issue of Women empowerment has been undertaken under the aegis of the IQAC.

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:

	Number of students	Amount
Financial support from institution (including waiver scholarships)	85	5,52,500/-
Financial support from government	1773	N.A
Financial support from other sources	N.A	N.A
Number of students who received International/ National recognitions	43	N.A

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:

The total number of grievances put forward by students was 24 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 have a Management Information System:

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

6.3.1 Curriculum Development

The major part of the curriculum is designed and developed by the affiliating university. However, for a number of professional courses the college has taken an active role by providing valuable suggestions to the university to bring about necessary changes to make the curriculum more comprehensive and holistic. Also, some departments have taken initiative to introduce hands-on (not in syllabus) and classroom seminars to provide students an extra edge in their learning.

6.3.2 Teaching and Learning

Departments generally implement a uniform teaching and learning process. In addition, each department adopts some specific strategy that is best suited for the students of that respective department. Some of them are as follows:

- Introduction of Semester System
- 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 (apart from syllabus)
- Library assignments

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.
- 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.
- The College provides financial incentives to faculty and students for projects and honorarium for publications.
- The College continues to publish two peer review journals to encourage and enhance publication of the faculty

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- The total number of text and reference books purchased during 2014-2015 is 1,528 at the cost of Rs. 12.23 lakhs.
- Initiation of RFID tagging of books and digitization of library has already begun

ICT:

- ICT tools have been upgraded and replaced where necessary. Many class rooms are fitted with Digital interactive boards replacing the old black and white boards.

Physical Infrastructure/Instrumentation:

- The gymnasium has been upgraded.
- Work on the Construction of the New Commerce & Management block has started
- The New building and infrastructure for the Extension campus at Byndihati, East Jaintia Hills District has already begun
- A central instrument facility for the Science departments is being created
- Renovations of laboratory and classrooms
- A proper waste management system was formally introduced in the campus.
- Usage of existing infrastructure to the maximum with the introduction of Night College for the Young-At-Risk (YAR) with minimum fees.

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.
- Faculty members are encouraged to attend Seminars, workshops and trainings by granting them necessary leave or financial assistance as and when required.
- The College deputed faculty 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

Due to the geographical location of the college, the scope for industry interaction is very limited. However, 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	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

NIL

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	✓	Examiner of Local Accounts, Government of Meghalaya	✓	U. C. Majumdar & Kiran Joshi CA
Administrative	✓	Examiner of Local Accounts, Government of Meghalaya	✓	U. C. Majumdar & Kiran Joshi CA

6.8 Does the University/ Autonomous College declare 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 affiliating university has not made any significant reforms. However, with the introduction of the semester system during this year Marked internal test/assessment has been introduced.

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.
- In collaboration with the College the Alumni association is also running the B.A. Pass evening course for the financially and academically challenged students. 29 students have already progressed to the 3rd Semester
- 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 in the departments 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.

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.
- Old electrical fittings in the college are gradually being replaced by the energy-efficient fittings and bulbs
- 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>Achievements</i>	<i>ATR</i>
Maintaining of good results in the NEHU examinations	The College achieved 90% success rate.	Department continuously monitor the performance of the students throughout the year by using numerous methods like class tests, work assignments, projects, students' seminars, etc.
Organizing a Staff Development programme	Orientation programme for the teaching staff and non-teaching staff.	The Management organized a special orientation programme for the Support Staff on the team <i>A Proactive Pursuit of Excellence</i> on the 02 February 2015. Workshop on Semester-system organized by IQAC on 21-22 April 2015 Workshop on Community Colleges organized by IQAC on 23 April 2015
Organizing Guest lectures	Guest lectures, popular talks involving experts, scientists and eminent scholars are regularly conducted by various departments.	Some of the eminent personalities and experts who visited the college during 2014-15: Dr. Xavier Alphonse, SJ, Dr. Basav Roy Choudhry, IIM Shillong, Prof. M Ansari, NEHU, Dr Michael Charf, Critic and Poet, USA. And others
Enhancement of infrastructure	Construction of the new Commerce and Management Block which is financially supported by the UGC, the College and various funding agencies has started. Construction of New Extension Campus has already begun More CCTVs have been fitted in the campus. The RFID tagging of books have been initiated	Installed RFID infrastructure in the Library The college has upgraded the central as well as departmental library with new text and reference books, Journals and other reading materials. Old Photocopiers in the library have been replaced with new ones; new colour printers and scanners have been added. New LCD projectors have been fitted in classroom. Most of the department computers have been replaced with new ones with the help of funds from UGC.
Extension programmes	The management encourage all departments to organize, conduct and participate in social projects and community out-reach programmes. Several Programmes were	Details of some social and extension programmes <ul style="list-style-type: none"> • The Anthonian Youth Club (AYC) conducted an outreach programme at Holy Cross School • The NSS SAC unit organized a blood donation camp on the 22

