

Self Study Report for Re-Accreditation

Submitted to

National Assessment & Accreditation Council
(NAAC)
Bangalore

By
St. Anthony's College
Shillong
2007

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PART I
INSTITUTIONAL DATA

Part I: Institutional Data

A) Profile of the College

1. Name and address of the college:

Name	St. Anthony's College			
Address	Bomfyle Road			
City	Shillong	District	East Khasi Hills	State : Meghalaya
Pin code	793001			
Website	www.anthonys.ac.in			

2. For communication:

Office

Name	Area / STD code	Tel. No.	Fax No.	E-mail
Principal : Fr. I.Warpakma	0364	2222558	2229558	principal@anthonys.ac.in
Vice Principal : Fr J. Joseph	0364	2223558	2229558	joby@anthonys.ac.in
Steering Committee Coordinator : Shri S.K.Pradhan	0364	2545846	2229558	skp@anthonys.ac.in

Residence

Name	Area/ STD code	Tel. No.	Mobile No.
Principal : Fr. I.Warpakma	0364	2223558	09436110440
Vice Principal : Fr J. Joseph	0364	2223558	09436337168
Steering Committee Coordinator : Shri S.K.Pradhan	0364	2545846	09436102858

3. Type of Institution:

- | | | |
|------------------|-------------------------|-------------------------------------|
| a. By management | i. Affiliated College | <input checked="" type="checkbox"/> |
| | ii. Constituent College | <input type="checkbox"/> |
| b. By funding | i. Government | <input type="checkbox"/> |
| | ii. Grant-in-aid | <input checked="" type="checkbox"/> |

- iii. Self-financed ☒
 iv. Any other ☐
 (Specify the type)

- c. By Gender
- i. For Men ☐
 ii. For Women ☐
 iii. Co-education ☒

4. Is it a recognized minority institution?

Yes ☐ No ☒

If yes specify the minority status (Religious/linguistic/ any other)

(Provide the necessary supporting documents)

5. a) Date of establishment of the college:

Date	Month	Year
13	06	1934

b) University to which the college is affiliated (If it is an affiliated college) or which governs the college (If it is an constituent college)

North Eastern
Hill University
(NEHU)

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	01-12-1978	
ii. 12 (B)	01-12-1984	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

Yes ☐ No ☒

If yes, has the college applied for autonomy?

Yes ☐ No ☐

8. Campus area in acres/sq.mts:

9.64 Acre	Main Campus
14.70 Acre	Extn Campus

9. Location of the college: (based on Govt. of India census)

Urban ☒

Semi-urban ☐

Rural ☐

Tribal ☒

Hilly area ☐

Any other (specify)

10. Details of programmes offered by the institution: (Give last year's data)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	B.Sc					
		Botany	3 Years	Higher Secondary (Sc)	English	90	57
		Biotechnology				90	71
		Biochemistry				90	72
		Chemistry				90	24
		Computer Science				90	48
		Geology				60	19
		Mathematics				180	62
		Physics				75	46
		Pisciculture				60	45
		Statistics				60	27
		Zoology				60	56
		B.A.					
		Media technologies	3 Years	Higher Secondary	English	75	62
		Mass Comm				75	45
		Music				50	22
		DTP & Multimedia				50	45
		English	3 Years	Higher Secondary (Arts)		150	139
		Economics				165	159
		History				135	123
		Philosophy				60	52
		Political Science				165	160
		Khasi				75	70
		Hindi				As MIL	
		Mizo					
		Nepali					
		B.Com					
		Bussiness & Comp.	3 Years	Higher	English	20	11

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted	
		Accounting & Fin		Secondary (Commerce)		220	186	
		Marketing				225	189	
		Bus. Economics				225	191	
		B.B.A						
		Marketing Mgmt	3 Years	Higher Secondary	English	90	76	
ii)	Post-graduate	M.Sc Biotechnology	2 Years	B.Sc (Life Sciences)	English	35	28	
		M.C.A	3 Years	Graduation	English	90	15 (started only this year)	
iii)	M.Phil							
iv)	Ph. D.			Masters		4	4	
v)	Certificate course	DOEACC O Level	1 Year (Part Time)	Higher Secondary	English	25	20	
		UGC Approved Career Oriented Courses						
		Accounting Practices	300 Hours	Higher Secondary	English		26	
		Income Tax Practices					27	
		E Commerce					24	
		Video & Audio Rec.					6	
		Comm. Skills					24	
		Desktop Publishing					26	
vi)	UG Diploma							
vii)	PG Diploma	PGDCA	1 Year (Part Time)	Graduation	English	20	13	
viii)	Any Other (specify)							

(Additional rows may be inserted as per requirement)

11. List the departments:

Science
Departments: Biochemistry & Biotechnology, Botany, Chemistry, Computer Science, Geology, Mathematics, Pisciculture, Physics, Statistics, Zoology
Arts (Language and Social sciences included)
Departments: English, Economics, History, Mass Communication & Video Production and Media Technologies, Philosophy, Political Science, Khasi, Hindi, Mizo, Nepali,

Commerce
Departments: Commerce
Any Other (Specify)
Departments: Business Administration, Music

12. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = Rs. 15,800/-

(b) excluding the salary component = Rs. 2,475/-

B) Criterion-wise Inputs

Criterion I: Curricular Aspects

1. Does the College have a stated Vision?

Yes	✓	No	
-----	---	----	--

Mission?

Yes	✓	No	
-----	---	----	--

Objectives?

Yes	✓	No	
-----	---	----	--

2. Does the college offer self-financed Programmes? Yes ☒ No ☐

If yes, how many?

7

Fee charged for each programme (include Certificate, Diploma, Add-on courses etc.)

Sl.No.	Programme (B.Sc., B.Com. etc.)	Fee charged in Rs.
1.	BA (Non-Professional)	4,390 per annum
2.	BCom (Non-Professional)	4,390 per annum
3.	BA (Mass Comm/ Media tec)	20,830 per annum
4.	BBA	10,750 per annum
5.	BA (Music)	11,890 per annum
6.	BSc (Maths)	6,430 per annum

Sl.No.	Programme (B.Sc., B.Com. etc.)	Fee charged in Rs.
7.	BSc (Phy/Chem)	7,270 per annum
8.	BSc (Chem/Zoo/Bot)	8,290 per annum
9.	BSc (Comp.Sc)	10,030 per annum
10.	BSc (Geology)	8,590 per annum
11.	BSc (Pisciculture)	9,190 per annum
12.	BSc (Biochem)	10,590 per annum
13.	BSc (Biotec)	11,110 per annum
14.	MSc (Biotec)	29,790 per annum
15.	MCA	22,290 per annum
16.	PGDCA	17,120
17.	O Level	7,210

3. Number of Programmes offered under

a. annual system

5

b. semester system

3

c. trimester system

0

4. Programmes with

a. Choice based credit system

Yes	✓	No		Number	1
-----	---	----	--	--------	---

b. Inter/multidisciplinary approach

Yes	✓	No		Number	15
-----	---	----	--	--------	----

c. Any other, specify

Yes		No	✓	Number	
-----	--	----	---	--------	--

5. Are there Programmes where assessment of teachers by students is practiced?

Yes		No	✓	Number	
-----	--	----	---	--------	--

6. Are there Programmes taught only by visiting faculty?

Yes		No	✓	Number	
-----	--	----	---	--------	--

7. New programmes introduced during the last five years

UG
PG
Others (specify)
(9 UGC Add-on Courses, 1 CCNA)

Yes	✓	No		Number	3
Yes	✓	No		Number	2
Yes	✓	No		Number	10

8. How long does it take for the institution to introduce a new programme within the existing system?

18 months to 2 years

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	✓	No	
-----	---	----	--

10. Was there major syllabus revision during the last five years? If yes, indicate the number.

Yes	✓	No		Number	18
-----	---	----	--	--------	----

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Yes	✓	No		Number	13
-----	---	----	--	--------	----

12. Is there any mechanism to obtain feedback on curricular aspects from

- Academic Peers?
- Alumni?
- Students?
- Employers?
- Any other?

Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes		No	✓

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission to various courses?

- a) Through an entrance test developed by the institution ☒
- b) Common entrance test conducted by the University/Government ☐
- c) Through interview ☒
- d) Entrance test and interview ☒
- e) Merit at the previous qualifying examination ☒
- f) Any other (specify) – Sports, Physically challenged ☒

(If more than one method is followed, kindly specify the weightages: The courses for which entrance exam is conducted, the weightage is 60% for entrance and 40% for qualifying exam marks)

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
BA (UG)	86	55	81	50		
BA Music (UG)	62	62	63	45		
BSc (UG)	88	56	79	50		
BCom (UG)	89	55	79	50		
BBA (UG)	83	59	76	55		
MSc (PG)	78	60	86	52		
MCA (PG)	74	50	68	50		

3. Number of working days during the last academic year

300

4. Number of teaching days during the last academic year

182

5. Number of positions sanctioned and filled Sanctioned / Filled

Teaching	102	102
Non Teaching	32	32
Technical		

6 a. Number of regular and permanent teachers (gender – wise)

Professor	M	0	F	0
Readers	M	0	F	0
Sr. Grade Lecturers	M	54	F	24
Lecturers	M	18	F	23

b. Number of temporary teachers (gender – wise)	Lecturers - Full Time	M	0	F	0
	Lecturers – Part Time	M	0	F	0
	Lecturers (Management appointees) – Full Time	M	0	F	0
	Lecturers (Management appointees) – Part Time	M	4	F	2
	Any Other	M	0	F	0
	Total	M	0	F	0

c. Number of teachers	From the same State	75
	From other States	50

* M – Male F – Female
Number %

7. a. Number of qualified/ permanent teachers and their percentage to the total number of faculty

119	94.4
-----	------

b. Teacher: student ratio

1:16

c. Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength

42	33.6
----	------

d. Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength

6	4.8
---	-----

- e. Percentage of the teachers who have completed UGC, NET and SLET exams

35

- f. Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years

52

- g. Number of faculty development programmes availed by teachers (last five years)

1 2 3 4 5

UGC/ FIP programme

9	5	4	6	4
5	7	2	9	5
5	4	5	6	-

Refresher:

Orientation:

Any other (specify)

- h. Number of faculty development programmes organized by the college during the last five years

Seminars/ workshops/symposia on curricular development, teaching- learning, assessment, etc.

