



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

St. Anthony's College

- Name of the Head of the institution **Dr. Albert Longley Dkhar, SDB**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03642222558**
- Mobile no **9436110437**
- Registered e-mail **principal@anthonys.ac.in**
- Alternate e-mail **albertlongly@gmail.com**
- Address **St. Anthony's College**
- City/Town **Shillong**
- State/UT **Meghalaya**
- Pin Code **793001**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **North Eastern Hill University (NEHU)**
- Name of the IQAC Coordinator **Mr. Gregorius Kharumnuid**
- Phone No. **03642222558**
- Alternate phone No. **8974059326**
- Mobile **7005644805**
- IQAC e-mail address **iqac@anthonys.ac.in**
- Alternate Email address **gregory@anthoys.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://anthonys.ac.in/resources/mdl/iqac/doc_AQAR_2019-2020.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://anthonys.ac.in/resources/mdl/home/doc_AcademicCalendar.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	75	2000	20/09/2000	19/09/2006
Cycle 2	A	3.60	2009	29/01/2009	28/01/2014
Cycle 3	A	3.14	2014	10/07/2014	09/07/2021

6. Date of Establishment of IQAC

28/11/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

? Initiative for coaching/training of students for competitive/public exams

? Organized workshops on NEP 2020 and Intellectual Property Rights (IPR)

? Facilitated development of in-house Enterprise Resource Planning (ERP) software

? Organized workshop on "Documentation, Data collection and Data Configuration"

? Reach-out to students during the pandemic through a "Living in Hope" series of webinars.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To introduce Integrated B.A-B.Ed; B.Sc-B.Ed and B.com - B.Ed Courses	The process is in place and it will be carried out as and when options are made available by the affiliating University.
Building staff capacity on ICT and setting up of AV team to play a leading role in the teaching-learning process in a post-COVID scenario.	Towards this end, the department of Mass Media conducted training programmes on
Departments to conduct add-on/short term courses to enhance students' skills and employability.	A number of departments took initiatives to conduct such courses, which include the following: ? Education (PG) and Statistics departments:
Mental health support to students	Support was provided to students through a series of webinars on topics related to coping with stress and dealing with losses and grief resulting from the pandemic. The institution has put in place a team of qualified counsellors to render help and support to needy students and staff.

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

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• Upload latest notification of formation of IQAC	View File
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	28/02/2022
15.Multidisciplinary / interdisciplinary	

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	425
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	4629
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1697

File Description	Documents
Data Template	View File
2.3	1363
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	162
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	163
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	74
Total number of Classrooms and Seminar halls	
4.2	286.61
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	553
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To ensure effective curriculum delivery, the Departments of the College take care that the syllabus is completed within the time-frame as set in the academic calendar.

As per the academic calendar provided by the college/university, the individual teachers prepare their course plan which is informed to the students in the classroom.

Lectures are accompanied with various methods like case studies, video presentations, interactions, all of which make the class much more effective and productive. Both graded and ungraded presentations, quizzes, class tests are regularly.

The departments prepare a semester-wise schedule for conduct of Internal assessment tests and this is followed by all teachers. The records of the internal assessment tests are maintained centrally by the departments.

The practical classes are hands-on, interactive and supervised. The theory, principle and procedure for each experiment is well-elucidated to ensure better understanding and performance by the students.

Workshops, seminars and field trips are organized in order to supplement the learning done in the classroom.

Bridge Courses are offered by certain Departments for newly admitted students. The main objective of the course is to bridge the gap between subjects studied at Pre-Graduate level and subjects that they would be studying at the Graduation level.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including the conduct of CIE as described below Since the introduction of the

semester system the continuous internal evaluation has been part and parcel of evaluating the student which is inclusive of the student's academic performance, the student's participation in departmental activities and their extra-curricular activities.

At the Institutional level, a routine is prepared whereby it is in turn circulated to the different departments and allotment of teachers per paper is carried out. Departments have the liberty to extend this timetable to include additional classes for remedial and extra classes.

One indicator of assessing student's learning outcome is through regular class work and internal assessment. The departments evaluate the outcomes of the programs through regular interaction and inquiry regarding student learning outcomes. Evaluation of the students' performance is obtained through regular class tests and assignments. Class tests, class work and home assignments are regularly assigned to the students to ensure that they learn and understand the concepts taught within the time frame given by the affiliating University.

Generally, the test schedules include three internal tests for the students. At the end of the semester the best two internal tests are averaged and submitted as the internal assessment of the student.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

30

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

31

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

660

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

PROFESSIONAL ETHICS, GENDER, HUMAN VALUES are dealt with by the department of Value Education. The syllabus is a work in progress where changes are made according to feedback taken from different stake holders. The different topics are discussed through PowerPoint, videos, group discussion and introspection through questionnaire. • In the beginning, Character Building, Goal setting, Attitude and Motivation are included to prepare students in the beginning of their graduation to understand and inculcate in themselves value of positive attitude, a strong sense of self discipline, importance of planning ahead and use motivation whenever needed.

Other topics such as Independence Day, Constitution, Seven Social Sins is done to help us understand the rich history of the country, the importance of knowing the Indian constitution and the importance of values and coordinating them with principles in life.

ENVIRONMENT AND SUSTAINABILITY. The Department of Environmental Studies course is designed to provide awareness about environmental issues from the perspective of social sciences. The major goal of Environment and sustainability is the conservation of natural resources including the living things. This not only concerns on using such resources in wise manner in order to prevent their depletion, but also on using them in manners that will not degrade their quality for future generations.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

187

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

96

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **A. All of the above**

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://anthonys.ac.in/resources/documents/aqar/2020-21/1.4.2-Feedback_analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1907

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1461

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Being a premier College of the country's North-eastern region, students of the College are from varied backgrounds and cultures. Therefore, the institution needs to cater to students with a wide range of learning and understanding levels. Following are the primary methods adopted by the institution to assess the learning levels of the students:

Performance in Qualifying examinations and entrance tests: Admission to the different courses is based on the marks secured by the applicants in the qualifying examination or their performance in the entrance tests.

Continuous Internal Assessments: The Learning level of the students is continuously monitored based on their performance in the internal assessment tests in the form of periodic tests, assignments, and sessional tests, which are held as mandated by the Examination Policy of the institution.

Participation in Co-Curricular activities: The learning levels of the students are also gauged from their performance and participation in Cocurricular activities. Performance in end semester Examinations: Students' performance in the end-semester examinations forms a significant tool to identify the slow learners and the advanced learners.

Programmes conducted for Slow Learners: Remedial classes, tutorials classes, and extra classes and providing additional and relevant reading materials. **Programmes conducted for Advanced Learners:** Provide opportunities to undertake assignments and projects that promote problem-solving and critical thinking.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1907	162

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To provide ample scope for learning and enhancing the students' learning experiences, the institution incorporates experiential, participative, and problem-solving methodologies into the teaching-learning process.

Such initiatives include:

- Project works and assignments enabling students to learn through the experience of working on specific problems.
- Participation in internships and summer/winter programmes organised by the institution or by other institutions gives students a hands-on experience to develop workable skills.
- Study tours, excursions, and industrial visits give first-hand experiential learning opportunities.
- Participation in conferences and workshops allows students to widen their learning beyond the curriculum.
- Debates, quizzes, group discussions on topics of current interests promote critical thinking and analytical skills.
- Observation of significant days of national and international importance like World Environment Day, National Science Day, Hindi Divas, and others with the active participation of the students.
- Various co-curricular activities like Science Slam, declamation competitions, drama club, literary newsletter, wall magazines, and others provide students ample

opportunities to learn through experience and participation.

- Active participation of the students in the different activities of the various Clubs and units like the NSS, NCC, Drama Club, Anthonian Youth Club, Cosmic Gazers' Club, SACMUN, Cyber Club and Blood Donation camps contributes immensely to their overall growth and learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College encourages teachers to use an optimum blend of ICT-enabled teaching tools, apart from the conventional chalk and blackboard method.

The following are some features highlighting the use of ICT in the teaching-learning process.

Ø ICT enabled classrooms fitted with projectors, smart boards, and audio-visual solutions.

Ø Well-equipped lecture halls, seminar/conference halls, and auditorium. Centrally connected UPS system for classroom projectors to provide uninterrupted power supply during classroom presentations.

Ø Wi-Fi enabled Campus, providing internet connectivity to teachers and students. Every department is equipped with Laptops and Desktops for use by the teachers. Computer facilities and LAN-based internet connectivity in every department for easy access to online resources.

Ø For synchronous and asynchronous modes of learning teachers use platforms like Zoom and Google Meet, YouTube, WhatsApp, Telegram; Learning Management Systems are used to exchange material and information between teachers and students. To create E-learning content, teachers use software like Microsoft Office, Hot Potato, Mysimpleshow, Google apps, Open Broadcaster Software, Handicam, Power Director, Video Compressor Panda etc.

Ø The college subscribes to e-journal platforms like JGATE, JSTOR, N-List, and DeLCON. It has a fully equipped and functional Language Lab.

Ø The college has an Enterprise Resource Planning Software (ERP) for more accessibility and better management of data and resources.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

162

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

165

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

52

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1991

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

All the departments adhere to the Examination Policy of the College for transparent and robust internal assessment in terms of frequency and mode. The college follows a semester system as per the academic calendar prescribed by the affiliating university. The final evaluation and grading of the students in every semester are done based on 25% weightage to Continuous Internal Evaluation/Assessment and 75% weightage to External Evaluation based on End Semester examinations conducted by NEHU. The mode, method, and conduct of the Continuous Internal Evaluation/Assessment is as per the ordinance of the affiliating university, which specifies the breakup of marks to be allotted for different components of the Internal Evaluation.

The examination committee of the college conducts the mid-semester sessional exams to evaluate the learning progress of the course contents. The college examination committee formulates the guidelines and schedule for the examination. Apart from the mid-semester sessional examinations, departments continuously assess the students' progress.

Class tests are regularly conducted to test the students' subject concepts, and questions are set in such a manner to discourage note reading and encourage in-depth understanding of the topics and their application. Assignments on the specific topics prepared by the teacher concerned are given to the students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

St. Anthony's College, Shillong, has adopted a robust Examination Policy to conduct the different examinations and assessments. As per this policy, the students can seek redressal and clarification on their performance by applying to the HoD of the concerned department within seven days of publication of the marks for any assessment conducted. On receipt of the same, the departmental examination subcommittee is empowered to act on the grievance at the earliest. If the student is still not satisfied, the student may approach the examination committee of the college, who will look into the matter and settle it after due consultation with the Principal of the college.