	held to celebrate international days such as World Anti-Tobacco Day and Environment Day. Students also visited orphanages, Mercy Home for the Aged, Bethany Society, Ram Krishna Mission etc.	August 2015
Organizing conferences, seminars and workshops	A number of such programs and events were organized and conducted during the year.	<p>Workshop on School Educations: Quality Administration and Management for principals of Schools and Colleges on 21-22 January 2015</p> <p>An International guest lecture was held under the DBT Star Scheme by the College on March 16 2015</p> <p>The Hundredfold Academy conducted a workshop on Career for the students of the College, on 2 May 2015</p> <p>Orientation Programme for the band of young professors who had just been freshly recruited to teach at the Extension College in Khliehriat. The theme of the Orientation Programme was “Teaching as a Unique Call and Mission” 15-16 June</p>

<p>Increase job placement:</p>	<p>The placement officer had invited several organizations from and outside the North Eastern Region to participate in the campus recruitment drive. As a result, a number of students from this college gained employment in these organizations. The Placement call has started a database of students who are interested in campus recruitment. However, it has yet to be made comprehensive.</p>	<p>During the year a total number of 12 organizations visited St. Anthony's College and students participated in the campus recruitment drive out of which of them were selected to take up jobs with the organizations.</p>
<p>Students' Seminar</p>	<p>Several departments have seminars delivered by students that are meant to expose them to developments taking place in different subjects and fields.</p>	<p>Some of the departments that regularly conducts seminars and presentations by students are:</p> <ul style="list-style-type: none"> • Computer Science • Business Administration • Mass Media • Zoology • Economics • Bio-Technology • Bio-Chemistry

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 2014-15:

- 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

- Final year students of the college have to attend classes on environmental science which sensitises them on the importance of preserving a green and healthy environment.
- 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. Continue to enhance the infrastructural facilities of the college such as CCTV, Laptops and Computers, library resources and ICT enabled class rooms. Complete the RFID tagging of Books and initiate digitization of books. Complete Phase I of the Construction of the Commerce and Management Block and the Extension Campus at Byndihati, East Jaintia Hills.
3. Guest lectures, popular talks and students' seminars will be organized and conducted by the departments.
4. Campus job placement services will be extended to the students belonging to other institutions within the state.
5. As part of the endeavour to encourage and enhance research activities, the College will complete the establishment of a central instrumentation centre and will continue to publish the two biannual double blind peer reviewed journals in with the following names:
 - a. *Spectrum*: Humanities, Social Sciences and Management
 - b. *Spectrum*: Science and Technology
6. 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.
7. The college will continue to monitor the progress of all the activities and projects funded by external agencies.
8. The college will complete the initiative that it has taken to conduct a green/environmental Audit of the campus.
9. Additional boost would be given to the development of sports and other extra curricular activities that would bring about all round growth to the students as well as the working staff of the St. Anthony's college.

Name Dr. H.G. Lyngdoh

Name Br. Albert L. Dkhar (SDB)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