1 2 3 4 5

7	10	6	5	6
1				
1	3	-	2	3
4	3	2	2	-

Research management

Invited/endowment lectures

Any other (specify)-NCC & NSS Officer

Number %

8. Number and percentage of the courses where predominantly the lecture method is practiced

24	86
----	----

9. Does the college have the tutor-ward system?

Yes ☐ No ☒

If yes, how many students are under the care of a teacher?

--

10. Are remedial programmes offered?

Yes		No	✓	Number	
-----	--	----	---	--------	--

11. Are bridge courses offered?

Yes		No	✓	Number	
-----	--	----	---	--------	--

12. Are there Courses with ICT-enabled teaching-learning processes?

Yes	✓	No		Number	25
-----	---	----	--	--------	----

13. Is there a mechanism for:

a. Self appraisal of faculty ?

Yes ☒ No ☐

b. Student assessment of faculty performance?

Yes ☐ No ☒

c. Expert /Peer assessment of faculty performance?

Yes ☐ No ☒

14. Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week

Yes ☒ No ☐

2 Hours

Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.,)

Number % of total

10	8
----	---

2. Research collaborations

a) National

Yes ☒ No ☐

If yes, how many?

3

b) International

Yes ☐ No ☒

If yes, how many?

--

3. Is the faculty involved in consultancy work?

Yes ☒ No ☐

If yes, consultancy earnings/ year (average of last two years may be given)

Rs 30.000/-

4. Do the teachers have ongoing/ completed a. research projects?

Yes ☒ No ☐

If yes, how many?
On going
Completed

5
16

b. Provide the following details about the ongoing research projects

Major projects	Yes	✓	No		Number	4	Agency • DST • NBFGR, Lucknow • UGC • ICSSR	Amt. Rs 25,09,554/-
Minor projects	Yes	✓	No		Number	1	Agency • NBFGR	Amt. Rs 1,59,600/-
College Projects	Yes		No	✓	Number		Amount	
Industry sponsored	Yes		No	✓	Number		Industry	Amt.
Any other (specify)								
No. of student research projects	Yes	✓	No		Number	18	Amount sanctioned by the College Rs 75,000	

5. Research publications:

International journals	Yes	✓	No		Number	12
National journals – refereed papers	Yes	✓	No		Number	51
College journal	Yes	✓	No		Number	9
Books	Yes	✓	No		Number	10
Abstracts	Yes	✓	No		Number	64
Any other (specify) Articles	Yes	✓	No		Number	10
Awards, recognition, patents etc. if any (specify)						

Awards:	Commonwealth Doctoral Fellows
Recognition:	Referee for peer reviewed National & International Journals, Co-guide for Ph.D

6. Has the faculty

- a) Participated in Conferences? Yes ☒ No ☐ Number

114

- b) Presented research papers in Conferences? Yes ☒ No ☐ Number

64

7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)

2

8. Number of regular extension programmes organized by NSS and NCC (average of the last two years)

NSS	NCC
4	1

9. Number of NCC Cadets / Units

M	92	F	14	Units	1
---	----	---	----	-------	---

10. Number of NSS Volunteers / Units

M	384	F	296	Units	1
---	-----	---	-----	-------	---

Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres

9.64 Acre	Main Campus
14.70 Acre	Extn Campus
17,788 sq.m.	Main Campus
3,906 sq.m.	Extn Campus

(b) Built up area in Sq. Meters Please give a short account of your contribution to :

(*1 sq.ft. = 0.093 sq.mt)

2 Working hours of the Library

(a) On working days

(b) On holidays

(c) On Examination days

9.5 Hours
Nil
9.5 Hours

3. Average number of faculty visiting the library/day (average for the last two years)

6

4. Average number of students visiting the library/day
(average for the last two years) 119

5. Number of journals subscribed to the institution 43

6. Does the library have the open access system? Yes ✓ No

7.	Total collection (Number)	<table><tr><th>Titles</th><th>Volumes</th></tr><tr><td>18,156</td><td>23,177</td></tr><tr><td>17,085</td><td>21,615</td></tr><tr><td>1,069</td><td>1,562</td></tr><tr><td>61</td><td>877</td></tr></table>	Titles	Volumes	18,156	23,177	17,085	21,615	1,069	1,562	61	877
Titles	Volumes											
18,156	23,177											
17,085	21,615											
1,069	1,562											
61	877											
	a. Books											
	b. Textbooks											
	c. Reference Books											
	d. Magazines											
	e. Current Journals											
	Indian Journals	<table><tr><td>38</td></tr></table>	38									
38												
	Foreign Journals	<table><tr><td>5</td></tr></table>	5									
5												
	f. Peer – reviews Journals	<table><tr><td>20</td></tr></table>	20									
20												
	g. Back Volumes of journals	<table><tr><td>3,798</td></tr></table>	3,798									
3,798												
	h. E-resources											
	CDs/ DVDs	<table><tr><td>208</td></tr></table>	208									
208												
	Databases	<table><tr><td>-</td></tr></table>	-									
-												
	Online journals	<table><tr><td>-</td></tr></table>	-									
-												
	Audio- Visual resources	<table><tr><td>539</td></tr></table>	539									
539												

i. Special collections (numbers)

Repository
(World Bank, OECD, UNESCO etc.)
Interlibrary borrowing facility
Materials acquired under special schemes
(UGC, DST etc.)
Materials for Competitive examinations
including Employment news, Yojana etc.
Book Bank
Braille materials
Manuscripts
Any other (specify) Question Bank,
Newspapers

Yes		No		No.	
		✓		-	
		✓		-	
		✓		-	
✓				91	
✓				510	
		✓		-	
		✓		-	
✓				47	

8. Number of books/journals periodicals added during the last two years and their total cost

	The year before last		Last Year	
	Number	Total Cost (Rs)	Number	Total Cost (Rs)
Text Books	964	6,39,790.25	1537	7,63,415.50
Reference Books	9		36	
Other books				
Journals/Periodicals			1	
Encyclopedia	1		2	
Any other (specify)				

9. Mention the

Total carpet area of the Central Library (in sq. ft)
Number of departmental libraries
Average carpet area of the departmental libraries
Seating capacity of the Central Library (reading room)

5,808
23
12
90

10. Status of Autonomous of the Library

not initiated
fully automated
partially automated

✓

11. Percentage of library budget in relation to the total budget

College does not
follow a formal
budgeting system

12. Services / facilities available in the library (if yes, tick in the box)

Circulation

✓

Clipping

--

Bibliographic compilation

--

Reference

✓

Reprography

✓

Computer and Printing

✓

Internet

✓

Inter – library loan

--

Power back up

✓

Information display and notification

✓

User orientation / information literacy

✓

Any other (specify)

--

13. Average number of books issued /returned per day

58/41

14. Ratio of library books to the number of students enrolled

11:1

15. Computer Facilities

Number of computers in the college

295

Number of Departments with computer facilities

23

Central computer facility (Number of terminals)

16



Budget allocated for purchase of computers during the last academic year

College does not follow a formal budgeting system

Amount spent on maintenance and upgrading of computer facilities during the last academic year

21,33,122

Internet Facility, Connectivity

Dialup	Broadband	Others
	1 Mbps (upto 2 Mbps)	

Number of nodes/ computers with Internet facility

90

16. Is there a Workshop/Instrumentation Centre?

Yes		No	✓	Available from the year	
-----	--	----	---	-------------------------	--

16. Is there a Health Centre?

Yes		No	✓	Available from the year	
-----	--	----	---	-------------------------	--

18. Is there Residential accommodation for

Faculty ?

Yes	✓	No	
-----	---	----	--

Non-teaching staff ?

Yes	✓	No	
-----	---	----	--

19. Are there student Hostels?

Yes	✓	No	
-----	---	----	--

If yes, number of students residing in hostels

170

Male

Yes	✓	No		Number	170
-----	---	----	--	--------	-----

Female

Yes		No	✓	Number	
-----	--	----	---	--------	--

Under Construction

20. Is there a provision for

a) Sports fields

Yes	✓	No	
-----	---	----	--

b) Gymnasium

Yes		No	✓
-----	--	----	---

c) Womens' rest rooms

Yes	✓	No	
-----	---	----	--

d) Transport

Yes		No	✓
-----	--	----	---

e) Canteen/Cafeteria

Yes	✓	No	
-----	---	----	--

f) Students centre

Yes	✓	No	
-----	---	----	--

g) Vehicle parking facility

Yes	✓	No	
-----	---	----	--

Criterion V: Student Support and Progression

1. a Student strength

(Provide information in the following format, for the past two years)

Student Enrolment	UG			PG			Ph.D			Diploma / Certificate			Self-Funded		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	2085	1363	3448	14	22	36	3	0	3	89	73	162	39	46	85
Number of students from other States	624	408	1032	15	15	30	0	1	1	58	24	82	24	17	41

Number of NRI students															
Number of foreign students	7		4	11											

M – Men, F- Female, T-Total

b. Dropout rate in UG and PG (average for the last two batches)

	Number	%
UG	120	16.6
PG	1	3.4

2. Financial support for students: (last Year)

Endowments:

Freeships:

Number	Amount
0	0
12	Rs 36,000/-

Scholarship (Government)
 Scholarship (Institution)
 Number of loan facilities:
 Any other financial support
 (Specify) FAEA Scholarships

1398	Rs 49,12,975/-
63	Rs 1,23,000/-
8	Rs 1,58,873/-

3. Does the college obtain feedback from students on their campus experience? Yes ☒ No ☐

4. Major cultural events (data for last year)

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate						
Inter-university						
National						
Any other (specify)						
During Conferences	✓		2			
National Integration Camp				✓		7

5. Examination Results (data of past five years)

Results	UG					PG					M. Phil				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Pass Percentage	96.69	98.26	95.69	93.65	94.86					100.0					
Number of first classes	128	110	122	130	146					14					
Number of distinctions	NA	NA	NA	NA	NA					NA					
Ranks (if any)	72	70	73	86	80	5					

NA: Data Not Available. University does not declare this information.