When an internal examination-related grievance is reported, the subject teacher or the Head of the Department concerned is responsible for answering the raised query. Every department follows a transparent evaluation system, and the students' performance is communicated to them. Students who are not satisfied with their performances in any assessment are free to consult the department's teachers for clarification and corrections. The answer sheet of such a student will be reevaluated if it is deemed necessary, and corrections, if any, in the total marks or the assessment are done. There is a provision for students to appear for an improvement in any internal assessment component if he/she is not satisfied with his/her marks.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Every effort is made to structure and mould the teaching-learning and evaluation process. The very first and vital step towards achieving this objective is to make all the stakeholders aware of the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and the Course outcomes (COs) of the different courses and programs offered by the institution. So every effort is made towards this end.

The Programme Outcomes, Programme Specific Outcomes, and Course Outcomes of all the programs and courses offered by the different departments are displayed on the college website, which enables all the stakeholders to access them as and when needed. It also allows the students to make informed choices before enrolling themselves in any course.

Subject-specific Programme Specific Outcomes and Course Outcomes are displayed in the departmental notice boards and also made known to the students at the beginning of every semester. At the beginning of all semesters, orientation programs are held for the students at the institutional level. Through these programmes students are made aware of the general attributes they need to

acquire after successful completion of a course and their roles and responsibilities as students of the institution. At the departmental level, teachers brief the students about the expected outcomes of the different courses offered in the Department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

St. Anthony's College strives to ensure that the stated Programme outcomes and Course outcomes are achieved. Every department ensures that the teaching-learning methodology for every course is designed and executed in tune with the stated objectives and outcomes. In courses with practical components, theory and practical classes are conducted, so students are encouraged to interact with the teachers. The teachers can gauge the students' learning progress from such one-to-one interactions during the lessons.

During every course, regular class tests are conducted by the teachers to assess the knowledge gained by the students. Apart from the class tests, sessional tests are also conducted each semester. Understanding levels of students on specific topics are also monitored by giving subject-related assignments. The departments conduct student presentations, seminars, panel discussions, and debates through which the thinking process and the skills and knowledge of the students in the subject are tested. Dissertation Work and Project Work are carried out by the PG and UG students, respectively, in partial fulfillment of their respective degrees.

The end-semester examinations conducted by the affiliating university are a significant yardstick to gauge the attainment of subject-related outcomes. The institution also keeps track of the progression and placements of the outgoing students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1266

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1mWrAPJOXhVytJsZsyH69iow5HzfRs_ZXqVpZjvi-20E/edit#responses

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

9327942

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

05

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

03

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Research Laboratories: The Research and Consultancy Cell of the College introduced the noble scheme of monetary incentives on

research publications in 2017. The College has signed an MoU with The Sasakawa Peace Foundation, Japan and this has led to the creation of The Northeast India AV Archive at the Department of Mass Media. The Archive activities include Internship, organizing workshops, Launch of Khlam Archive Website to document and collect material relating to the pandemic in Meghalaya, Photographs Contributed to the Chief Electoral Officer, Meghalaya, Curation of Online Photo Exhibition on Gandhi Jayanti 2020, and many others.

The Design Innovation Centre (DIC) was set up in the college campus on 4th September 2017, as a 'Spoke Institute' under the aegis and coordination of the 'Hub Institute' of North Eastern Hill University, Shillong, and funded by the Ministry of Education, Government of India. The fundamental objective of the DIC of our college is to nurture the in-house talents of the college for the promotion and inculcation of innovation and creativity in a multidisciplinary environment. The DIC of our college conducts design and innovation courses, namely, product design course and business model course.

The college also encourages its students to participate in various national and international competitions in this regard to inculcate the habit and skill of innovations and innovative thinking.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

30

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

42

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

04

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension and outreach activities of the college are mainly carried out by the NCC, NSS, Anthonian Youth Club, Cyber Club, Jesus Youth and Media Club. The impact of these activities on students is summarised as under:

Extension activities of NCC and their impact:

1. Independence Day Celebration in the College Campus: Desire to protect and

uphold the hard-earned independence of the country.

1. International Yoga Divas: Spiritual development and well-being
2. Youth Exchange Programmes: Cultural sensitivity at the global level

Extension activities of NSS and their impact:

1. Annual Voluntary Blood Donation Camps : A strong sense of social responsibility
2. Leadership Training Programmes: Acquirement of leadership skills
3. Workshop on Drug Abuse Prevention: Awareness to protect self from drug abuse
4. Life skills and Personality development programme: Acquirement of life and leadership skills

Extension activities of Anthonian Youth Club and their impact:

1. **Basic Life Support Workshops: Use of first aid skills during emergencies**
2. **Cleaning Drive Programmes under Swachh Bharat Mission: Hygienic and cleanliness sense.**

Extension activities of Media Club and their impact:

1. **Workshop on Basic Photography Techniques: Familiarisation with latest photography technology**
2. **Workshop on Prospects of Business Journalism: Understanding career prospects of business journalism.**

Extension activities of Cyber Club and their impact:

1. **Basic IT Courses for Students: Computer skills enhancement**
2. **Outreach programmes on IT courses: Empowerment of secondary/senior secondary basic computer (IT) knowledge**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1026

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

36

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college regularly updates and upgrades its infrastructure. The Arts, Science, and Commerce faculty have adequate facilities for teaching-learning. Each department is provided with facilities like computers, laptops, printers, books and facilities for ICT-based teaching.

Classrooms are equipped with good study desks, writing boards, smartboards, and LCD projectors. Some classrooms have computers, and in others, the teachers use their department laptops and cables to connect with the LCD projectors. Internet via Wi-Fi is easily accessible in all the classrooms.

The department of Computer Science hosts three cloud servers, three department servers, and unified threat management (UTM) device used to monitor and control the internet traffic of 90 Mbps (including Wi-Fi). The Bioinformatics facility and the Institutional Biotech Hub serves as a potential learning platform for simulation, modelling, and testing.

The Northeast India AV Archive is a public archive instituted by the Department of Mass Media. Botany Department maintains the Greenhouse and Botanical Garden. The Fishery science department maintains five ponds; all the musical instruments are maintained by the Department of Music. The three research laboratories include the Molecular Phylogenetics Laboratory in the Zoology Department, the Microbial Biochemistry Laboratory in the Department of Biochemistry, and the DBT Twinning Laboratory in the Fishery Science Department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution is spread over a green landscape of about 9 acres. The various facilities are described below:

Conference Hall: 46 ft by 46 ft, houses a stage, with a seating area of 200 people and two entry-exit points.

Executive Conference Hall: An indoor facility size 33 ft by 57 ft, houses a stage with 171 seats and two entry-exit points.

Auditorium: An indoor facility of 99 ft by 47 ft, including a stage and a balcony with a seating capacity of about 700, for cultural activities and other programmes throughout the year.

Gymnasium: a fully-furnished indoor gym of size 21 ft by 16 ft.

Stephen Hall boys' hostel: It has one Gymnasium of 21 ft by 16 ft. A room size 28 ft by 16 ft with two sets of table-tennis boards. A room of size 27 ft by 17 ft for one Pool table, three Chess boards, and four Carrom boards. An outdoor playground size 68 ft by 70 ft. for outdoor games.

Mama Margaret Girl's hostel: It has a recreational hall of size 51 ft by 54 ft.

Outdoor facilities: for volleyball, badminton and basketball. One outdoor lawn-tennis concrete court of size, 78 ft by 36 ft.

Pool table in Professor's common room. Open to all staff and faculty of the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

74

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

35.04

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college's Central Library resources, facilities, and services fulfill the college community's information need, the scholarly world, and the local community.

Books and e-resources: The Central Library maintains a well-stock of over 42,875 titles of books, 26 titles of encyclopedias, 26 print journals/periodicals, and ten newspapers.

E-Resources: The subscription of e-resources from N-List, e-Shodhsindhu, Shodhganga, DeLCON Consortia, J-Gate, and JSTOR provides access to over 10,000+ e-journals and 2,00,000+ e-books. These eresources are made accessible to the staff and students using the internet browsing facility of 60 desktop computers installed in the library having 90 Mbps bandwidth. Besides, the internet-enabled desktops in the library allow students to enroll in online courses from SWAYAM, NPTEL, ePathshala, Coursera, etc.

Automation: The Library is RFID enabled, and all the books are tagged, and students are provided with RFID Identity Cards for issuing and returning books. An RFID-enabled entry gate is placed at the entrance. Books are cataloged using the ILMS software and are stored in a dedicated server for the library. The ILMS details are as under - Till June 2017: The ILMS Software used was SOUL 2.0.

The library was partially automated in 2010 From July 2017: The

ILMS Software used was KOHA version 19.05.03.000. The library was fully automated in 2017.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

18.89

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1298

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities in the college include resources such as servers, computers (desktop and laptop), and network devices (switch, router, Wi-Fi access point, unified threat management (UTM). The various IT resources are available in all departments. Besides, the college also uses licensed Microsoft Windows (desktop and server) operating systems, MS Office, MSTeams and other development applications along with academic licenses of Adobe Master Collection, Oracle databases, Sibelius Music software, Tally, Zoom, Orell Language lab software, etc.

In 2019, computer labs were upgraded with 95 desktops (33 in PG and 62 in the UG section) and two tower servers. Internet bandwidth was increased to 50Mbps with proportionate Wi-Fi access between 10-20Mbps. Twenty desktops were upgraded in the Bioinformatics Centre, and five each were installed in the two new PG departments. There are two cloud servers, one for hosting the Library KOHA application and the other for MOODLE online classes.

In 2020, two new high-end servers and ten new PCs (for browsing) were installed in the library. Internet leased-line bandwidth was increased to 90 Mbps (50 Mbps from Sify Technologies Ltd. and 40 Mbps from BSNL). Long-range Wi-Fi access points were installed in the various locations of the campus for better internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

553

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

172.49

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has well-established systems and procedures for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms. Laboratory manuals are provided to all students before the commencement of the practical classes.

