



ADMINISTRATIVE AUDIT REPORT

OF

ST. ANTHONY'S COLLEGE, SHILLONG, MEGHALAYA

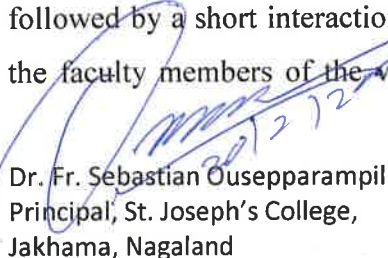
The Administrative Audit of ST. ANTHONY'S COLLEGE, SHILLONG, MEGHALAYA was conducted from Feb. 17 – 20, 2020. The team comprised:


- Dr. Fr. Sebastian Ousepparambil, Principal, St. Joseph's College, Jakhama, Nagaland,
- Dr. Fr. Allwyn Mendoz, Principal, St. Claret College, Ziro, Arunachal Pradesh and
- Dr. Ms. Ordetta Mendoza, Coordinator of Programmes, XBHEI and former Head, Post Graduate Department of Bioinformatics, Stella Maris College (Autonomous), Chennai, Tamil Nadu.


Prior to the visit the department completed and submitted the Administrative Audit manual developed and deployed by Xavier Board of Higher Education in India, Bangalore.

Xavier Board of Higher Education in India records its gratitude to the Management of the St. Anthony's College, Salesians of Don Bosco Educational Society for the initiative and the tireless efforts taken to carry out the Administrative and Academic Audit of the institution. The team places on record the tremendous work done by the Principal, the faculty, the administrative and supportive staff, the students and alumnae in keeping the name of the College flying high.

The onsite visit of the audit began with an Opening meeting with all the faculty members of the College. The team then met the Principal, Dr. Br. Albert Longley Dkhar, SDB and Dr. Fr. Joby Joseph, SDB, the Rector. The Principal made a presentation about the institution and this was followed by a short interaction with the team members. Thereafter the team held meetings with the faculty members of the various departments, administrative and supportive staff, students,


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alumnae and parents and visited the various infrastructural facilities of the College and the extension centre.

The team noted the progress the College has made since the last accreditation in terms of increase in infrastructure facilities, programmes, number of faculty and students and the overall functioning of the college, quality initiatives and quality sustenance measures in response to the last NAAC Peer team recommendations.

St. Anthony's College was established in 1934 and has come a long way from its humble beginnings in a makeshift structure to its present-day position. The College is a Minority institution affiliated to the North Eastern Hill University, Meghalaya, has been recognised by the UGC under section 2(f) in 1978 and 12B in 1984. The institution has a well-focussed Vision and Mission in keeping with the principles of the Salesian congregation and Don Bosco, the founder of the congregation. It was awarded A grade with a CGPA of 3.14 by NAAC in Jan. 2014 (3rd cycle).

The college has since the last accreditation set up an extension centre in Byndihati to augment its current campus area and has also purchased property with the view of expanding its academic activities.

Commendations

Governance and Management

A well organised, participative management style followed by the college in its management practices with the Provincial and his council as the final authority of the College.

The institution has put in place a strategic plan for a 15-year period beginning in 2013 and has been following up its implementation through various programmes and meetings with relevant stakeholders.

Statutory and non-statutory bodies have been set up which takes care of the day to day affairs of the institution with the Principal as the Academic head and the Rector of the Society as the Administrative head.

Equal Opportunities Cell (EOC), Anti-Ragging Monitoring Committee and Anti-Ragging Squad, Grievance Redressal Committee, Anti-Drug Abuse Committee, Disciplinary Committee, Ethics

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Committee, Research and Consultancy Cell, Institutional Ethics Committee for Research, Women's Anti-Harassment Cell and Appellate Authority (Right to Information Cell) have been set up and are functional.

The college has also appointed 5 nodal officers to take care of the various grants and matters pertaining to the UGC, CPE, RUSA, etc.

The college publishes a handbook every year with all the necessary information regarding the functioning of the institution for the use of all concerned.

Faculty Profile

The college has 100 faculty members who are paid by the government and 44 faculty members who are paid by the Management. 99% of the sanctioned faculty posts are filled with over 50% of the faculty having over 10 years of teaching experience and nearly 20 of the faculty having 2 or less years of teaching experience. Regarding qualification, 25% of the total faculty members hold doctoral degrees while 20 teachers have only a post graduate degree. The college has always encouraged faculty members to acquire Ph.D. degree and many have been sent to complete the degree under the UGC's FDP scheme as well as on their own.

Programmes in the institution

The college offers students 26 Undergraduate programmes, 4 Post graduate programmes and one Post Graduate Diploma in Computer Applications (PGDCA). Since the last accreditation the college has started 2 Postgraduate programmes and several UG programmes in its extension campus thus serving the rural areas of the state, which is highly commendable.

Students Admission and Discipline

The College has an Admission Committee which meets whenever required. It plans and ensures implementation of the admission process as set out by the institution. There has been an increase from 92% to 96% the admission of students from 2016-17 to 2017-18.