(* Add more columns if not adequate)

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
0	-	-

7. Number of students who have passed the following examinations during the last five years

NET					5
SLET					
CAT	26	24	28	28	30
TOEFL					
GRE					
GMAT					
Civil services (IAS / IPS/IFS)					
Defence Entrance					
Any other (MAT, GATE)	30	26	32	31	36

8. Is there a Student Counselling Centre?

Yes	✓	No	
-----	---	----	--

9. Is there a Grievance Redressal Cell?

Yes		No	✓
-----	--	----	---

10. Does the college have an Alumni Association?

Yes	✓	No		Formed in the year	2005
-----	---	----	--	--------------------------	------

11. Does the college have a Parent-teachers Association?

Yes		No	✓	Formed in the year	
-----	--	----	---	--------------------------	--

Criterion VI: Governance and Leadership

1. Has the institution appointed a permanent Principal?

Yes	✓	No	
-----	---	----	--

If Yes,
denote the qualifications

M.A. (English), Pursuing Ph.D

If No, for how long has the position been vacant?

--

2. Number of professional development programmes held for the Non-teaching staff (last two years)

1	1
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3. Financial resources of the college (approximate amount) – Last year’s data

Grant-in-aid	2,87,01,110
Fee from aided courses	59,84,362
Donation	
Fee from Self-funded courses	61,08,481
Any other –UGC	41,94,000
NAAC	40,000
DST	32,038
Rent	13,816
Interest	2,46,364
FAEA	5,00,000
DONER	1,33,41,000

4. Statement of Expenditure (for last two years)

Item	Before last	last year
% spent on the salaries of faculty	82.17	71.49
% spent on the salaries of non-teaching employees including contractual workers		8.91
% spent on books and journals	1.79	0.56
% spent on Building development	2.84	3.79
% spent on hostels, and other student amenities	2.58	3.26
% spent on maintenance - electricity, water, telephones, infrastructure	1.57	3.42
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.	7.47	7.67
% spent on research, seminars, etc.	1.29	0.82
% spent on miscellaneous expenditure	0.30	0.08

Note: The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

Governing Body

Internal Admn. Bodies (mention only three most important bodies)

Last year	Year before last
19/05/2006	31/08/2007
08/09/2006	04/12/2007
House Council	House Council
01/02/2007	10/02/2006
23/02/2007	01/04/2006
07/03/2007	28/04/2006
10/04/2007	01/05/2006
13/06/2007	27/06/2006
10/08/2007	30/06/2006
26/10/2007	22/08/2006
05/11/2007	01/12/2006
Exam Comm.	Exam Comm.
06/02/2007	07/02/2006
28/02/2007	06/03/2006
20/03/2007	24/03/2006
04/08/2007	25/07/2006
05/11/2007	27/10/2006
HOD Meeting	HOD Meeting
12/05/2007	04/07/2006
01/06/2007	08/09/2006
25/07/2007	

Any other (specify)

6. Are there Welfare Schemes for the academic community?

Loans:

Medical allowance

Any other (specify)

Yes	✓	No	
Yes		No	✓
Yes		No	

7. Are there ICT supported / Computerised units/processes/activities for the following?

a) Administrative section/ Office

Yes	✓	No	
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b) Finance Unit

Yes	✓	No	
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c) Student Admissions

Yes	✓	No	
-----	---	----	--

d) Placements

Yes	✓	No	
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e) Aptitude Testing

Yes		No	✓
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f) Examinations

Yes		No	✓
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g) Student Records

Yes	✓	No	
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Criterion VII: Innovative Practices

1. Has the institution established Internal Quality Assurance Mechanisms?

Yes	✓	No	
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2. Do students participate in the Quality Enhancement initiatives of the Institution?

Yes	✓	No	
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3. What is the percentage of the following student categories in the institution?

a. SC

1.09

b. ST

66.67

c. OBC

0

d. Women

43.80

e. Differently-abled

0.23

f. Rural

NA

h. Tribal

66.67

i. Any other (specify)

0.38

NA – Data Not Available

4. What is the percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	0	0	7	16.2
b	ST	55	46.2	32	74.4
c	OBC	0	0	0	0
d	Women	42	35.3	6	13.9
e	Physically-challenged	0	0	0	0
f	General Category	64	53.8	4	9.3
g	Any other (specify)				

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

	Category	At Admission		On completion of the course	
		Batch I	Batch II	Batch I	Batch II
a.	SC	8	9	7	7
b.	ST	511	506	423	420
c.	OBC				
d.	Women	258	252	210	232
e.	Physically challenged	3	5	2	3
f.	General Category	171	231	152	188
g	Any other (specify)				

PART II
EVALUATIVE REPORT
(A) EXECUTIVE SUMMARY

Part II: Evaluative Report

a. Executive Summary

St. Anthony's College, Shillong, is the first institution of higher education worldwide of the Salesians of Don Bosco, an international educational order of the Catholic Church.

The vision of the college focuses on achieving objectives beyond academic excellence. It seeks to complement academic performance with human quality as an answer to the worrying problems of human isolation, competition, and alienation that seems to characterize every form of life – whether personal or professional.

Its evolution over the years has resulted in the college metamorphosing into an institution of relevance. In 2005, the college added a new course in Music and became the first College in Meghalaya to offer a Post Graduate Degree. In 2007, the College initiated another Postgraduate Course by introducing Master of Computer Application (MCA), which has been duly recognized by the AICTE.

The students are exposed to life skills orientation, which helps to build up their self-confidence and personality, thereby fostering a healthy atmosphere of competition, not only among themselves, but also a belief that they can compete with their peers in the rest of the country and elsewhere. The student community of the College is a mix of cultures and ethnicity that includes communities/tribes across the country in general, and the North East of India in particular. Despite this diversity, they have learned to mix, study, cooperate and understand each other and live in harmony in this institution.

To cater specifically to the holistic development of the person, the College has gone to the extent of starting an extension campus, *Siloam*, situated on the shores of the picturesque Umiam lake, a center for transformational leadership.

The College has further augmented its facilities since the last accreditation. The college has enhanced the Internet access facilities for its staff and students. This access is through a 1-2 Mbps broadband network, which is extended to every part of the campus with a Wi-Fi communication infrastructure. The software for library was upgraded to SOUL, which was provided free of cost under the Prime Minister's special programme through UGC. The College is also confident of getting access to e-journals through INFLIBNET by the next academic session, which will further facilitate research activities. An EduSAT learning center is already under process of implementation.

Furthermore, in recognition of its performance, the college was chosen by the Foundation for Academic Excellence and Access (FAEA), an organization sponsored by Ford Foundation, as one among a select few colleges in India for financial support that percolates right down to the under-privileged and downtrodden sections of the society.

More recently, on 7th April 2006, the UGC conferred on the College, the coveted status of 'College with Potential for Excellence' (CPE). Out of about 16100 colleges in India, the CPE status was awarded to about 160 colleges (i.e. 1% of the total colleges).

The College, recognizing the importance of the observations made by the last NAAC peer team, has taken a number of appropriate measures in response to their recommendations.

PART II
EVALUATIVE REPORT
(B) CRITERION-WISE

Part II: Evaluative Report

b. Criterion Wise

Criterion I: Curricular Aspects

1.1. Curriculum Design and Development

1.1.1. State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stake holders?

Guided by the religious and educational philosophy of St. John Bosco, and born of the vision of a Don Bosco Rev. Fr. Joseph Bacchiarello, St. Anthony's College was founded in 1934 with the avowed mission of bringing college education within reach of the common man and woman.

Our Vision: *"Providing holistic and quality education within the reach of everyone"*.

Our 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"*.

The vision and mission of the institution finds a place in the college website and the college prospectus. It is followed up intensively in the Staff Development Programmes every year. The Principal makes it a point that it is discussed in the Annual Staff Meetings which are held at

the beginning and end of every academic year. The students are made aware of it through the Orientation Programme and Interactive Sessions of the staff and students. The distribution of books and materials relating to the teachings and philosophy of Don Bosco also promotes awareness. The occasional visits of the Provincial and other officials of the Salesian order also focuses and highlight the vision and mission of the institution to the students, teachers, staff and others.

We also have workshops from time to time specifically to highlight the vision and mission of the institution. Besides, the institution practices the system of having a 'theme' which compliments the vision and mission, which is prominently displayed in banners and posters.

1.1.2. How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

We emphasize life oriented and value based teaching and nurture a culture of solidarity. The educator and the educated join hands 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.

1.1.3. Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the

regional / national and global trends and developmental needs? (access to the disadvantaged, equity, self development, community and national development, ecology and environment, value orientation, employment, ICT introduction, global and national demands and so on).

Our aim is to equip our students for life, making them not only job seekers, but also job-creators. Hence in keeping with the developments in educational strategies worldwide, we have pioneered courses in application-oriented subjects to answer to the needs of the community that we serve and to give our graduates a competitive edge in the employment market.