Each lab has at least one laboratory attendant on duty during hours of operation. The attendant is responsible for assisting students in experiments and handling the equipment. Mishandling computer hardware and deleting any software files from the system is strictly prohibited.

Sports and games activities are made available to the students from 6 to 8 A.M., and 4 to 8 P.M. Coaches and trainers for all sports and games are available on field to train the students for intramural and extramural events.

The Infrastructure policy of the college governs the utilization of sporting infrastructure. The library policy governs the operations of the Central Library. It opens from 8 A.M to 7 P.M.

Computers and Wi-Fi facilities are made available to students and staff around the campus. The entire IT requirement of the college is strictly adhered to by the IT policy. The IT policies of the college take care of the purchase of hardware, software, installation, networking, and data sharing needs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1112

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

136

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

70

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

25

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college provides ample opportunities for students to involve themselves in the various executive responsibilities. The students are members of various committees in the college.

1. College Association: Among the core committees involving students in the administrative, curricular, and co-curricular activities are the College Association. The student members of the Association are elected at the annual elections held at every department.

2. IQAC: One Department representative is selected to represent the students' interest in the IQAC. The representative also coordinates student feedback on various pertinent student welfare and access matters.

3. Mosaic: The students who are members are tasked with magazine cover design, layout, and content.

4. **SACMUN:** SACMUN stands for St. Anthony's College Model United Nations. It is a simulation of the United Nations. It is a non-profitable organization providing a platform to hone their leadership skills.

5. **The Anthonian Youth Club (AYC):** Students founded the AYC to reach out to other less privileged students. It also raises awareness on socially relevant issues.

6. **Women's Cell:** Female college students are actively involved in all programmes conducted by the Women's Cell of the College.

7. **Department Clubs :** Several departments have clubs such as Minnova Club, Cyber Club, Debate Club, Electoral Literacy Club, Media Club, which are aimed at allowing students to hone their talents in various areas.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The St. Anthony's College Alumni Association (SACSAA), was started in 2005 with the motto - 'make a difference,' aimed to give back to the college and society. The association also encourages a sense of belonging by opening a portal for friends & colleagues to keep in touch, whose journey at St. Anthony's College once crossed paths. There are about 3876 members registered with the association. The Association provides a strong helping hand to the underprivileged sections of society by starting two courses:

1. B.A. Programme (Evening Shift): The programme was introduced to cater to the needs of the socioeconomically weaker students and those with lower marks in the qualifying exams. These students are also offered a vocational skill course at Don Bosco Technical School during the day to help the students gain employable skills.

2. B.Com. Programme (Evening Shift): The association further extended its operation by starting the Evening Shift for those pursuing a degree in Commerce since 2016. The teachers' salary is met by the SACSAA. The financial aid by SACSAA also allows the college to charge a small fee of Rs 5000/ per programme only. The fee is reimbursed to the student once they have graduated with a required minimum percentage. The financial assistance translates to a fee waiver of Rs 14,370/- per student.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

St. Anthony's College was founded in 1934 with the motto of "Ever More, Better Ever," and the mandate of bringing college education within the reach of the common man and woman.

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."

Vision: "Providing holistic and quality education within the reach of all"

To achieve its objectives, the college has put in place a well-defined system and organizational structure comprising the following bodies.

Governing Body: An apex statutory decision-making body.

Internal Quality Assurance Committee: Instituted to ensure quality in all aspects.

Council of Heads: The council is constituted of all heads of departments of the college to oversee academic activities and programmes.

Admissions Committee: Selected teachers and staff are members of this committee. They meet at the beginning of the academic session to plan the enrollment process for the year and review it to ensure that the admission experience is smooth and efficient.

Library Committee: The committee focuses on modernising and upgrading library facilities.

Research Committee: It is responsible for promoting research and publications.

The Strategic Plan serves as a guide and yardstick in meeting specified targets.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Management of the college adopts a democratic system of governance in order to maximise the participation of all its stakeholders.

Case study:

Admissions Committee: The Admissions Committee comprises of select faculty members from all the departments offering UG and PG programmes and staffs from relevant offices. These are appointed by the Management. The committee is tasked with streamlining, executing and supervising the entire admission process of the college. In the last two years, due to the pandemic, the Admission Committee successfully conducted the enrolment process through

online mode. In 2020, the college successfully developed its own ERP which serves multiple purposes including admissions.

Some of the activities of the Admission Committee are: Publicity of the college programmes Offering counselling to students seeking admission Designing, implementing and maintaining of the college ERP related to admissions Setting up help desks and booths that cater to students' needs during the admission process

Outcomes: The Admission Committee ensures that the process is smooth and student friendly. The committee assists the Management in completing the admission process as early as possible so that results are declared at the earliest. Students are provided with on the spot information, timely assistance and sound and reliable guidance. Through the college website, notice boards and display monitors the committee circulates vital information and details regarding the admission process and results as and when decisions are taken.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Activity successfully implemented based on the strategic plan:

Introduction of PG Programmes in Political Science and Education and UG programme in Education (Page 3 of strategic plan):-

Objective: To provide students of the region access to Post Graduate studies as well as variety of programmes that will suit their aspirations for personal and academic growth. In line with its mission of making quality education accessible, the college made a conscious decision to introduce new academic programmes and departments.

Implementation:

After receiving the required approval from the Governing body, the Management applied to the affiliating university which grants permission to begin the process. The Management then made the

necessary arrangements such as classrooms, books, facilities and began the process of recruiting teachers to the newly created departments. The affiliating university sent inspection teams to ensure that the college met the required criteria to start new academic programmes.

Following the successful inspection process, the college then launches the courses fully as per the guidelines and directions received from the university and the Education Department of the state government.

Outcomes: One of the many key goals highlighted in the strategic plan was achieved within a short span of time. The newly created programmes and departments have seen a remarkable response from students in the state.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Organogram of the institution: The college is managed and supported by the Salesians of Don Bosco which is its sponsoring body. Directly under the sponsoring body is the Governing Body of the college which was created by the Salesians of Don Bosco. The Governing Body comprises the Provincial of the Shillong Province, who is the ex-officio President, and the Principal of the College as the Secretary of the body. The other ex-officio members are the Economer of the Shillong Province, the Vice-Principal, the Hostel Warden, the Principal of St. Anthony's Higher Secondary School, the Director of Don Bosco Technical School and two members of the Salesian Society serving in the College. There are two nominated representatives from the North-Eastern Hill University, one representative from the Government of Meghalaya and two elected representatives from the Faculty of the College.

Next in the organizational structure comes the Vice-Principal and the Heads of Departments.

Decisions for implementing the day-to-day programmes and activities of the College are taken at the Council of Heads meetings and General Staff meetings.

In consultations with the Principal, the various departments and committee heads/coordinators also take decisions for matters pertaining to their respective departments/committees. The schedule and manner of conducting of examinations across the institution is under the supervision of the examination committee.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://anthonys.ac.in/resources/mdl/college/img_Organogram.png
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has several measures aimed at the welfare of its teaching and non-teaching staff.

Group Saving Linked Insurance Scheme (GSLI) Contributory Provident

Fund (CPF) National Pension Scheme (NPS) Employees' State Insurance Scheme (ESI) Death cum retirement gratuity Scheme.

Admission Preference given to children of the staff for admission in the college for its various programmes. For more exposure in academic and institutional practices, faculty members have been funded to attend professional development programmes and workshops in other universities and organisations.

To promote research and publications, the college has incentivised the process so that faculty may be rewarded for such achievements. The college has supply of pure drinking water through its RO plant located within campus. The college has a thriving Thrift Society known as the St. Anthony's College Employees Mutual Benefit Cooperative Society Ltd., which was formed since 1980 and registered with the Registrar of cooperative societies. The society grants loans to its members for a minimal interest for medical emergencies, education of dependents, house building, renovation and purchase of flats, purchase of land, home appliances, vehicles and so on.

Maternity Leave as per service rules Paternity Leave as per service rules Other leaves as per service rules Separate facilities at the canteen are provided for the staff members.. The college has a gymnasium facility in campus which can be used by faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

146

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For the teaching staff, the college has a performance appraisal system as required by the Government of Meghalaya and the UGC. The IQAC plays a role by screening and scrutinizing all the information which is then passed to the Head of the Institution. After the selection committee has made its examination of all relevant documents and confirms all information with the faculty concerned through an interview, it makes its recommendation. The recommendation is then forwarded to the Directorate of Higher & Technical Education, Meghalaya for career up gradation.

For the college post teaching staff, up gradation to the higher cadre would require of them to complete the same criteria as given for sanctioned posts as well as the criteria stated in the service rules of the college.

The self-appraisal focuses on the following aspects:

- Educational Qualification Papers taught
- Number of research scholars guided for MPhil. and Ph.D.
- Orientation and Refresher Courses completed
- Number of Workshops / Conferences attended,
- Number of Research papers presented in conferences/seminars

- Number of Research articles and books published
- Extension activities
- Contribution to the College Membership of professional bodies.

Performance appraisal for non-teaching staff of the institution is undertaken as and when promotion is considered.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college takes utmost care in the manner and procedures for maintaining all of its financial transactions throughout the year. Regular updating of its accounts through its accounting personnel ensures that anomalies, if any, are detected early on and are immediately rectified. The accounts office ensures that all financial transactions are above board. Before the final accounts are prepared an internal audit is also carried out by the Provincial and Provincial Economist who are also President and member of the Governing Body respectively during their regular visit to the College. Then the Internal financial audit of the college is annually done by a Chartered Accountancy firm viz. Kiron Joshi & Associates. The firm is appointed by the Governing Body of the college.

The external audits are carried out by the Auditor from the Director of Local Fund Audit, Government of Meghalaya, which is done once in five years, the latest audit report was for the period of 2014-2018. At the end of the audit the auditor submits the audit report along with their objections if there are any.

Handling of objections: The objections raised by the auditor from

their findings are settled either by showing and providing all the facts and figure in a formal letter or are rectified in the following financial year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

12.28

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- The college rents out its infrastructure such as auditorium, conference halls and classrooms, computer laboratories, basketball courts for use by government agencies, non-governmental organizations, for conduct of various programmes and events. It rents out its bus and vehicles to organizations, educational institutions and space for banks, ATMs, stationery shops, canteens.

- Sale of college magazine, prospectus, forms, t-shirts, photocopying, agricultural produce cultivated off campus.