Non – teaching staff

The college has 57 non-teaching staff and 45% of them are employed by the management. The institution has ensured welfare measures for the non-teaching staff some of which are Death *cum*

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Retirement Gratuity, Employees' State Insurance Scheme – GSLI. Interest free loan is given by the management when requested by an employee and there is also a Fee concession offered for the children of the non-teaching staff studying in the institution. The institution has also organised, conducted and encouraged the non-teaching staff to participate in professional and personality development programmes every year.

Financial aspects

The finance committee takes care of the financial aspects of the college. The accounts are audited by both internal and external auditors. The college has spent over 70 lakhs, including advancing salary to substitute faculty of faculty members who are on UGC-FDP and other faculty development programmes.

Infrastructure

The institution has either added new infrastructure facilities or revamped its existing infrastructure to better the teaching - learning evaluation process. There are also sufficient facilities such as department rooms, research cubicles, individual rooms and rooms with IT facility available for the faculty members. For the newly introduced PG programmes cubicles have been set up in the newly constructed Wollaston Annexe.

Institution Automation

The college has an ERP but a large part of its functioning still remains to be automated. It has sufficient IT facilities integrated with cloud computing and good storage facilities.

Student Welfare measures

The college has welfare schemes for students such as the student welfare fund, private scholarships, and earn while you learn which takes care of their financial aspects. All students are covered by insurance for medical/ hospitalization and personal accident.

A functional anti-ragging cell headed by the Principal and with sufficient representation from different sections of the college was set up in 2010. Students are made aware of the serious consequences of ragging through orientation programmes, meetings with student leaders, during

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value education classes and notices placed in strategic places, on notice boards, on the website and in the college handbook. To date no incident has been reported.

The institution also promotes gender equity among the students through several programmes organised for the students from time to time.

Examination Office, evaluation process and reforms

Since the college is affiliated to the NEIU, the examinations calendar and other details are determined by the University and this is followed by the college. The examination and internal assessment test dates are made known to the students through the college hand-book and College Notice Board, Circulation on the Official College Association WhatsApp Group, announcement in the assembly of Students and the respective departments.

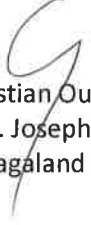
The ratio of internal assessment to end semester examination is 25:75. The overall pass percentage in the college for the academic year 2018-2019 is around 85% with many students of the college getting University ranks.


Library and Learning Resources


The college Library houses several sections such as the stack room, reading and reference room, internet browsing section etc. It has been automated (RFID) and KOHA is the ILMS that is used. It currently subscribes to the e-journals and resources such as NLIST, JGATE and DELCON. The institution has spent about 4.5 lakhs on books and journals (hardcopies). Reprographic facilities and computers are available in the library for use of faculty and students. The Librarian is assisted by 10 library assistants.

Concerns of Women staff and students

The Women's Development Cell was set up in 2009 and has over the years conducted numerous programmes for women faculty members and students with the result that there is gender equality in the institution. The programmes include panel discussions and workshops on issues relating to women and children, programmes on contemporary social issue of sexual harassment and social stigma, protection of women from domestic violence thus ensuring overall safety, security and dignity of female students and faculty members.


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The college also has an Internal Complaints Committee which was set up in 2009 with the Principal as the chairperson. To date, no incident has been brought to the notice of the committee.

Amenities in the institution

Drinking water

The institution has very good amenities such as potable water which is generated by a RO plant, a good canteen with separate dining areas for faculty members, administrative and supportive staff and students. Apart from this the college has invited a mobile food wagon, 'The Chicken Wagon' which supplies food of diverse flavours to the institution.

Medical Facilities

The college has an infirmary with 3 beds available – one each in the boys' and girls' common room and one in the first aid room. There is also a full-time staff nurse on campus.

Transportation

There is sufficient transportation such as a college bus and a Bolero for the use of faculty and students when necessary. Most students live near the college and use public transport.

Incinerator, ramps and lifts, alternate power and sanitation and hygiene

The college has installed incinerators, ramps and lifts as well as CCTV cameras for better management of the institution.

The college harnesses solar power, the excess after its own consumption, is supplied to the government grid.


There are sufficient washrooms available for the use of the faculty members, administrative and supportive staff, and students (separate for male and female).

Other amenities

The institution has several other amenities such as the Canteen, Bank, stationery and book store, Wi Fi access through an Internet Leased Line, DTP centre, RWH and separation of waste.


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Counselling Centre

The institution has set up a counselling centre and has appointed a full-time counsellor who takes care of students' needs.

Sports and games facilities

In spite of the fact that the institution is an old one with limited space the college has made provision for all amenities and facilities for sports and games such as football, basketball, cricket, volleyball, badminton and table tennis so as to equip students to participate in intercollegiate and university tournaments. A gymnasium is available for the students' use. Students also train in Karate, yoga and aerobics. The 'Anthonian Chess Club' promotes the game of Chess in the college. A physiotherapist is also available for consultation.

Placement Cell

There is a placement cell in the college through which the college invites several corporates to recruit final year students for employment.