Some of the courses we have pioneered in the last five years are the undergraduate courses in Media-Technologies, and Music; and Postgraduate courses in Bio-Technology (M.Sc) and Computer Applications (MCA). These courses will give a competitive edge to our students and cater to the needs of the changing National and Global trend. In fact, whenever and wherever courses have been initiated by the college, the syllabi have been designed in-house so as to match the current demand of the industry and society. These syllabi were then presented to the University for approval.

To ensure that the courses are accessible to the economically weaker student, our fees are comparatively far lower. The fees structure is designed to cover the course expenses, with no monetary profit objective.

1.1.4. How does the curriculum cater to the inclusion/integration of information and communication (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

Apart from the above-mentioned initiatives, some of the regular programmes already have ICT components integrated as part of the syllabi. For example, Business Administration has a paper on Information Technology, Biotechnology and Biochemistry, students are exposed to subjects like Bio-informatics and Molecular Modeling, the areas of ICT related to the life sciences. In Geology, ICT is incorporated in a small section of the syllabus, in terms of 'Remote Sensing'. In Zoology, the curriculum includes a course in 'Bioinformatics'. In the Mass Media Department, where the course is intricately linked to technology, staff and students are fully trained to utilize ICT. Fortran programming in the syllabus of Mathematics has been replaced with Programming in C. This was initiated by the college. Commerce has a paper on Computer Applications, the syllabus of which has been designed by the college. Besides these, other departments are progressively using ICT in the teaching and learning process.

Furthermore, in keeping with the requirement of the global employment market, the college had proposed 9 Career Oriented Add On Courses add-on courses to UGC and got the latter's sanction for them. 6 of these courses have already started. It is noteworthy that the

syllabus for these add-on courses were also fully designed by the College and the university has given its approval.

Apart from this, the computer science students of the College have a club – the Cyber Club –where non-computer/computer-lay students are given training with an ambition of 100% computer literacy. This club carries out extension service to outlying village schools in pursuance of its motto to '*teach, learn and serve*'.

1.1.5. Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating this information and feedback for appropriate inclusion and decisions in statutory academic bodies, membership of BOS and by sending agenda items, etc.)

All the departments are actively involved in the curriculum design and development process.

Faculty members keep track of the development in their own fields and bring them to the notice of the members of the respective Board of Under Graduate Studies (BUGS) of the affiliating University for inclusion in the syllabus.

On an average one faculty member from each department is a member of the BUGS. As a member, they are actively involved in curriculum design and development. Moreover, many of the faculty members hold key positions in academic bodies, for example, Meghalaya Economic

Society, Indian Society of Developmental Biologists, All Indian Congress of Cytology and Genetics, Indian Science Congress Association, etc., which make them instrumental in influencing and shaping of the courses.

1.2. Academic Flexibility

1.2.1. What are the range of programme options available to learners in terms of degrees, certificates and diplomas?

The college offers both pass and honours options for its undergraduate degree programmes. These programmes include the disciplines of Arts, Commerce, Science, Performing Arts and Business Administration. Some of the courses are professional in nature.

In the undergraduate programmes in Arts the student can choose honours from the following subjects:

- Economics
- English
- History
- Philosophy
- Mass Communication
and video production
- Media technologies
- Khasi
- Political Science. and
- Music

The graduate programme for Science, offers honours subjects in the following:

- Biochemistry
- Biotechnology
- Botany
- Chemistry
- Computer Science
- Geology

- Mathematics
- Statistics
- Pisciculture
- Zoology
- Physics

In Arts and Science, there is a lot of flexibility in terms of the choice of other elective subjects in addition to the honours that a student is taking.

The college also offers honours courses in commerce and business administration. In commerce, the final year students have the flexibility of choosing either Computer Applications, Income Tax, Advanced Cost Accounting or Marketing as their elective. For business administration, the electives in the final year are either marketing management or financial management.

Post-Graduate Programmes in Science:

In 2005, the college, through its own initiative, became the first college in Meghalaya, to run a full time postgraduate degree programme in MSc (Biotechnology). Prior to that, this was the only College in this state to run a post-graduate diploma programme.

In 2007, the college once again became the only institution to have started the Master of Computer Application (MCA) programme in the North Eastern Hill University (NEHU). Prior to starting this course, AICTE approval for the same was also obtained.

PhD Programme in Chemistry:

The college has the distinction of being the only institution under the parent University where its faculty in Chemistry has been approved to guide PhD scholars. The Ph.D scholars also do their research work in the laboratories of the College.

Diploma and certificate courses:

In addition, the college conducts Courses in DOEACC 'O' level, Post Graduate Diploma in Computer Applications (PGDCA), Cisco Certified Network Associate (CCNA).

The college also conducts career oriented short-term courses in animation, DTP, video editing, photography, and computer hardware.

UGC Approved Career-Oriented Add On Courses

The options offered are as follows:

- | | |
|------------------------|------------------------|
| • Accounting Practices | • Research and Survey |
| • Income Tax Practices | Analysis |
| • E-Commerce | • Plant Tissue Culture |
| • Communication Skills | • Immuno-Diagnostics |
| • Video and Audio | • Desktop Publishing |
| Production | |

Other Co-curricular courses such as the MBA Coaching Programme, Workshop on Personality Development are conducted every year.

1.2.2. Give details on the following provisions with reference to academic flexibility, value addition and course enrichment : a) core options

b) elective options c) Add on courses d) inter disciplinary courses
e) flexibility to students to move from one discipline to another f)
flexibility to pursue the programme with reference to the time
frame (flexible time for completion)

It is compulsory for students to take up one subject as their honours
/core subject along with two other elective subjects.

For administrative convenience, the Elective subjects are offered in
combinations. Guidelines regarding the combinations and the
conditions of eligibility for Honours subjects are framed by the
College; of course, adhering to the University norms. The College
offers the maximum number of subject options under this University.
The College also offers some professional degree courses.

There are nine career and market oriented skill enhancing add-on
courses that have utility for job, self-employment and empowerment of
the students. Conforming to the UGC norms, these certificate courses
are of 20 credits each, requiring 15 hours of class/practical/project
work per credit (a total of 300 hours).

Certain subjects like commerce, business administration,
biotechnology, biochemistry, mass communication & video
production, media technologies, etc. are interdisciplinary

Flexibility to the students to move from one discipline to the other is
allowed at the 'entry point'. That is, a student of science can also opt
for honours courses in Arts, Commerce, Business Administration or
Performing Arts. Similarly a student of Commerce or Arts can opt for

Business Administration or Performing Arts. Once a student is admitted, he or she is not allowed to switch subjects till he or she completes the course.

According to the university norm, the under graduate degree course duration is for 3 years, which can be completed within the maximum time frame of 5 years. Students who fail in one paper are allowed to progress to the next year and repeat the paper in the subsequent years.

There is also a scope for improvement offered for those who score 45% or lower in a paper. This option is available for a maximum of 2 papers.

1.2.3. Give details of the programmes and other facilities available for international students (if any).

There are no special provisions for international students. They are welcome to join any of the available programmes and use the facilities provided to any other students of the College. In fact, there are students coming from countries like Bhutan, Nepal, South Korea, Bangladesh, Kenya, Sri Lanka, etc.

1.2.4. Does the institution offer any self financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary, etc..

There are five self-financed programmes in the institution. They are:

- MSc in Biotechnology

- Master of Computer Applications (MCA)
- PGDCA
- Bachelor of Arts in Music (BA-Music) and
- Media Technologies

Admission procedure: Apart from the minimum qualification, it is compulsory for every candidate to sit for a written aptitude test, followed by a personal interview, provided he/she passes the test. The usual norm is to give 60% weightage to the qualifying exam and 40% to the test and interview.

Curriculum: All the curriculum of self-financed programmes are initiated and designed by the college and approved by the university.

Fee structure: The fee structure is designed so as to recover the cost of running such courses.

Teacher qualification: Teachers' qualification is as per the UGC/AICTE requirements. Experts and professionals are invited to assist in the appointment procedure. The salary of the teachers is as per the UGC scale. In addition, professionals and people who are experts in these fields, are invited to deliver lectures as well as guiding students in their projects.

1.2.5. What best practices have been adopted / practiced by the institution in curriculum design and development/ academic flexibility/ feedback from stake holders/ curricula update or any other initiative under curricula aspects?

Many members of the faculty are also members of the different BUGS and moderation boards constituted by the university. These members are fully instrumental in proposing, designing, and updating the curriculum. This is in spite of inherent limitations and rigidity imposed the university system of affiliation.

In terms of academic flexibility, the College offers the maximum number of subject options under this University to its students. To add to this, there are the 9 UGC approved career oriented add-on courses – which cater to students of varied interest. These courses are of up to one-year duration, and hence if a student wishes, s/he can complete three of such courses during the three years of their graduation programme, thereby enhancing their employability and usefulness to the society.

In the modern day of technology, the College believes that every single person should be computer literate. However, computer is not a part of every curriculum. The department of computer science runs several short-term courses towards this initiative. The students from Cyber Club also pitches in this effort, and run their own short-term programmes in computer literacy for other students of the College – the teaching for these courses are done by the students of computer science themselves. The departmental labs are provided for such courses.

1.3. Feedback on Curriculum

1.3.1. How does the college obtain feedback on curricula from students, alumni, parents, employers/ industry, academic peers and community?

There is no formal mechanism as yet to obtain feedback from students, employers or the community. However in the yearly alumni meetings, the college obtains feedback through interaction and discussion with the alumni. The College also has occasional parent-teacher interaction programmes. Feedbacks from academic peers are obtained through formal and informal discussions, meetings, workshops and seminars. For example, the curriculum for MCA was designed in consultation with experts from IIT Guwahati, Tezpur University, etc.