- Institutional fee for providing technical support for webinars and online programmes for educational institutions.

- Voluntary contribution from alumni through the Alumni Association, individuals and organizations sympathetic to the cause of the college.
- Grants and funds from governmental agencies that offer schemes and grants to educational institutions for implementation of academic projects and activities on campus. In this regard, the College has received funding from RUSA, UGC, DST, etc. over the last five years.
- Installed Roof Top Solar Panels for generation of electricity. This has substantially reduced financial expenditure in this area..

Major investments: The major investments of the college include:

Payment of the salaries of full-time and part-time college post teachers and staff; Create assets and infrastructure and maintenance of the same; Acquire land for off-campus farms and infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Since its formation, the IQAC has played an active role in propelling the college towards excellence in all aspects. The following two examples are a result of the IQAC initiatives:

Practice #1: Service rules for college post teaching and non-teaching staff:

The IQACs fully understands that employees who are informed about their performance expectations will also be able to deliver quality on their jobs. As a result, the IQAC made the important suggestion to the management of the college regarding the framing of clear service rules for teaching and non-teaching staff who are

directly employed by the college.

Practice #2: Additional infrastructure to augment classroom and other utilities:

To ensure that the college is constantly making progress, the IQAC, at the meeting on 26th June 2015, made recommendations for additional infrastructure and augmentation of current infrastructure. The college management, which has always been keen to constantly update, upgrade and improve, swiftly took up this challenge and went about the task on a war footing. The new annexe, Wollaston Annexe, which now houses the departments of Commerce, Economics, Business Administration, PG Education and Political Science, along with the Hospitality Programmes and the Design Innovation Centre was completed in record time

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Example 1: Examination policy

The formulation and subsequent implementation of the policy has brought about a system which is robust with proper checks and balance to ensure proper administration, confidentiality and trust by all stakeholders. The policy spells out the functioning of the central exam committee as well as the departmental committees in carrying out the process seamlessly.

Example 2: Enhancement of ICT, laboratory, library and amenities:
To improve the overall ambience conducive for teaching and learning, the IQAC has suggested several improvements.

- The central library: The library is automated with RFID. KOHA is the ILMS used.
- Classrooms and a majority of laboratories are ICT enabled. All

projectors are connected to the central power supply (generator) to ensure uninterrupted lectures and classes. Departments have been provided with Wi-Fi enabled laptops.

- **Up-gradation of Laboratories:** All the Science laboratories in the College have been upgraded with improved facilities and necessary equipment.
- **Wi-Fi Facility:** The campus is Wi-Fi enabled.
- **Facilities for PwDs:** Most of the buildings are equipped with ramps. Physically Challenged-friendly restrooms have been constructed.
- **Enterprise Resource Planning:** Implemented ERP software which facilitates e-governance in different areas of its operations such as Administration, Student admission and support and in the Examination Office.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Curriculum: Gender equity & sensitization is included in most of the college's curricular & co-curricular activities. This is evident in the curriculum of some of the departments such as Education, History and Value Education.

Facilities:

Safety & Security: The College has a total number of 92 CCTVs on the campus 15 in Mama Margret Girls Hostel, 12 in Fishery Science department, 19 in the library, 5 in Music department, 27 in the main building. Apart from the CCTVs, a Logbook is maintained at the entry-exit points of the girls' hostel.

Common Rooms: The college provides separate common rooms for boy and girl students. Because of the unique needs of the female students, the management has installed a sanitary pad dispenser and an incinerator. These two machines provide convenience and ease for female students.

Counselling: The Value Education department takes care of students' counselling. Counselling is tailored according to the individual's needs. There is flexibility within therapy that allows for a variety of ways to access the service.

The college has always kept separate quotas for students' admissions for both male and female students, thereby allowing both the opportunity to study in this esteemed college. In 2020-21, 969 female students were admitted against 893 male

students.

File Description	Documents
Annual gender sensitization action plan	https://anthonys.ac.in/resources/documents/naac/Cycle-4/Criteria-7/7.1.1/Issues%20on%20Gender%20Equity%20and%20Gender%20Sensitization-%20Link%201.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://anthonys.ac.in/resources/documents/naac/Cycle-4/Criteria-7/7.1.1/7.1.1-Specific%20Facilities%20for%20Women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

Our college uses colour-coded bins for appropriate segregation of generated waste. The waste generated on the campus includes papers, glass, metals, plastic etc. Non-biodegradable waste is segregated, thereby reducing the risks as well as the cost of handling and disposal. Recycling of used and broken glassware is taken care of by the glass melting unit of the Chemistry department.

Liquid Waste Management:

The liquid waste from the laboratories, the washroom is well connected to the municipal drainage system to avoid groundwater contamination.

Biomedical Waste Management:

A memorandum of undertaking (MoU) is signed with Nazareth Hospital Shillong, Shillong whereby all biomedical waste that come as a part of the academic practical experiments at the college, shall be treated and packed as per protocol and dropped by St. Anthony's College at the point designated by Nazareth Hospital, Shillong for further disposal by the government agencies.

E-waste Management:

Electronic items are put to optimum use, minor repairs are quickly set right by laboratory assistants and Teaching staff, and other major repairs are handled by technical staff and reused.

Hazardous Chemicals and radioactive waste management:

Waste generated from experimentation that includes blood samples, body fluids, microbial cultures, animal tissues, animal cell culture, animal carcasses are handled with utmost care. They are treated with 10% Sodium Hypochlorite prior to disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following **B. Any 3 of the above**
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution makes sincere efforts and takes initiatives to provide an inclusive environment and promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities through the various programmes organized within and outside the college campus. The organization of Hindi

Divas Samaroh and MatriBhasha Divas every year, helps in the popularization of Hindi among the students of the diverse ethnolinguistic communities studying in St. Anthony's College. The observation of Kargil Vijay Diwas, International Yoga Day and Independence Day helps in fostering a spirit of unity and fraternity among students, cutting across cultural, regional, linguistic and communal barriers. The cultural programmes associated with the celebration of such days help students appreciate the distinct cultural practices of different ethnic communities of the region as well as the country. The celebration of Holi and Diwali is another initiative that helps to foster a spirit of harmony and tolerance among the students of the college. The department of mass media would organize and stage street plays on themes that relates to universal values such as Truth, Righteous conduct, Love, Non-Violence and peace. Furthermore, college week, freshers' meet, farewell programmes, musical concerts etc. also contribute to a sense of harmony among students of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Activities for inculcating values for being responsible citizens:

Ø **Workshop on Drug Abuse Prevention: Workshop on Drug Abuse Prevention.**

Ø **Social Activity at Orphanage: Social Service Activity at Anand Bhavan Orphanage and Shanti Bhavan, Shillong.**

Ø **Cleaning Drive: - NSS students took part in the Cleaning drive Organized by The Shillong times and Observance of SwachhtaPawhweda.**

Ø **Anti-drug Campaign: NCC organized an anti-drug campaign through a rally within the city of Shillong.**

Ø **National Road Safety Week: Observation of 30th and 31st National**

Road Safety Week

Ø Swachhata Hi Seva: -The Department of Zoology organized an awareness programme on account of Swachhata Hi Seva on the theme "Plastic waste-free campaign". .

Ø Constitution Day: Observed the annual Constitution Day within the campus

Ø Blood Donation Camp: Every year the NSS conducts a blood donation drive within the campus.

Ø Covid-19 Relief: Volunteers from both NCC and NSS took an active part in distributing Relief Material to people.

Ø The Anthonian Youth Club (AYC) conducted an outreach programme for a rural school.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://anthonys.ac.in/resources/documents/aqar/2020-21/7.1.9_Human_values_and_ethics.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution takes pride in promoting national integrity and encourages celebration of all the cultural and religious festivals of India such as:

Ø World Environment Day: Every 5th of June, the College celebrates World Environment Day by planting saplings in the Botanical Garden of the College.

Ø World Music Day: On 21st June, the Music department organizes programmes to commemorate this day.

Ø Independence Day Celebration: On 15th August of every year, as part of celebration India's Independence Day, the NSS and the NCC unit of St. Anthony's College would organize various competitions. International Yoga Day: Observation of this day helps popularize yoga, which focuses on physical and mental well-being.

Ø Kargil Vijay Diwas: celebrated on 26th July to commemorate India's victory in the Kargil War of 1999 and honour the martyrs.

Ø Republic Day Celebration: Every year on 26th January, the NCC unit organizes celebration.

Ø World Aids Day: On 1st December, on World Aids Day, the NSS would organize a programme to create awareness and dispel myths related to HIV and AIDS.

Ø World Photography Day: The Media Club from the Mass Media department would celebrate the World Photography Day through a photo exhibition.

Ø Celebration of Festivals: National festivals like Holi, Diwali, and Christmas are celebrated with zeal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices: 1. Learning beyond the Classroom 2. Holistic and Compassion based Education

3. Objectives: ? Providing holistic and quality education within the reach of all and bridging the gap between theoretical and practical learning ? Providing educational avenues to economically impoverished and the academically weaker sections of the society.

4. The Contexts: There is a misconception amongst the youth that farming and livestock rearing is something unproductive. There is also a situation where-in higher secondary students have difficulty in pursuing their higher education due to financial constraints or exigencies of earning a livelihood.

5. The Practices: A demonstration farm for agro-forestry and livestock farming has been established. With the support of the Alumni Association (SACSAA), the College started the evening section in 2013.

6. Evidence of Success Students and local community are engaged in cultivating variety of crops. 500 kgs of ginger have been harvested. Students of the evening college are able to pursue their post-graduate studies after scoring good percentage in their academics. Additional skills have also enhanced their job prospects.

7. Problems Encountered and Resources Required The main problems are poor road connectivity and financial constraints. Furthermore, the pandemic affected timely delivery of saplings for alley cropping. Initially, the evening students find difficulty in coping. However, this challenge has been overcome through the communication skills classes.

File Description	Documents
Best practices in the Institutional website	https://anthonys.ac.in/resources/documents/naac/Cycle-4/Criteria-7/7.2/Best%20Practices%201.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Under the leadership of Fr. Joseph Bacchiarello, the Don Bosco society established St. Anthony's College in 1934 to meet the needs of the youth of the region, many of whom had to travel to far- flung areas and to other Indian states to pursue and complete their education. St. Anthony's College is a multi-faceted, multi-faculty institution and is one of the most prestigious educational institutions in North East India.