Hostels

There are two hostels - one each for the boys and girls. The hostel students have expressed their appreciation for the facilities and the food in the hostel calling it a 'home away from home'. The hostelites who are from over 100 different tribes are encouraged to participate in the many activities organised in the hostels to improve their self-confidence, show-case their talents and learn to live with each other in harmony.

Extension Activities

The college lends itself to numerous extension activities such as blood donation, 'No Tobacco Day', village cleaning drives, donation of clothes, computer literacy of school children in rural areas, etc. Student training programmes such as NCC, and NSS are vibrant and active in the college. Each year, the NCC cadets represent the college at the national level at the Republic Day Parade in New Delhi by a number of cadets.

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Co-curricular activities

Numerous workshops, seminars and other programmes have been conducted in areas such as training in soft skills, personality development, career guidance, etc., by the various units of the college – Student Development Service (SDS), Value Education department, etc. benefitting hundreds of students. The Cambridge University Certification Test is available for students in the college and this has been set up through a MoU with the British Council, Kolkata.

Extra-curricular activities

There is a vibrant student council with an elected Student president, vice-president and class representatives. Clubs such as Dance, music, debate and election, SACMUN, Drama, film and photography, Literary and English Theatre, Anthonian Youth Club (AYC), Cyber, Commerce and the Minnova (Entrepreneurship) are available for students to show-case their talents.

Alumnae Association

The college has a good alumnae association which contributes to the academic growth and development of the college through its scheme of financially support a large number of students in the evening college. The association also organises and conducts a farewell for the final year students and Annual General Body meetings. Elections are held once in two years.

IQAC


The college has a functional IQAC. The co-ordinator is appointed by the Governing Body and the committee is set up as per the guidelines issued by NAAC. It meets from time to time and organises programmes for the growth and development of the institution.


Best Practices

Solar Energy – supply to the Grid.

The college has set up alternative sources of clean energy by investing in a Solar grid by which it has not only reduced its consumption of electricity but also supplies the excess solar energy to the government through the NET.


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Night shift college

The college offers programmes in arts and commerce to students who work in the day time and wish to complete a degree programme. Classes are held in the evenings and these students are helped financially through scholarships instituted by the Alumnae. The scheme is unique, in that, if a student passes with 50% or more marks in the University exam, the college fees which are paid by the Alumnae association, are carried over for the next academic year. This is then carried over once again the following year if the student achieves 50% marks or more.

Recommendations

- Effective curriculum delivery through a well-planned and documented process each semester.
- The institution needs to integrate more cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum.
- The various policies of the institution can be reframed / rewritten including Admission, etc.
- Strategic plan to be made known to the faculty and staff (wherever applicable).
- The role and function of heads of various committees and societies, IQAC and DQAC co-ordinators, NAAC co-ordinator, to be spelt out.
- Website to be updated.
- Syllabus and teaching plan to be displayed on the website.
- Student diversity to be determined and advanced and slow learners to be dealt with appropriately.
- Faculty maybe requested to sign in and out when entering and leaving the institution. Biometrics must be employed for all Management paid faculty members.
- Faculty to remain on campus throughout the working hours.
- Head of department position must be made on rotation in order to give all faculty members a chance to retire as a HoD and also for their own professional development.
- Term of office of Committee heads and Cells, IQAC co-ordinator to be spelt out and adhered to. Many of the senior faculty members hold more than 2 positions in the college. This may be remedied by giving positions to mid-level faculty members to hone their leadership and organisation skills, foster team spirit and enhance participative management.

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- Separate heads to be appointed for UG and PG departments.
- Agenda for meetings especially general council and staff council meetings to be given atleast 2 weeks in advance.
- Printing of banners to be done on cloth. Plastic to be completely banned on campus.
- Programme Outcomes, Programme Specific Outcomes and Course outcomes to be spelt out and hosted on the college website as well as given to students with the syllabus.
- An administrator (member of management committee) to take care of the several facilities of the college, infrastructure to be appointed.
- A Systems administrator required on campus throughout the working hours of the college.
- Biogas can be generated by the college (in summer months) for use in the labs and hostels
- Gymnasium may be re-organised as is constrained for space.
- Audio system in the hostel maybe attended to as soon as possible.
- Encourage student participation in several extension activities promoted through the societies and clubs, especially outreach programmes in association with NGO's.
- Placement cell to made more active.
- Maximum utilization of available infrastructure especially Biotech lab and computer labs
- Central lab facility may be set up immediately.
- Role and function of IQAC to be spelt and must pertain only to quality assurance and sustenance.
- One ERP to ensure seamless automation in the college.
- Policy decisions to be framed especially regarding borrowing and retention of books for long periods by faculty members.

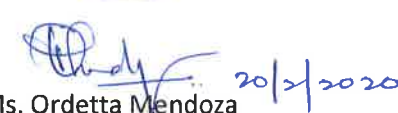
XBHEI places on record the tireless services of the Principal and the Rector without whom such progress of the college would not have been accomplished.

Date: Feb. 20, 2020

Place: Shillong, Meghalaya


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