1.3.2. How are the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The feedbacks are thoroughly discussed in meetings of the faculty members and the resolutions are always sent to the university through the BUGS to initiate syllabi revision.

1.4. Curriculum update

1.4.1. What are the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

For the Undergraduate level, the syllabi are revised at an average interval of five years to conform to changes in the national and global context. Syllabi of Hindi, Mizo, History, Political Science,

Mathematics, Economics, Computer Science, DTP and PGDCA were updated during the last three years.

Many other syllabi at under graduate level have already been revised, but they will be implemented from the academic year 2009 as per the decision of the parent university.

Since the Post Graduate and Add On courses were introduced recently, there was no felt need to revise the same.

1.4.2. How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

The UGC approved Add-On courses initiated by the college are market-oriented and skill enhancing, thereby empowering our students to National and Global competence.

Though not a part of the formal curriculum, the students are encouraged to undergo programmes in enhancing life skills which are aimed at inculcating values of integration, respect, self worth, etc. thereby preparing them to be better citizens for tomorrow.

In every aspect of the curriculum, as far as it falls in the control of the college, we have included and promoted the use of technology.

1.4.3. Does the institution use the guidelines of statutory bodies (UGC/ AICTE/ State Councils of HE and other bodies) for developing and /or restructuring the curricula?

The institution uses the guidelines of UGC and AICTE directly or indirectly in restructuring and developing the curricula.

1.4.4. How are the existing courses modified to meet the emerging / changing national and global trends?

As and when the need arises, the faculty members of the department meet to discuss the changing National and Global trend of the curricula. The resolution thus passed is handed to the university through the BUGS member or to the appropriate authority. In addition, feedback from the placement cell is also considered to ensure that the curricula conform to industry requirements.

1.5. Best practices in Curricular Aspects

1.5.1. What are the quality sustenance and quality enhancement measures under taken by the institution during the last five years in curricula aspects?

The College has made a consistent endeavor to empower the students with the necessary social and technical skills to make them employable graduates. In this connection, the college has introduced an assortment of market driven degree, certificate and diploma courses. The courses are selected on the basis of feedback received from the stakeholders (faculty, community, society, alumni, etc.).

There is flexibility in the syllabus as it can be easily reviewed to meet the changing demand. In most of these courses there is extensive use of ICT. Professionals and experts from the respected fields are invited as guest lecturers to equip the students with the latest development.

1.5.2 What best practices in 'curricula aspects' have been planned / implemented by the institution?

The college has a mechanism of holding departmental meeting, which are held at regular intervals to discuss various academic and administrative issues. The curriculum features regularly in such meetings. Some departments of the college have developed a network of subject teachers in various institutions affiliated to the university to pursue and ensure that the suggested changes are incorporated in the curriculum.

The placement officer through her interaction with the prospective employers gives the necessary feedback to the faculty members with regards to the current demands of the industry.

In response to the last NAAC recommendation regarding syllabus revision in traditional subjects, and in pursuance of our efforts to sustain quality, the syllabi of almost all courses have been updated. Many of these have been already implemented, while the university has decided to implement the remaining from 2009.

The college has also introduced nine career oriented add on courses that are aimed at enhancing skills and marketability of the student.

Criterion II: Teaching-Learning And Evaluation

2.1. Admission Process and Student Profile.

2.1.1. How does the institution ensure wide publicity to the admission process through a) prospectus b) institutional website c) advertisement in regional /national newspapers d) any other (specify)

Prospectus: The college prints its prospectus, which is revised every year and it contains exhaustive information on the college, the courses offered, elective subjects, admission procedure, fees structure, co-curricular activities, awards and scholarships, hostel facilities, and general norms to be followed by the students.

Institutional Website: The college has its own website, which is regularly updated. It contains details about the college, faculties, departments and courses. The application forms for various entrance tests conducted by the College can be downloaded from the website. The results of the entrance tests held are uploaded. It also contains model question papers to guide the candidates for the tests. This website has a helpline for aspiring candidates who can put up their queries regarding admission and courses. The candidates can send emails to the helpline, which are responded to on daily basis.

Advertisement in regional /national newspapers: The courses offered by the college and the admission procedures are widely publicized in the newspapers, including vernacular and local Newspapers in all the adjoining states. Since the students come from all over the region, the College utilizes their services to reach out and inform their local communities about the courses.

Other: Banners and posters regarding the courses and the admission process are prominently displayed in various localities of Shillong, Guwahati, and all district headquarters of Meghalaya. These posters are regularly sent to various schools and colleges in the region.

Local cable television networks, not only in Meghalaya, but also in the prominent towns of the north-eastern states broadcast news and advertisements about our courses. The College has developed its own video advertisements in-house which are shown through cable TV networks.

The College also participates in various career fairs, where it puts up pavilions and makes presentations. Faculty members as well as students act as counselors and resource persons.

2.1.2. How are students selected for admission to the following courses?

Give the cut off percentage for admissions at the entry level for a) general b) professional and c) vocational courses

General: Admission to the traditional courses, except English and Economics, are offered on the basis of merit in the qualifying examination. The Departments of English and Economics short list their candidates for admission on the basis of an entrance test. All candidates having an aggregate of 55 percent in the Higher Secondary or equivalent examinations are eligible to appear in the test that is designed to test their elementary knowledge and aptitude in the subject concerned.

Professional: Admissions to professional courses are based on entrance tests. The entrance tests for admission to undergraduate professional courses are held on second Wednesday and Thursday of May every year. These are widely publicized from February onwards. Every course has its own eligibility criteria, which must be fulfilled in

addition to qualifying the entrance tests. The test results are immediately posted on the website as well as the College notice boards.

The postgraduate courses have their entrance tests every fourth Wednesday and Thursday of May (from the next academic session onwards, it is proposed to have the same on the second Thursday of July). On clearing the test, shortlisted candidates appear for an interview before the final selection. Since a sizable number of candidates coming from the adjoining states have to travel long distances, the College felt the need to mitigate their hardship and has, thus, started a test center at Guwahati.

Vocational: The college has initiated the UGC approved Career Oriented Courses. Admissions to these courses are on a first-come first-served basis. While these courses are primarily meant for the students of this College, students from other colleges are also accommodated to reach out to the student community at large.

In addition, courses such as DOEACC 'O' Level, Cisco Certified Network Associate (CCNA) and MBA Coaching Programme are also offered. Admission to 'O' Level is on the basis of an aptitude test, that to MBA Coaching programme is through an interview, while that to CCNA is on merit basis.

It may be mentioned that the DOEACC 'O' Level course was started under the Employment Generation Training Scheme (EGTS) of the erstwhile Department of Electronics (DoE) which was supposed to run

for five years. However, the College has continued the same even beyond the sponsored period without much changes in the fee structure thereby ensuring accessibility to computer education. We are now on the tenth year running this course successfully. One of our students had obtained the highest mark nationwide in one of the modules.

2.1.3. How does the institution ensure transparency in the admission process?

Admission to courses where no entrance tests are held is offered on the basis of merit. A duly constituted Committee consisting of faculty members scrutinizes the application forms and feeds the data into a software developed in-house. This software incorporates factors such as gender, marks obtained, state of domicile, community, etc. while generating the list of selected candidates.

The lists of selected candidates are put out on a daily basis. Candidates are required to complete the admission formalities within 24 hours, failing which their seats are offered to candidates in the subsequent lists.

During the period of admission, a Helpdesk manned by members of faculty guides the candidates on the admission procedure, career opportunities, course options, hostel availability, bank loans, etc. and also answer queries regarding admission position. Furthermore, if the course sought after is not available in the College, or the same has been filled up, the candidates are guided to other colleges.

During the time of admission, the College publicizes its eligibility norms for admission to various courses so that the students are pre-informed about their chances.

2.1.4. How do you promote access to ensure equity for a) students from disadvantaged community b) women c) differently abled d) economically weaker sections e) sports persons f) any other (specify)

The college follows the guidelines as issued by the Government of Meghalaya on percentage of seats in the various courses that are to be reserved for indigenous Schedule Tribes of the state.

Women: 40 percent of the seats are made available to women.

Differently-abled: 3 percent of the seats are made available to differently-able candidates, and admission is given to them on the basis of merit. However, some relaxation is given at the discretion of the Principal.

Economically Weaker sections: The candidates from economically weaker sections are identified through College staff and other informal sources like NGOs. Preference is given to them if they meet the minimum eligibility criteria.

Sports persons: The candidates who had represented their states at the National Level in any event/meet and fulfilling the minimum University academic norms are admitted through the Sports Quota.

Some of the candidates admitted through this quota have gone on to represent the country in their discipline.

Others: The College has also made exceptions to accommodate students from disadvantaged community from far-flung trouble torn areas. For example, one such student from Jammu & Kashmir has been accommodated in to M.Sc (Biotechnology) course on the behest of FAEA. An on line interview was specially arranged for this student. The College also arranged accommodation for the student.

2.2 Catering to Diverse Needs

2.2.1. Is there a provision for assessing the student's knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled?

The knowledge and skills of the candidates applying for admission to certain courses are tested through an aptitude test and/or interview.

In some courses, a bridge course of one-month duration is conducted to close the knowledge gap so as to enable the students to cope up with the course. For example, Hindi is being taught to students of music, C is taught to Computer Science students (who are expected to already know C when they take admission), computer algorithms taught to commerce students, etc.

2.2.2. How does the institution identify slow and advanced learners?

Give details on the strategies adopted for facilitating slow and advanced learners.

The College identifies slow and advanced learners through class tests, terminal examinations, classroom responses, seminars, informal discussions etc. The slow learners are given extra help in form of extra classes as well as counseling, etc. The advanced learners are encouraged to write projects, given extra help and information regarding job opportunities and advanced courses in their respective discipline in well-known institutions of the country. Most of the departments encourage their students to participate in informal discussion with the faculty members and fellow classmates outside the classroom situations.