The following are some of the distinctive initiatives promoted by St. Anthony's College in its endeavour to meaningfully render its services to the society:

The department of Value Education is a unique department which aims at inculcating values and ethics in the students. The department developed the curriculum for this course to focus on three crucial areas. In the first year, the focus is on Character building. In the second year, the crucial area introduced is Life and relationships. And in the final year, the third critical area introduced understands the self and Social Responsibility.

The college is also blessed with the active involvement of various clubs, cells and association that work in tandem to attain its vision. These include:

Ø The Anthonian Youth Club (AYC)

Ø The National Cadet Corps (NCC)

Ø The Cyber Club

Ø The Media Club

Ø The MINNOVA Club

Ø The Botany Club

Ø The Students Development Services (SDS)

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To ensure effective curriculum delivery, the Departments of the College take care that the syllabus is completed within the time-frame as set in the academic calendar.

As per the academic calendar provided by the college/university, the individual teachers prepare their course plan which is informed to the students in the classroom.

Lectures are accompanied with various methods like case studies, video presentations, interactions, all of which make the class much more effective and productive. Both graded and ungraded presentations, quizzes, class tests are regularly.

The departments prepare a semester-wise schedule for conduct of Internal assessment tests and this is followed by all teachers. The records of the internal assessment tests are maintained centrally by the departments.

The practical classes are hands-on, interactive and supervised. The theory, principle and procedure for each experiment is well-elucidated to ensure better understanding and performance by the students.

Workshops, seminars and field trips are organized in order to supplement the learning done in the classroom.

Bridge Courses are offered by certain Departments for newly admitted students. The main objective of the course is to bridge the gap between subjects studied at Pre-Graduate level and subjects that they would be studying at the Graduation level.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including the conduct of CIE as described below Since the introduction of the semester system the continuous internal evaluation has been part and parcel of evaluating the student which is inclusive of the student's academic performance, the student's participation in departmental activities and their extra-curricular activities.

At the Institutional level, a routine is prepared whereby it is in turn circulated to the different departments and allotment of teachers per paper is carried out. Departments have the liberty to extend this timetable to include additional classes for remedial and extra classes.

One indicator of assessing student's learning outcome is through regular class work and internal assessment. The departments evaluate the outcomes of the programs through regular interaction and inquiry regarding student learning outcomes. Evaluation of the students' performance is obtained through regular class tests and assignments. Class tests, class work and home assignments are regularly assigned to the students to ensure that they learn and understand the concepts taught within the time frame given by the affiliating University.

Generally, the test schedules include three internal tests for the students. At the end of the semester the best two internal tests are averaged and submitted as the internal assessment of the student.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic

A. All of the above

**council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of
Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

30

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

31

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

660

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

PROFESSIONAL ETHICS, GENDER, HUMAN VALUES are dealt with by the department of Value Education. The syllabus is a work in progress where changes are made according to feedback taken from different stake holders. The different topics are discussed through PowerPoint, videos, group discussion and introspection through questionnaire. • In the beginning, Character Building, Goal setting, Attitude and Motivation are included to prepare students in the beginning of their graduation to understand and inculcate in themselves value of positive attitude, a strong sense of self discipline, importance of planning ahead and use motivation whenever needed.

Other topics such as Independence Day, Constitution, Seven Social Sins is done to help us understand the rich history of the country, the importance of knowing the Indian constitution and the importance of values and coordinating them with principles in life.

ENVIRONMENT AND SUSTAINABILITY. The Department of Environmental Studies course is designed to provide awareness about environmental issues from the perspective of social sciences. The major goal of Environment and sustainability is the conservation of natural resources including the living things. This not only concerns on using such resources in wise manner in order to prevent their depletion, but also on using them in manners that will not degrade their quality for future generations.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

187

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

96

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the **A. All of the above**

**syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://anthonys.ac.in/resources/documents/aqar/2020-21/1.4.2-Feedback-analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1907

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1461

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Being a premier College of the country's North-eastern region, students of the College are from varied backgrounds and cultures. Therefore, the institution needs to cater to students with a wide range of learning and understanding levels. Following are the primary methods adopted by the institution to assess the learning levels of the students:

Performance in Qualifying examinations and entrance tests: Admission to the different courses is based on the marks secured by the applicants in the qualifying examination or their performance in the entrance tests.

Continuous Internal Assessments: The Learning level of the students is continuously monitored based on their performance in the internal assessment tests in the form of periodic tests, assignments, and sessional tests, which are held as mandated by the Examination Policy of the institution.

Participation in Co-Curricular activities: The learning levels of the students are also gauged from their performance and participation in Cocurricular activities. **Performance in end semester Examinations:** Students' performance in the end-semester examinations forms a significant tool to identify the slow learners and the advanced learners.

Programmes conducted for Slow Learners: Remedial classes, tutorials classes, and extra classes and providing additional and relevant reading materials. **Programmes conducted for Advanced Learners:** Provide opportunities to undertake assignments and projects that promote problem-solving and critical thinking.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1907	162

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To provide ample scope for learning and enhancing the students' learning experiences, the institution incorporates experiential, participative, and problem-solving methodologies into the teaching-learning process.

Such initiatives include:

- Project works and assignments enabling students to learn through the experience of working on specific problems.
- Participation in internships and summer/winter programmes organised by the institution or by other institutions gives students a hands-on experience to develop workable skills.
- Study tours, excursions, and industrial visits give first-hand experiential learning opportunities.
- Participation in conferences and workshops allows students to widen their learning beyond the curriculum.
- Debates, quizzes, group discussions on topics of current interests promote critical thinking and analytical skills.
- Observation of significant days of national and international importance like World Environment Day, National Science Day, Hindi Divas, and others with the active participation of the students.
- Various co-curricular activities like Science Slam,

declamation competitions, drama club, literary newsletter, wall magazines, and others provide students ample opportunities to learn through experience and participation.

- Active participation of the students in the different activities of the various Clubs and units like the NSS, NCC, Drama Club, Anthonian Youth Club, Cosmic Gazers' Club, SACMUN, Cyber Club and Blood Donation camps contributes immensely to their overall growth and learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College encourages teachers to use an optimum blend of ICT-enabled teaching tools, apart from the conventional chalk and blackboard method.

The following are some features highlighting the use of ICT in the teaching-learning process.

Ø ICT enabled classrooms fitted with projectors, smart boards, and audio-visual solutions.

Ø Well-equipped lecture halls, seminar/conference halls, and auditorium. Centrally connected UPS system for classroom projectors to provide uninterrupted power supply during classroom presentations.

Ø Wi-Fi enabled Campus, providing internet connectivity to teachers and students. Every department is equipped with Laptops and Desktops for use by the teachers. Computer facilities and LAN-based internet connectivity in every department for easy access to online resources.

Ø For synchronous and asynchronous modes of learning teachers use platforms like Zoom and Google Meet, YouTube, WhatsApp, Telegram; Learning Management Systems are used to exchange material and information between teachers and students. To

create E-learning content, teachers use software like Microsoft Office, Hot Potato, Mysimpleshow, Google apps, Open Broadcaster Software, Handicam, Power Director, Video Compressor Panda etc.

Ø The college subscribes to e-journal platforms like JGATE, JSTOR, N-List, and DeLCON. It has a fully equipped and functional Language Lab.

Ø The college has an Enterprise Resource Planning Software (ERP) for more accessibility and better management of data and resources.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

162

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

165

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

52

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1991

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

All the departments adhere to the Examination Policy of the College for transparent and robust internal assessment in terms of frequency and mode. The college follows a semester system as per the academic calendar prescribed by the affiliating university. The final evaluation and grading of the students in every semester are done based on 25% weightage to Continuous Internal Evaluation/Assessment and 75% weightage to External Evaluation based on End Semester examinations conducted by NEHU. The mode, method, and conduct of the Continuous Internal Evaluation/Assessment is as per the ordinance of the affiliating university, which specifies the breakup of marks to be allotted for different components of the Internal Evaluation.

The examination committee of the college conducts the mid-semester sessional exams to evaluate the learning progress of the course contents. The college examination committee formulates the guidelines and schedule for the examination. Apart from the mid-semester sessional examinations, departments continuously assess the students' progress.

Class tests are regularly conducted to test the students' subject concepts, and questions are set in such a manner to discourage note reading and encourage in-depth understanding of the topics and their application. Assignments on the specific topics prepared by the teacher concerned are given to the students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

St. Anthony's College, Shillong, has adopted a robust Examination Policy to conduct the different examinations and assessments. As per this policy, the students can seek redressal and clarification on their performance by applying to the HoD of the concerned department within seven days of publication of the marks for any assessment conducted. On receipt of the same, the departmental examination subcommittee is empowered to act on the grievance at the earliest. If the student is still not satisfied, the student may approach the

examination committee of the college, who will look into the matter and settle it after due consultation with the Principal of the college.

When an internal examination-related grievance is reported, the subject teacher or the Head of the Department concerned is responsible for answering the raised query. Every department follows a transparent evaluation system, and the students' performance is communicated to them. Students who are not satisfied with their performances in any assessment are free to consult the department's teachers for clarification and corrections. The answer sheet of such a student will be reevaluated if it is deemed necessary, and corrections, if any, in the total marks or the assessment are done. There is a provision for students to appear for an improvement in any internal assessment component if he/she is not satisfied with his/her marks.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Every effort is made to structure and mould the teaching-learning and evaluation process. The very first and vital step towards achieving this objective is to make all the stakeholders aware of the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and the Course outcomes (COs) of the different courses and programs offered by the institution. So every effort is made towards this end.

The Programme Outcomes, Programme Specific Outcomes, and Course Outcomes of all the programs and courses offered by the different departments are displayed on the college website, which enables all the stakeholders to access them as and when needed. It also allows the students to make informed choices before enrolling themselves in any course.

Subject-specific Programme Specific Outcomes and Course Outcomes are displayed in the departmental notice boards and

also made known to the students at the beginning of every semester. At the beginning of all semesters, orientation programs are held for the students at the institutional level. Through these programmes students are made aware of the general attributes they need to acquire after successful completion of a course and their roles and responsibilities as students of the institution. At the departmental level, teachers brief the students about the expected outcomes of the different courses offered in the Department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

St. Anthony's College strives to ensure that the stated Programme outcomes and Course outcomes are achieved. Every department ensures that the teaching-learning methodology for every course is designed and executed in tune with the stated objectives and outcomes. In courses with practical components, theory and practical classes are conducted, so students are encouraged to interact with the teachers. The teachers can gauge the students' learning progress from such one-to-one interactions during the lessons.