2.2.3. Does the institution have a provision for tutorials for the students?

If yes, give details.

At present, there are no formal tutorial classes but most of the departments hold extra classes outside the normal college hours in order to facilitate weaker students to cope with the learning process.

2.2.4. Is there a provision for mentoring of students or any similar process? If yes, give details.

In professional courses and in courses where the numbers are small, there is a closer interaction and follow up. In addition, small study groups are formed under the guidance of faculty members in which the

students can seek the assistance of faculty in case they face difficulties in their study or otherwise.

2.2.5. How does the institution cater to the needs of differently-abled students?

The College building was constructed in the year 1983-84. At that time, there was no felt need for making special provisions for the differently-abled students. However, the College in recent years has felt the need to specially cater to their needs. In this regard, a lift is being constructed in the main building, which will make the building more accessible for the differently-abled students.

2.3 Teaching-Learning Process

2.3.1. How does the institution plan and organize the teaching - learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc..)

A draft of the academic calendar is prepared at the beginning of each academic year and placed in the general staff meeting for discussion. The suggestions, if any, are incorporated to make the final calendar.

Departmental meetings are also held at the beginning of every academic session in which distribution of classes, topics to be covered, tests to be conducted, resource materials to be used etc. are discussed in detail. Review meetings are held to assess the progress of the students and take necessary corrective measures.

The evaluation procedure for the year – like terminal tests, departmental monthly tests, assignments, projects, seminars, etc. and

their respective weightages are also discussed in the staff meetings. The result of this discussion is widely publicized to the student community.

2.3.2. What are the various teaching – learning methods (lecture method, interactive method, project based learning, computer assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

All departments follow classroom lecture and interactive method of teaching. In addition, many departments emphasize group discussions, project works, assignments, seminars and book reviews. Usually the theory classes are conducted predominantly by the lecture method. However, efforts are being made by various faculty members to utilize ICT aids to make learning more interesting and effective. Six laptops and LCD projectors and ten overhead projectors (OHPs) are used extensively for this purpose. For easy access to the faculty, these ICT aids have been placed under the care of various departments. The infrastructure for ICT was augmented through funds obtained under College with Potential for Excellence (CPE) scheme.

In the professional courses, due emphasis is laid on “learning by doing”, in which students are assigned individual projects under the guidance of a faculty member. The project report submitted is evaluated by a group of examiners, which includes experts invited from outside the institution.

The science departments frequently organize field trips for their students, in which the students along with faculty members survey the area, gather field information and collect specimens that form the basis of their project report.

M.Sc Biotechnology students carry out research work on a chosen field during the third and fourth semester of their course. On the basis of this, a dissertation is compiled. The dissertation is then evaluated by a panel of examiners, comprising of teachers of the department, university experts, and experts invited from other institutions.

2.3.3. How is learning made student –centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

All activities – academic or otherwise, are focused on the overall development of the students. Faculty is constantly evolving new ways of involving students in the learning process. For example, sometimes certain topics are assigned to some students, who in turn, explain the same to the class with guidance from the faculty. This allows the students to delve deeper into the topic, and inculcate a sense of critical reasoning. In some departments like English, the students are made into groups and assigned projects – which are not part of the syllabus – but enhances their learning experience.

The College holds orientation courses for students from each stream at the beginning of each academic session. Sessions are held where experts from various fields lay stress on inculcating skills and values,

which can help students face various problems they encounter in the day-to-day life, not only in the college but even the outside world. In addition, during weekends small groups of students are taken to the extension campus at 'Siloam'(Umiam) for close interactive sessions where they can develop the overall personality, and learn life skills. The college has Student Development Services, which handles most of the student needs – personal and academic. Experts from outside are invited whenever possible to interact with the students. In the hostel weekly talks on Contemporary themes are organized, which deals with various life skills.

2.3.4. How does the institution ensure that the students have effective learning experiences? (use of modern teaching aids and tools like computers, audio visuals multi media, ICT, CAL, internet and other information/ materials).

Most of the departments use modern teaching aids like computers, laptops, OHPs and other visual aids. Departments like Mass Communications, Business Administration, Music, Computer Science, Pisciculture, Zoology, Biotechnology and Biochemistry, etc. regularly use audiovisual media like educational CDs, VHS tapes, DVDs. The Mass Communication department puts major emphasis on application based learning in which, students are taken to visit different radio centers, television stations, audio and video studios, art exhibition, printing press and other related venues. Most of the departments lay stress on the fact that the students use Internet facilities that is provided to them with terminals placed in the central library. The postgraduate

students have access to the departmental computers besides those in the library. Computer Science department ensures that its students have access to individual computers in the department. In addition, there are field trips, exhibitions, etc. The students of English are regularly exposed to movies based on classics. Many departments have wall magazines, where students contribute articles on a regular basis.

2.3.5. How do the students and faculty keep pace with recent developments in the various subjects?

The faculty and the students keep abreast of the latest development in their particular field through journals, latest edition of text books, reference books, internet, etc. Occasionally experts from different fields are invited to deliver talks and interact with members of the faculty and students. Both faculty as well as students are encouraged to attend and organize workshops, seminars, symposia, and extension talks on topics of various academic interests. For example, this year itself there were workshops/seminars on women empowerment, computational geometry, trends in fisheries, neural networks, journalism, etc. The College also encourages participation of its members in such events organized by other institutions. Moreover, it is mandatory for faculty members to attend refresher courses in their subjects and orientation courses organized by UGC-ASCs, which help the faculty to keep themselves abreast of latest development in their subjects. A number of faculty members are also involved in active research and projects.

2.3.6. Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

All departments have departmental libraries or are in the process of creating one. The existing departmental libraries contain books not only acquired from the college but also books donated by alumni, books acquired through various projects, and complimentary sample copies received by the faculty. The departmental libraries are used by faculty and are accessible to students. In many cases, students from economically weaker are encouraged to borrow books from the departmental libraries for longer term. Under the CPE scheme, the College has initiated setting up of book banks for its student community.

2.3.7. Has the institution introduced evaluation of teacher by students? If yes, how is the feedback analysed and implemented for improvement of teaching?

The college does not have a formal system of evaluation of teachers by its students for the regular courses. However, for all short-term courses like coaching programmes, certificate courses, life-skill programmes, add-on courses, etc. there is a system of soliciting student feedback.

2.4 Teacher Quality

2.4.1. How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to

handle all the courses? If not, how does the institution cope with the requirements?

The College has a proper system of screening and selecting faculty members following norms set by UGC and the state government. For details of selection process, please refer to 6.4.3.

Every course has got sufficient qualified and competent faculty to handle the topics. It may be mentioned that in-spite of a freeze on new faculty positions imposed by the government for last 20 years, the College has consistently introduced new courses and appointed the required faculty from its own resources.

Furthermore, 34% of the faculty has completed their Ph.D while another 25% are currently undergoing the same.

2.4.2. How does the college appoint additional faculty to teach new programmes/ modern areas of study (biotechnology, IT, bioinformatics, etc.)? How many such appointments were made during the last three years?

For all new programmes, the College appoints additional full time faculty from its own resources. However, whenever the need arises, the services of visiting faculty are also solicited. In the recent past, several eminent experts have interacted with the students as visiting faculty. Some of them are Shri P K Sinha from Kolkata – a renowned photographer and retired journalist; Shri Umesh Mehta – freelance photographer from Delhi; Dr A Patnayak – Head of plant breeding and genetics, ICAR; Dr. Ashoke Tyagi from Division of Animal Sciences,

ICAR; Dr. Sudeep Dey – Senior Technical Assistant, RSIC, North Eastern Hill University.

2.4.3. What efforts are made by the management for professional development of the faculty? (E.g. research grants, study leave, deputation to national /international conferences, etc.)?

In the last three years, the college has organized one national seminar and 4 regional seminars, where the faculty also participated actively. Every year, a staff development programme is conducted, where eminent resource persons are invited to interact with the faculty. For example, the theme of this years programme was – *Learning Organisation* conducted by Fr. Joe Arimpoor from BIRDY, Bangalore. In the previous years, there were resource persons from ERC, New Delhi, DBI, Guwahati, etc. In addition, there are departmental seminars held from time to time.

The College has two staff members who are professionally trained psychologists. In fact Fr. George Palamattathil, the Director of our extension campus at Umiam, was a practicing psychologist in San Francisco, USA and is actively conducting programmes all over the country. Recognizing this, the College used his expertise to train a group of faculty members in counselling skills.

The College management encourages and facilitates the participation of its faculty members in workshop, seminars, conferences, etc. which are aimed at their professional development. In some cases, the expenses for such participation were fully borne by the College.

For the faculty who are conducting research, the College is liberal in making adjustments so that they can satisfactorily complete their work.

The College has always encouraged its faculty to apply for major/minor projects from UGC and other agencies. In order to improve research culture amongst the faculty, the IQAC has held a workshop on ways and means of acquiring research grants from various agencies.

In view of extensive use of ICT aids in the classrooms, the IQAC has also organized an orientation programme on the use of the internet, and preparation of presentations.

2.4.4. Give details on the awards and recognition received by the faculty during the last five years.

The following faculty members have been recognized in their respective fields:

- Dr. J N Vishkarma has been recognized as co-guide for Ph.D scholars in Chemistry, and also referee for several National & International Journals.
- Smt. Lorna M Bang has been awarded Commonwealth Doctoral Fellow

2.4.5. How often does the institution organizes training programmes for the faculty in the use of a) computers b) internet c) audio visual aids d) computer aided packages e) material development for CAL, multi media, etc..

The use of ICT aids has been strengthened in the last year, thanks to the CPE scheme. Hence the College felt the need to train its entire faculty for optimal utilization of these resources. In this respect, IQAC has taken the lead to organize training programme encompassing the use of computers, Internet, audio-visual aids, and content development. Such programmes are not one off affairs, but are continuous endeavours to develop and sustain quality. Resource persons for these programmes were sourced in-house.

2.5. Evaluation Process and Reforms

2.5.1. How are the evaluation methods communicated to the students and other institutional members?

The College uses several methods of evaluation to gauge the progress and understanding of the subject. The most common method adopted by all faculty members is with respect to the evaluation of answer sheets/scripts. In this respect, students are explained about the method used in evaluation of their scripts in terms of precision, content and presentation. In addition, answer scripts of all tests are returned to students with comments from the evaluator that encourages good work while pointing out deficiencies for further improvement.

Other methods of evaluation used are in terms of project work, seminars, group discussion, case studies, practical experiments, etc. In such methods of evaluation, both the faculty and students are aware of the weightage given to each component. Project seminars are held over several stages, where each stage has a weightage – this also adds

towards further improvement of the final work of the students, as they move from one stage to the next.

In most cases before the commencement of the session the students are briefed about manner in which they will be evaluated throughout the year.

2.5.2. How does the institution monitor the progress of the students and communicate it to the students and their parents?

The progress of students is monitored on a regular basis. This is done through their performances in tests, assignments, project work, seminars, attendance, etc. The faculty members of respective departments follow up with the progress made.

The system of evaluation is transparent. While answer scripts are returned to students, the marks obtained by each student in the tests, projects, assignments, seminars, etc., are displayed on the notice board of the department.

Absenteeism is viewed seriously by the college. Monthly reports on attendance are maintained by all departments and these are duly displayed on the notice boards. Those with low attendance are warned about the consequences of their action. In cases of chronic absenteeism, the college may call the parents or guardians of such students for an explanation.

Some departments have parent-teacher meetings held annually. The purpose of such meeting is aimed towards increasing the awareness

and role to be played by all stakeholders, as well as to inform everyone about the progress made and their respective expectations.

2.5.3. What is the mechanism for redressal of grievances regarding evaluation?

The methods of evaluation are clearly communicated to the students and faculty alike. This brings about objectivity in evaluation and a sense of equitable treatment for all concerned. Moreover, the scores of students are displayed on the notice board, so that everyone is made aware of his/her performance and position in the class. However, in cases where students have any grievances regarding evaluation, the faculty in charge of the paper deals with it, and the discrepancy, if any, is immediately rectified.

2.5.4. What are the major evaluation reforms initiated by the institution /affiliating university? How does the institution ensure effective implementation of these reforms?

Since the College is affiliated to the North Eastern Hill University, the evaluation methods as practiced by the university are followed. Despite this constraint, for internal purposes, individual faculty members have been innovative enough to try out new ways of evaluation. For example, open book tests, peer evaluation, topic presentation, etc. have been used and found to be effective in building up critical thinking ability and presentation.

However, in courses where the college took the initiative to pioneer and start, the syllabus and especially, the methods of evaluation is proposed by the college and accepted by the university.

In the recent past, the major reforms initiated by the institution in the evaluation process have been the introduction of credit system of grading for its programmes in MCA, PGDCA and Career Oriented Add On courses.

2.6. Best Practices in Teaching-Learning Process

2.6.1. Detail any significant innovations in teaching/learning/evaluation introduced by the institution.

Some of the distinctive practices in the teaching learning process in our institution are:

- Close and personal interaction between the teachers and the students that extends much beyond the classroom and campus.
- The presence of trained counsellors and the Student Development Services in the campus, which looks into the well being of the students.
- Wi-Fi wireless facility within the campus, which facilitates the students and teachers to have access to the Internet through its 1-2 Mbps broadband.
- The college examination system in which the scripts are returned to the students with comments from evaluator so that students can find out their drawbacks and make efforts to improve them.

- The introduction of UGC Approved Career Oriented Add on Courses, which have utility for job, self-employment and empowerment of students.
- The introduction of Credit System and Grading Method of evaluation in the MCA, PGDCA, and Career Oriented Courses. In fact, the College was the first to introduce Credit System of evaluation under the affiliating university.
- The College regularly organizes seminars and workshops, which allow its faculty to network with experts from other institutions and thereby improve the overall academic standard. To name a few, Dept of Pisciculture organized “National Seminar on Recent Advances and Rebuilding of Fish and Fisheries in North East India”; Dept of Statistics organized “Regional Workshop on Neural Networks and Genetic Algorithm” in collaboration with Indian Statistical Institute, Kolkata; Dept. of Computer Science organized “North East School on Neural Networks”, again in collaboration with Indian Statistical Institute , Kolkata; Khasi Dept organized “Memorial Lecture on the Life and Works of Fr. H Elias” in collaboration with Sahitya Akademy; etc.

The previous peer team advised the College to look into the reasons behind failure in some subjects at pass level and take steps to prevent this wastage of capacity and teaching-learning efforts.

In response to this observation, the College has sensitized its student community about the need to pay equal attention to the pass papers as

much their honours papers. As a result, the College has seen fewer students failing in pass papers.

To ensure the sustainability of quality in its teaching-learning-evaluation process, the College has already established the IQAC. In addition, as a unique experiment, an advisory body called the IQAC Advisory Committee has also been set up. This committee consists on one faculty deputed from each department, so that the quality sustaining and enhancing practices of any particular unit of the College spreads to encompass the entire institution.

The College has augmented its ICT infrastructure to enable any faculty to use them in any of the classrooms. In addition, departmental libraries have come up in every department. Book bank for needy students is also under the process of implementation.

Criterion III: Research, Consultancy and Extension

3.1. Promotion of Research

3.1.1. Is there a research committee to facilitate research activity? If yes, give details on its activities, major decisions taken (during the last year) and composition of the committee.

The college, at present does not have a research committee. However, individual faculty members who are carrying out research do submit their research progress to the agency that is funding their research.

3.1.2. How does the institution promote faculty participation in research? (providing seed money, research grants, leave, other facilities).

The institution allows easy access of available infrastructure for the purpose of research. The Principal plays a proactive role in preparation and processing of research proposals to be sent to various funding agencies. Detailed information about the minor and major projects is displayed in the staff notice board.

3.1.3. Does the institutional budget have a provision for research and development? If yes, give details.

Yes, a sum of seventy five thousand (Rs.75,000/-) was allocated in the last annual budget for student research.

3.1.4. Does the institution promote participation of students in research activities? If yes, give details.

A number of departments get their students involved in some of the project activities initiated by the teachers. In the case of programmes where student are required to complete projects as part of their internal assessment, students are encouraged to take up real research work rather than regular run-of-the-mill projects. Furthermore, in the department of Chemistry, four students have joined as research scholars to complete their PhD.

At present the college does not have any Student Research Projects funded by outside agency, however, the college provides financial assistance to MSc biotechnology students for carrying out research-based projects, which is a part of their curriculum. A sum of Rs.4000/- for in-house related projects and Rs.5,000/- for outside project is sanctioned per student.

3.1.5. What are the major research facilities developed on the campus?

Apart from the science departments which are equipped with laboratories for carrying out all practical experiments, the departments of mass communication and music also have their own labs and studios equipped with necessary infrastructure. The infrastructure in the departments of biotechnology, biochemistry, chemistry, and pisciculture are fully equipped for and are also being used for major research purposes.

Basic research can be supported in the department of computer science. The department of botany has a botanical garden and orchidariums. A well-equipped hatchery complex has been developed and is maintained by the department of pisciculture. In fact, this hatchery has played a very important role in all research projects of the department. The results from these projects have been translated into extension activities in the rural areas related to pisciculture.

3.1.6. Give details of the initiatives taken by the institution for collaborative research (with national/ foreign universities/ research / scientific organization/ industries/ NGOs).

The collaborative research initiatives taken by the institution include research projects with the following organizations:

- National Bureau of Fish Genetics Resources (NBFGR), Lucknow.
- World Bank-ICAR-NATP-CGP-II

3.2. Research and Publication Output

3.2.1. Give the details of the research guides and research students of the institution (number of students registered for Ph.D. and M.Phil., fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)

Dr. J.N. Vishwakarma of the Department of Chemistry, is recognized by North Eastern Hill University as Research Guide for Ph.D scholars. At present he has four students pursuing Ph.D under his guidance. The names of students and areas of research are as given below:

- Mr. Kaushik K. Chanda - Synthesis of novel tetrahydropyrimides.
- Mr. Milan C. Dutta – Synthesis of novel bis-tetrahydropyrimidines
- Mr. Madhusudan Saha – Synthesis of novel quinoxalines.
- Ms. J A. Satyabati Devi – Green approach to organic synthesis.

Dr. A. Das of the Computer Science Department has been recognized as a guide for M.Phil students by Madurai Kamaraj University. At present he is guiding Ms Gypsy Nandi of the same department. The title of the dissertation is “Study of Selection Feature Algorithms”.

3.2.2. Give details of the following: a) departments recognized as research centers b) faculty recognized as research guides c) priority areas for research d) on going Faculty research projects (minor and major projects, funding from the government, UGC, DST, CSIR, AICTE, industry, NGO or international agencies) e) ongoing student research projects (title, duration, funding agency, total funding received for the project)

Departments recognized as research centers. **None**

Faculty recognized as research guides. 2 (Two).

- Dr. J. N. Vishwakarma of Chemistry Department (Ph.D guide)
- Dr. A. Das of Computer Science (M.Phil guide)

Priority areas of Research: The details from respective departments are provided as under:

Departments of Biotechnology and Biochemistry:

- DNA fingerprinting for assessment of Biodiversity.
- Investigation of antimicrobial properties of medicinal plants native to North East India.
- Conservation of rare and endangered plant species of Meghalaya by tissue culture methods.
- On enzyme kinetics.
- Studies on tumor immunology.
- Development of algal biofertilizers.