During every course, regular class tests are conducted by the teachers to assess the knowledge gained by the students. Apart from the class tests, sessional tests are also conducted each semester. Understanding levels of students on specific topics are also monitored by giving subject-related assignments. The departments conduct student presentations, seminars, panel discussions, and debates through which the thinking process and the skills and knowledge of the students in the subject are tested. Dissertation Work and Project Work are carried out by the PG and UG students, respectively, in partial fulfillment of their respective degrees.

The end-semester examinations conducted by the affiliating university are a significant yardstick to gauge the attainment of subject-related outcomes. The institution also keeps track of the progression and placements of the outgoing students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1266

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1mWrAPJOXhVytJsZsyH69iow5HzfRs_ZXqVpZjvi-20E/edit#responses

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

9327942

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

05

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

03

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Research Laboratories: The Research and Consultancy Cell of the College introduced the noble scheme of monetary incentives on research publications in 2017. The College has signed an MoU with The Sasakawa Peace Foundation, Japan and this has led to the creation of The Northeast India AV Archive at the Department of Mass Media. The Archive activities include Internship, organizing workshops, Launch of Khlam Archive Website to document and collect material relating to the pandemic in Meghalaya, Photographs Contributed to the Chief Electoral Officer, Meghalaya, Curation of Online Photo Exhibition on Gandhi Jayanti 2020, and many others.

The Design Innovation Centre (DIC) was set up in the college campus on 4th September 2017, as a 'Spoke Institute' under the aegis and coordination of the 'Hub Institute' of North Eastern Hill University, Shillong, and funded by the Ministry of Education, Government of India. The fundamental objective of the DIC of our college is to nurture the in-house talents of the college for the promotion and inculcation of innovation and creativity in a multidisciplinary environment. The DIC of our college conducts design and innovation courses, namely, product design course and business model course.

The college also encourages its students to participate in various national and international competitions in this regard to inculcate the habit and skill of innovations and innovative thinking.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

30

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

42

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

04

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension and outreach activities of the college are mainly carried out by the NCC, NSS, Anthonian Youth Club, Cyber Club, Jesus Youth and Media Club. The impact of these activities on students is summarised as under:

Extension activities of NCC and their impact:

1. Independence Day Celebration in the College Campus:
Desire to protect and

uphold the hard-earned independence of the country.

1. International Yoga Divas: Spiritual development and well-being
2. Youth Exchange Programmes: Cultural sensitivity at the global level

Extension activities of NSS and their impact:

1. Annual Voluntary Blood Donation Camps : A strong sense of social responsibility
2. Leadership Training Programmes:
Acquirement of leadership skills
3. Workshop on Drug Abuse Prevention:
Awareness to protect self from drug abuse
4. Life skills and Personality development programme:
Acquirement of life and leadership skills

Extension activities of Anthonian Youth Club and their impact:

1. Basic Life Support Workshops: Use of first aid skills during emergencies
2. Cleaning Drive Programmes under Swachh Bharat Mission: Hygienic and cleanliness sense.

Extension activities of Media Club and their impact:

1. Workshop on Basic Photography Techniques: Familiarisation with latest photography technology
2. Workshop on Prospects of Business Journalism: Understanding career prospects of business journalism.

Extension activities of Cyber Club and their impact:

1. Basic IT Courses for Students: Computer skills enhancement
2. Outreach programmes on IT courses: Empowerment of secondary/senior secondary basic computer (IT) knowledge

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1026

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

36

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college regularly updates and upgrades its infrastructure. The Arts, Science, and Commerce faculty have adequate facilities for teaching-learning. Each department is provided with facilities like computers, laptops, printers, books and facilities for ICT-based teaching.

Classrooms are equipped with good study desks, writing boards, smartboards, and LCD projectors. Some classrooms have computers, and in others, the teachers use their department laptops and cables to connect with the LCD projectors. Internet via Wi-Fi is easily accessible in all the classrooms.

The department of Computer Science hosts three cloud servers, three department servers, and unified threat management (UTM) device used to monitor and control the internet traffic of 90 Mbps (including Wi-Fi). The Bioinformatics facility and the Institutional Biotech Hub serves as a potential learning platform for simulation, modelling, and testing.

The Northeast India AV Archive is a public archive instituted by the Department of Mass Media. Botany Department maintains the Greenhouse and Botanical Garden. The Fishery science department maintains five ponds; all the musical instruments are maintained by the Department of Music. The three research laboratories include the Molecular Phylogenetics Laboratory in the Zoology Department, the Microbial Biochemistry Laboratory in the Department of Biochemistry, and the DBT Twinning Laboratory in the Fishery Science Department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution is spread over a green landscape of about 9 acres. The various facilities are described below:

Conference Hall: 46 ft by 46 ft, houses a stage, with a seating area of 200 people and two entry-exit points.

Executive Conference Hall: An indoor facility size 33 ft by 57 ft, houses a stage with 171 seats and two entry-exit points.

Auditorium: An indoor facility of 99 ft by 47 ft, including a stage and a balcony with a seating capacity of about 700, for cultural activities and other programmes throughout the year.

Gymnasium: a fully-furnished indoor gym of size 21 ft by 16 ft.

Stephen Hall boys' hostel: It has one Gymnasium of 21 ft by 16 ft. A room size 28 ft by 16 ft with two sets of table-tennis boards. A room of size 27 ft by 17 ft for one Pool table, three Chess boards, and four Carrom boards. An outdoor playground size 68 ft by 70 ft. for outdoor games.

Mama Margaret Girl's hostel: It has a recreational hall of size 51 ft by 54 ft.

Outdoor facilities: for volleyball, badminton and basketball. One outdoor lawn-tennis concrete court of size, 78 ft by 36 ft.

Pool table in Professor's common room. Open to all staff and faculty of the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

74

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

35.04

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college's Central Library resources, facilities, and services fulfill the college community's information need, the scholarly world, and the local community.

Books and e-resources: The Central Library maintains a well-stock of over 42,875 titles of books, 26 titles of encyclopedias, 26 print journals/periodicals, and ten newspapers.

E-Resources: The subscription of e-resources from N-List, e-Shodhsindhu, Shodhganga, DeLCON Consortia, J-Gate, and JSTOR provides access to over 10,000+ e-journals and 2,00,000+ e-books. These e-resources are made accessible to the staff and students using the internet browsing facility of 60 desktop computers installed in the library having 90 Mbps bandwidth. Besides, the internet-enabled desktops in the library allow students to enroll in online courses from SWAYAM, NPTEL, ePathshala, Coursera, etc. **Automation:** The Library is RFID enabled, and all the books are tagged, and students are provided with RFID Identity Cards for issuing and returning books. An RFID-enabled entry gate is placed at the entrance. Books are cataloged using the ILMS software and are stored in a dedicated server for the library. The ILMS details are as under - **Till June 2017:** The ILMS Software used was SOUL 2.0.

The library was partially automated in 2010 From July 2017: The ILMS Software used was KOHA version 19.05.03.000. The library was fully automated in 2017.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

18.89

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1298

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities in the college include resources such as servers, computers (desktop and laptop), and network devices (switch, router, Wi-Fi access point, unified threat management (UTM)). The various IT resources are available in all departments. Besides, the college also uses licensed Microsoft Windows (desktop and server) operating systems, MS Office, MSTeams and other development applications along with academic licenses of Adobe Master Collection, Oracle databases, Sibelius Music software, Tally, Zoom, Orell Language lab software, etc.

In 2019, computer labs were upgraded with 95 desktops (33 in PG and 62 in the UG section) and two tower servers. Internet bandwidth was increased to 50Mbps with proportionate Wi-Fi access between 10-20Mbps. Twenty desktops were upgraded in the Bioinformatics Centre, and five each were installed in the two new PG departments. There are two cloud servers, one for hosting the Library KOHA application and the other for MOODLE online classes.

In 2020, two new high-end servers and ten new PCs (for browsing) were installed in the library. Internet leased-line bandwidth was increased to 90 Mbps (50 Mbps from Sify Technologies Ltd. and 40 Mbps from BSNL). Long-range Wi-Fi access points were installed in the various locations of the campus for better internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

553	
File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
172.49	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
The college has well-established systems and procedures for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms. Laboratory manuals are provided to all students	

before the commencement of the practical classes.

Each lab has at least one laboratory attendant on duty during hours of operation. The attendant is responsible for assisting students in experiments and handling the equipment. Mishandling computer hardware and deleting any software files from the system is strictly prohibited.

Sports and games activities are made available to the students from 6 to 8 A.M., and 4 to 8 P.M. Coaches and trainers for all sports and games are available on field to train the students for intramural and extramural events.

The Infrastructure policy of the college governs the utilization of sporting infrastructure. The library policy governs the operations of the Central Library. It opens from 8 A.M to 7 P.M.

Computers and Wi-Fi facilities are made available to students and staff around the campus. The entire IT requirement of the college is strictly adhered to by the IT policy. The IT policies of the college take care of the purchase of hardware, software, installation, networking, and data sharing needs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1112

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

136

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

32

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

70

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

25

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college provides ample opportunities for students to involve themselves in the various executive responsibilities. The students are members of various committees in the college.

1. College Association: Among the core committees involving students in the administrative, curricular, and co-curricular activities are the College Association. The student members of the Association are elected at the annual elections held at every department.

2. IQAC: One Department representative is selected to represent the students' interest in the IQAC. The representative also coordinates student feedback on various pertinent student welfare and access matters.

3. Mosaic: The students who are members are tasked with

magazine cover design, layout, and content.

4. SACMUN: SACMUN stands for St. Anthony's College Model United Nations. It is a simulation of the United Nations. It is a non-profitable organization providing a platform to hone their leadership skills.

5. The Anthonian Youth Club (AYC): Students founded the AYC to reach out to other less privileged students. It also raises awareness on socially relevant issues.

6. Women's Cell: Female college students are actively involved in all programmes conducted by the Women's Cell of the College.

7. Department Clubs : Several departments have clubs such as Minnova Club, Cyber Club, Debate Club, Electoral Literacy Club, Media Club, which are aimed at allowing students to hone their talents in various areas.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The St. Anthony's College Alumni Association (SACSAA), was started in 2005 with the motto - 'make a difference,' aimed to give back to the college and society. The association also encourages a sense of belonging by opening a portal for friends & colleagues to keep in touch, whose journey at St. Anthony's College once crossed paths. There are about 3876 members registered with the association. The Association provides a strong helping hand to the underprivileged sections of society by starting two courses:

1. B.A. Programme (Evening Shift): The programme was introduced to cater to the needs of the socioeconomically weaker students and those with lower marks in the qualifying exams. These students are also offered a vocational skill course at Don Bosco Technical School during the day to help the students gain employable skills.

2. B.Com. Programme (Evening Shift): The association further extended its operation by starting the Evening Shift for those pursuing a degree in Commerce since 2016. The teachers' salary is met by the SACSAA. The financial aid by SACSAA also allows the college to charge a small fee of Rs 5000/ per programme only. The fee is reimbursed to the student once they have graduated with a required minimum percentage. The financial assistance translates to a fee waiver of Rs 14,370/- per student.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **A. ? 5Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

St. Anthony's College was founded in 1934 with the motto of "Ever More, Better Ever," and the mandate of bringing college education within the reach of the common man and woman.

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."

Vision: "Providing holistic and quality education within the reach of all"

To achieve its objectives, the college has put in place a well-defined system and organizational structure comprising the following bodies.

Governing Body: An apex statutory decision-making body.

Internal Quality Assurance Committee: Instituted to ensure quality in all aspects.

Council of Heads: The council is constituted of all heads of departments of the college to oversee academic activities and programmes.

Admissions Committee: Selected teachers and staff are members of this committee. They meet at the beginning of the academic session to plan the enrollment process for the year and review it to ensure that the admission experience is smooth and efficient.

Library Committee: The committee focuses on modernising and upgrading library facilities.

Research Committee: It is responsible for promoting research and publications.

The Strategic Plan serves as a guide and yardstick in meeting specified targets.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Management of the college adopts a democratic system of governance in order to maximise the participation of all its stakeholders.

Case study:

Admissions Committee: The Admissions Committee comprises of select faculty members from all the departments offering UG and PG programmes and staffs from relevant offices. These are appointed by the Management. The committee is tasked with streamlining, executing and supervising the entire admission process of the college. In the last two years, due to the

pandemic, the Admission Committee successfully conducted the enrolment process through online mode. In 2020, the college successfully developed its own ERP which serves multiple purposes including admissions.

Some of the activities of the Admission Committee are:
 Publicity of the college programmes
 Offering counselling to students seeking admission
 Designing, implementing and maintaining of the college ERP related to admissions
 Setting up help desks and booths that cater to students' needs during the admission process

Outcomes: The Admission Committee ensures that the process is smooth and student friendly. The committee assists the Management in completing the admission process as early as possible so that results are declared at the earliest. Students are provided with on the spot information, timely assistance and sound and reliable guidance. Through the college website, notice boards and display monitors the committee circulates vital information and details regarding the admission process and results as and when decisions are taken.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Activity successfully implemented based on the strategic plan:

Introduction of PG Programmes in Political Science and Education and UG programme in Education (Page 3 of strategic plan):-

Objective: To provide students of the region access to Post Graduate studies as well as variety of programmes that will suit their aspirations for personal and academic growth. In line with its mission of making quality education accessible, the college made a conscious decision to introduce new academic programmes and departments.

Implementation:

After receiving the required approval from the Governing body, the Management applied to the affiliating university which grants permission to begin the process. The Management then made the necessary arrangements such as classrooms, books, facilities and began the process of recruiting teachers to the newly created departments. The affiliating university sent inspection teams to ensure that the college met the required criteria to start new academic programmes.

Following the successful inspection process, the college then launches the courses fully as per the guidelines and directions received from the university and the Education Department of the state government.

Outcomes: One of the many key goals highlighted in the strategic plan was achieved within a short span of time. The newly created programmes and departments have seen a remarkable response from students in the state.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Organogram of the institution: The college is managed and supported by the Salesians of Don Bosco which is its sponsoring body. Directly under the sponsoring body is the Governing Body of the college which was created by the Salesians of Don Bosco. The Governing Body comprises the Provincial of the Shillong Province, who is the ex-officio President, and the Principal of the College as the Secretary of the body. The other ex-officio members are the Economer of the Shillong Province, the Vice-Principal, the Hostel Warden, the Principal of St. Anthony's Higher Secondary School, the Director of Don Bosco Technical School and two members of the Salesian Society serving in the College. There are two nominated representatives from the North-Eastern Hill University, one representative from the Government of Meghalaya and two elected representatives from the Faculty of the College.

Next in the organizational structure comes the Vice-Principal and the Heads of Departments.

Decisions for implementing the day-to-day programmes and activities of the College are taken at the Council of Heads meetings and General Staff meetings.

In consultations with the Principal, the various departments and committee heads/coordinators also take decisions for matters pertaining to their respective departments/committees. The schedule and manner of conducting of examinations across the institution is under the supervision of the examination committee.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://anthonys.ac.in/resources/mdl/college/img_Organogram.png
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has several measures aimed at the welfare of

its teaching and non-teaching staff.

Group Saving Linked Insurance Scheme (GSLI) Contributory Provident Fund (CPF) National Pension Scheme (NPS) Employees' State Insurance Scheme (ESI) Death cum retirement gratuity Scheme.

Admission Preference given to children of the staff for admission in the college for its various programmes. For more exposure in academic and institutional practices, faculty members have been funded to attend professional development programmes and workshops in other universities and organisations.

To promote research and publications, the college has incentivised the process so that faculty may be rewarded for such achievements. The college has supply of pure drinking water through its RO plant located within campus. The college has a thriving Thrift Society known as the St. Anthony's College Employees Mutual Benefit Cooperative Society Ltd., which was formed since 1980 and registered with the Registrar of cooperative societies. The society grants loans to its members for a minimal interest for medical emergencies, education of dependents, house building, renovation and purchase of flats, purchase of land, home appliances, vehicles and so on.

Maternity Leave as per service rules Paternity Leave as per service rules Other leaves as per service rules Separate facilities at the canteen are provided for the staff members.. The college has a gymnasium facility in campus which can be used by faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

146

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the

year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For the teaching staff, the college has a performance appraisal system as required by the Government of Meghalaya and the UGC. The IQAC plays a role by screening and scrutinizing all the information which is then passed to the Head of the Institution. After the selection committee has made its examination of all relevant documents and confirms all information with the faculty concerned through an interview, it makes its recommendation. The recommendation is then forwarded to the Directorate of Higher & Technical Education, Meghalaya for career up gradation.

For the college post teaching staff, up gradation to the higher cadre would require of them to complete the same criteria as given for sanctioned posts as well as the criteria stated in the service rules of the college.

The self-appraisal focuses on the following aspects:

- Educational Qualification Papers taught
- Number of research scholars guided for MPhil. and Ph.D.
- Orientation and Refresher Courses completed

- Number of Workshops / Conferences attended,
- Number of Research papers presented in conferences/seminars
- Number of Research articles and books published
- Extension activities
- Contribution to the College Membership of professional bodies.

Performance appraisal for non-teaching staff of the institution is undertaken as and when promotion is considered.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college takes utmost care in the manner and procedures for maintaining all of its financial transactions throughout the year. Regular updating of its accounts through its accounting personnel ensures that anomalies, if any, are detected early on and are immediately rectified. The accounts office ensures that all financial transactions are above board. Before the final accounts are prepared an internal audit is also carried out by the Provincial and Provincial Economist who are also President and member of the Governing Body respectively during their regular visit to the College. Then the Internal financial audit of the college is annually done by a Chartered Accountancy firm viz. Kiron Joshi & Associates. The firm is appointed by the Governing Body of the college.

The external audit is carried out by the Auditor from the Director of Local Fund Audit, Government of Meghalaya, which is done once in five years, the latest audit report was for the

period of 2014-2018. At the end of the audit the auditor submits the audit report along with their objections if there are any.

Handling of objections: The objections raised by the auditor from their findings are settled either by showing and providing all the facts and figure in a formal letter or are rectified in the following financial year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

12.28

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

• The college rents out its infrastructure such as auditorium, conference halls and classrooms, computer laboratories, basketball courts for use by government agencies, non-governmental organizations, for conduct of various programmes and events. It rents out its bus and vehicles to organizations, educational institutions and space for banks, ATMs, stationery shops, canteens.

- Sale of college magazine, prospectus, forms, t-shirts, photocopying, agricultural produce cultivated off campus.
- Institutional fee for providing technical support for webinars and online programmes for educational institutions.
- Voluntary contribution from alumni through the Alumni Association, individuals and organizations sympathetic to the cause of the college.
- Grants and funds from governmental agencies that offer schemes and grants to educational institutions for implementation of academic projects and activities on campus. In this regard, the College has received funding from RUSA, UGC, DST, etc. over the last five years.
- Installed Roof Top Solar Panels for generation of electricity. This has substantially reduced financial expenditure in this area..

Major investments: The major investments of the college include:

Payment of the salaries of full-time and part-time college post teachers and staff; Create assets and infrastructure and maintenance of the same; Acquire land for off-campus farms and infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Since its formation, the IQAC has played an active role in propelling the college towards excellence in all aspects. The following two examples are a result of the IQAC initiatives:

Practice #1: Service rules for college post teaching and non-

teaching staff:

The IQACs fully understands that employees who are informed about their performance expectations will also be able to deliver quality on their jobs. As a result, the IQAC made the important suggestion to the management of the college regarding the framing of clear service rules for teaching and non-teaching staff who are directly employed by the college.

Practice #2: Additional infrastructure to augment classroom and other utilities:

To ensure that the college is constantly making progress, the IQAC, at the meeting on 26th June 2015, made recommendations for additional infrastructure and augmentation of current infrastructure. The college management, which has always been keen to constantly update, upgrade and improve, swiftly took up this challenge and went about the task on a war footing. The new annexe, Wollaston Annexe, which now houses the departments of Commerce, Economics, Business Administration, PG Education and Political Science, along with the Hospitality Programmes and the Design Innovation Centre was completed in record time

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Example 1: Examination policy

The formulation and subsequent implementation of the policy has brought about a system which is robust with proper checks and balance to ensure proper administration, confidentiality and trust by all stakeholders. The policy spells out the functioning of the central exam committee as well as the departmental committees in carrying out the process seamlessly.

Example 2: Enhancement of ICT, laboratory, library and

amenities: To improve the overall ambience conducive for teaching and learning, the IQAC has suggested several improvements.

- The central library: The library is automated with RFID. KOHA is the ILMS used.
- Classrooms and a majority of laboratories are ICT enabled. All projectors are connected to the central power supply (generator) to ensure uninterrupted lectures and classes. Departments have been provided with Wi-Fi enabled laptops.
- Up-gradation of Laboratories: All the Science laboratories in the College have been upgraded with improved facilities and necessary equipment.
- Wi-Fi Facility: The campus is Wi-Fi enabled.
- Facilities for PwDs: Most of the buildings are equipped with ramps. Physically Challenged-friendly restrooms have been constructed.
- Enterprise Resource Planning: Implemented ERP software which facilitates e-governance in different areas of its operations such as Administration, Student admission and support and in the Examination Office.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Curriculum: Gender equity & sensitization is included in most of the college's curricular & co-curricular activities. This is evident in the curriculum of some of the departments such as Education, History and Value Education.

Facilities:

Safety & Security: The College has a total number of 92 CCTVs on the campus¹⁵ in Mama Margret Girls Hostel, 12 in Fishery Science department, 19 in the library, 5 in Music department, 27 in the main building. Apart from the CCTVs, a Logbook is maintained at the entry-exit points of the girls' hostel.

Common Rooms: The college provides separate common rooms for boy and girl students. Because of the unique needs of the female students, the management has installed a sanitary pad dispenser and an incinerator. These two machines provide convenience and ease for female students.

Counselling: The Value Education department takes care of students' counselling. Counselling is tailored according to the individual's needs. There is flexibility within therapy that allows for a variety of ways to access the service.

The college has always kept separate quotas for students' admissions for both male and female students, thereby allowing both the opportunity to study in this esteemed college. In

2020-21, 969 female students were admitted against 893 male students.

File Description	Documents
Annual gender sensitization action plan	https://anthonys.ac.in/resources/documents/naac/Cycle-4/Criteria-7/7.1.1/Issues%20on%20Gender%20Equity%20and%20Gender%20Sensitization-%20Link%201.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://anthonys.ac.in/resources/documents/naac/Cycle-4/Criteria-7/7.1.1/7.1.1-Specific%20Facilities%20for%20Women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

Our college uses colour- coded bins for appropriate segregation of generated waste. The waste generated on the campus includes papers, glass, metals, plastic etc. Non-biodegradable waste is segregated, thereby reducing the risks as well as the cost of handling and disposal. Recycling of used and broken glassware is taken care of by the glass melting unit of the Chemistry

department.

Liquid Waste Management:

The liquid waste from the laboratories, the washroom is well connected to the municipal drainage system to avoid groundwater contamination.

Biomedical Waste Management:

A memorandum of undertaking (MoU) is signed with Nazareth Hospital Shillong, Shillong whereby all biomedical waste that come as a part of the academic practical experiments at the college, shall be treated and packed as per protocol and dropped by St. Anthony's College at the point designated by Nazareth Hospital, Shillong for further disposal by the government agencies.

E-waste Management:

Electronic items are put to optimum use, minor repairs are quickly set right by laboratory assistants and Teaching staff, and other major repairs are handled by technical staff and reused.

Hazardous Chemicals and radioactive waste management:

Waste generated from experimentation that includes blood samples, body fluids, microbial cultures, animal tissues, animal cell culture, animal carcasses are handled with utmost care. They are treated with 10% Sodium Hypochlorite prior to disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution makes sincere efforts and takes initiatives to provide an inclusive environment and promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities through the various programmes organized within and outside the college campus. The organization of Hindi Divas Samaroh and MatriBhasha Divas every year, helps in the popularization of Hindi among the students of the diverse ethnolinguistic communities studying in St. Anthony's College. The observation of Kargil Vijay Diwas, International Yoga Day and Independence Day helps in fostering a spirit of unity and fraternity among students, cutting across cultural, regional, linguistic and communal barriers. The cultural programmes associated with the celebration of such days help students appreciate the distinct cultural practices of different ethnic communities of the region as well as the country. The celebration of Holi and Diwali is another initiative that helps to foster a spirit of harmony and tolerance among the students of the college. The department of mass media would organize and stage street plays on themes that relates to universal values such as Truth, Righteous conduct, Love, Non-Violence and peace. Furthermore, college week, freshers' meet, farewell programmes, musical concerts etc. also contribute to a sense of harmony among students of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Activities for inculcating values for being responsible citizens:

Ø Workshop on Drug Abuse Prevention: Workshop on Drug Abuse Prevention.

Ø Social Activity at Orphanage: Social Service Activity at

Anand Bhavan Orphanage and Shanti Bhavan, Shillong.

Ø Cleaning Drive: - NSS students took part in the Cleaning drive Organized by The Shillong times and Observance of SwachhtaPawhweda.

Ø Anti-drug Campaign: NCC organized an anti-drug campaign through a rally within the city of Shillong.

Ø National Road Safety Week: Observation of 30th and 31st National Road Safety Week

Ø Swachhata Hi Seva: -The Department of Zoology organized an awareness programme on account of Swachhata Hi Seva on the theme "Plastic waste-free campaign". .

Ø Constitution Day: Observed the annual Constitution Day within the campus

Ø Blood Donation Camp: Every year the NSS conducts a blood donation drive within the campus.

Ø Covid-19 Relief: Volunteers from both NCC and NSS took an active part in distributing Relief Material to people.

Ø The Anthonian Youth Club (AYC) conducted an outreach programme for a rural school.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://anthonys.ac.in/resources/documents/aqar/2020-21/7.1.9_Human_values_and_ethics.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,

B. Any 3 of the above

teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution takes pride in promoting national integrity and encourages celebration of all the cultural and religious festivals of India such as:

Ø World Environment Day: Every 5th of June, the College celebrates World Environment Day by planting saplings in the Botanical Garden of the College.

Ø World Music Day: On 21st June, the Music department organizes programmes to commemorate this day.

Ø Independence Day Celebration: On 15th August of every year, as part of celebration India's Independence Day, the NSS and the NCC unit of St. Anthony's College would organize various competitions. International Yoga Day: Observation of this day helps popularize yoga, which focuses on physical and mental well-being.

Ø Kargil Vijay Diwas: celebrated on 26th July to commemorate India's victory in the Kargil War of 1999 and honour the martyrs.

Ø Republic Day Celebration: Every year on 26th January, the NCC unit organizes celebration.

Ø World Aids Day: On 1st December, on World Aids Day, the NSS would organize a programme to create awareness and dispel myths related to HIV and AIDS.

Ø World Photography Day: The Media Club from the Mass Media department would celebrate the World Photography Day through a photo exhibition.

Ø Celebration of Festivals: National festivals like Holi, Diwali, and Christmas are celebrated with zeal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices: 1. Learning beyond the Classroom 2. Holistic and Compassion based Education

3. Objectives: ? Providing holistic and quality education within the reach of all and bridging the gap between theoretical and practical learning ? Providing educational avenues to economically impoverished and the academically weaker sections of the society. 4. The Contexts: There is a misconception amongst the youth that farming and livestock rearing is something unproductive. There is also a situation where-in higher secondary students have difficulty in pursuing their higher education due to financial constraints or exigencies of earning a livelihood. 5. The Practices: A demonstration farm for agro-forestry and livestock farming has been established. With the support of the Alumni Association (SACSAA), the College started the evening section in 2013. 6. Evidence of Success Students and local community are engaged in cultivating variety of crops. 500 kgs of ginger have been harvested. Students of the evening college are able to pursue their post-graduate studies after scoring good percentage in

their academics. Additional skills have also enhanced their job prospects. 7. Problems Encountered and Resources Required The main problems are poor road connectivity and financial constraints. Furthermore, the pandemic affected timely delivery of saplings for alley cropping. Initially, the evening students find difficulty in coping. However, this challenge has been overcome through the communication skills classes.

File Description	Documents
Best practices in the Institutional website	https://anthonys.ac.in/resources/documents/naac/Cycle-4/Criteria-7/7.2/Best%20Practices%201.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Under the leadership of Fr. Joseph Bacchiarello, the Don Bosco society established St. Anthony's College in 1934 to meet the needs of the youth of the region, many of whom had to travel to far- flung areas and to other Indian states to pursue and complete their education. St. Anthony's College is a multi-faceted, multi- faculty institution and is one of the most prestigious educational institutions in North East India.

The following are some of the distinctive initiatives promoted by St. Anthony's College in its endeavour to meaningfully render its services to the society:

The department of Value Education is a unique department which aims at inculcating values and ethics in the students. The department developed the curriculum for this course to focus on three crucial areas. In the first year, the focus is on Character building. In the second year, the crucial area introduced is Life and relationships. And in the final year, the third critical area introduced understands the self and

Social Responsibility.

The college is also blessed with the active involvement of various clubs, cells and association that work in tandem to attain its vision. These include:

- Ø The Anthonian Youth Club (AYC)
- Ø The National Cadet Corps (NCC)
- Ø The Cyber Club
- Ø The Media Club
- Ø The MINNOVA Club
- Ø The Botany Club
- Ø The Students Development Services (SDS)

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Within the next academic year, the college intends to carry out the following initiatives keeping in view the needs of the students and faculty and the overall progress of the institution:

1. Coaching classes to prepare students for competitive/public exams:

This is a felt need in order to equip students with skills and techniques to get through in various competitive and job-related examinations.

1. Train faculty on Outcome Based Education (OBE):

In order to match up with the present trend and emphasis on outcome based education, the faculty members will be provided with a comprehensive training to enhance their capacity to facilitate the holistic growth of the students and maximize their learning by developing knowledge and skills.

1. Enhance Research and Consultancy:

This is a felt need in order to improve competencies in the teaching-learning process and be relevant and useful to the society.

1. Enhance usage of ERP for documentation :

The college intends to diversify and enhance usage of the locally developed ERP and to digitize the various components of the administrative, academic as well as non-academic activities.