Department of Botany:

- Local flora of Meghalaya
- Orchid flora of North Eastern India

Department of Business Administration:

- Entrepreneurship, Leadership, Marketing and Motivation.

Department of Pisciculture:

- Induced breeding of warm water carp and cold water fishes.

- Water quality management.
- Exploration and Conservation of live gene pool of cold water fishes, particularly Chocolate Mahseer and ornamental fishes.

Department of Commerce

- Marketing and resource management.

Department of Zoology:

- Genetic studies in fishes- Chocolate Mahseer and Zebrafish.

Ongoing Faculty Research Projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies.

The details of the ongoing projects are provided below:

Department	Scale of research project	Sponsoring agency	Principal investigator	Ongoing /completed
Pisciculture	Major project	DST, GOI	Dr. R N Bhuyan	Ongoing
	Major project	NBFG, Lucknow	Dr. R N Bhuyan	Ongoing
Botany	Major project	DBT, GOI	Dr. J Sharma	Completed
	Major project	Ministry of environment and forest	Dr. C S Rao	Completed
	Minor project	State council for science & technology	Dr. C S Rao	3 projects completed

Department	Scale of research project	Sponsoring agency	Principal investigator	Ongoing /completed
Chemistry	Major project	World Bank – ICAR – NATP- CGP-II	Dr. J N Vishwakarma	Completed (2002-2005)
	Major project	UGC	Dr. J N Vishwakarma	Ongoing
	Major project	Ministry of environment & forests	Dr. J N Vishwakarma (co-investigator)	Completed (2002-2004)
Biotechnology	Major project	Ministry of environment & forests	Dr. M A Laskar	Completed (2002-2004)
Zoology	Minor project	NBFGR, Lucknow	Faculty of zoology	Ongoing
Economics		ICSSR, New Delhi	V Pala	Ongoing
		Indian Institute of Dalit studies	V Pala in collaboration with Prof. A Dubey, NEHU	Completed
		National council of applied economic research	V Pala as coordinator for data collection in Meghalaya	Completed 2003-2007
		National council of applied economic research	V Pala as coordinator for data collection in Meghalaya	Completed (2005)

Department	Scale of research project	Sponsoring agency	Principal investigator	Ongoing /completed
Political science		ERC, New Delhi and the Ford Foundation	Dr. R K Purkayastha	Completed
		ICSSR, N Delhi	Dr. R K Purkayastha	Completed (2005)

Ongoing Student Research Project - The present student research projects are not funded by outside agencies. However, a student research project titled 'Conflict Resolution' funded by ERC, New Delhi and Ford Foundation has just been completed.

3.2.3. What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, industry needs, community development, patents, etc.)?

The research activities conducted by faculty members of the College have contributed towards:

- Development of cheap and economically feasible techniques for research, generation of interest among students and faculty towards research
- Bio-conservation efforts for plants and fishes like Chocolate Mahseer and Zebra fish
- Development of biological commercial techniques
- Commercial techniques for propagation of fish seeds

- Upliftment of socio-economic status of rural fish farmers and employment generation

3.2.4. Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years, including citation, index and impact factor.

Publications in refereed journals

- Laskar M A, Lyngdoh J P, Buam J J, Syiem D, Plantlet regeneration via adventitious shoot bud proliferation from leaf explants in *Potentilla fulgens* Wall. ex Hook- A plant possessing hypoglycemic activity, **Indian J. Biotech**, 4 (2005) 257-260.
- Anis Alam, Laishram Indira Singha and Vinod Singh, Molecular Characterization of Tumor Associated Antigen in Mice Exposed to a Hepatocarcinogen, **Molecular and Cellular Biochemistry**, 271 (2005) 177-188.
- Anis Alam, Chowphi Chen Rapthap, Laishram Indira Singha, R.N.Sharan and Vinod Singh, Radiomodulatory Effect of Liposome Encapsulated Ak-2123 on Tumor in Mice Exposed to Hepatocarcinogen, **Molecular and Cellular Biochemistry**, 271(2005)139-150.
- A Facile one-pot synthesis of novel Substituted 1, 2, 3, 4-Tetrahydropyrimidines. E., Karim, K. Kishore, & J.N. Vishwakarma*, *J. Heterocyclic. Chem.*, 40, 901-903 (2003).
- An efficient, microwave assisted solvent-free synthesis of polarized enamines. Kaushik Chanda, Milan Ch. Dutta, E. Karim and J.N. Vishwakarma*, *J. Ind. Chem. Soc.*, 81, 791-793 (2004).

- An efficient, microwave assisted solvent-free general route to Cyclic Enaminones. Kaushik Chanda, Milan Ch. Dutta & J.N. Vishwakarma*, *Ind. J. Chem.*, 43B, 2475- 2477 (2004).
- A facile route to Enaminones: Synthesis of 3-Alkyl/aralkyl/arylamino-1-arylprop-2-en- 1-ones. Milan Ch. Dutta, Kaushik Chanda, E. Karim & J.N. Vishwakarma*, *Ind. J. Chem.*, 43B, 2471-2474 (2004).
- Bis-(1-phenyl-5-nitro-6-methylthio-1,2,3,4-tetrahydropyrimidinyl)ethane and Bis-(1-phenyl-5-nitro-6-methylthio-1, 2, 3, 4-tetrahydropyrimidinyl)butane. Kaushik Chanda, Milan C. Dutta, Kaushal Kishore & J.N. Vishwakarma*, *Molbank*, M367, 2004.
- A facile one-pot synthesis of Novel Substituted 1,2,3,4-terahydropyrimidines, Part 2: Synthesis of 1-(Aralkyl/aryl)-3-alkyl/aralkyl/aryl)-5-aroyl-1,2,3,4-tetrahydropyrimidines. Kaushik Chanda, Milan Ch. Dutta, E. Karim & J.N. Vishwakarma*, *J. Heterocyclic Chem*, 41, 627-631 (2004).
- Bis-(1-phenyl-5-nitro-6-methylthio-1,2,3,4-tetrahydropyrimidinyl)benzene and Bis-(1-phenyl-5-nitro-6-methylthio-1,2,3,4-tetrahydropyrimidinyl)diphenyl.
- Milan C. Dutta, Kaushik Chanda, Kaushal Kishore & J.N. Vishwakarma*, *Molbank* M428 (2005).
- A facile one pot synthesis of Tetrahydropyrimidines Part3: Synthesis of [alkanediylbis

- 3- (alkyl/aralkyl/aryl)- 3, 6- dihydropyrimidine-1, 5(2H)} diyl]bis (arylmethanones) and [1,4- phenylene]bis(3-phenyl - 3, 6 - dihydropyrimidine -1 , 5(2H)diyl)]bis (phenylmethanone).
- Milan Ch. Dutta, Kaushik Chanda, & J.N. Vishwakarma*, *J. Heterocyclic Chem*, 42, 121-123 (2005).
- A Facile One-pot Synthesis of Novel Substituted 1,2,3,4-Tetrahydropyrimidines Part 5 [1]: Synthesis of bis[(1-alkyl/aralkyl)- 5 -benzoyl- 6- methylthio- 1, 2, 3, 4-tetrahydropyrimidinyl] alkane & benzene, bis[3-phenyl -7-methyl-4,5,6,7-tetrahydropyrazolo(3,4-*d*)pyrimidinyl] alkane and bis [1-benzyl-7-phenyl- 1, 2, 3, 4-tetrahydropyrazolo(1,5-*α*)triazinyl]alkane & benzene; Milan Ch. Dutta, Kaushik Chanda, Philippe Helissey & Jai N. Vishwakarma*, *J. Heterocyclic Chem*, 42, 975 (2005).
- A Facile One-pot Synthetic Route to Substituted Fused Tetrahydropyrimidines. Part 4¹: Synthesis of 1-(Aralkyl/aryl)-3-(alkyl/aralkyl/aryl)-5-oxo-1,2,3,4,5,6,7,8-octahydroquinazolines and 1-(Aralkyl/aryl)- 3-(alkyl/aralkyl/aryl) - 7, 7-dimethyl- 5-oxo-1,2,3,4,5,6,7,8-octahydroquinazolines.
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- **Rajput KS, Population and Educational Profile of Meghalaya** (Presented as a joint paper with Dr. Sanku Dey), *Hill Geographer* XIX (1 & 2), pp. 14-19, 2003.
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Neolissochilus hexagonolepis. Perspectives in cytology and genetics, volume XI: 475-480 (2004).

- U Sengupta: Electrophoretic analysis of lactate dehydrogenase (LDH) in ocular tissue of domestic fowl (*Gallus domesticus*) and the Indian Blue Rock Pigeon (*Columba livia* Strickland).NURJ, Volume 3: 62-67. (2005)
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- Rao C S : Mycorrhiza in *Drosena* in *Journal of international carnivorous plant society*, Volume 36, No.1: 9-1.(2007)

3.2.5. Give a list of publication for the faculty for a) books b) articles c) conferences/seminar proceedings d) course material (for distance education) e) software packages or other learning material f) any other (specify).

Books:

- George Plathottam: Public speaking- Resource book for effective communication, St. Anthony's College & Don Bosco Publication, 2007.
- Sarma P: Music culture in Northeast India, Raj publication Daryaganj Newdelhi 110002.
- Rao C S, Barik S K & Mahapatra S: Man and Environment – A text book for NEHU degree students, Goel publications, Shillong. 2005

- Nellanatt J, L Rapsuk & Roychoudhury Basav: Computer Science and Applications, A Textbook for class XI MBOSE, Evergreen Publishers, New Delhi, 2004.
- Roychoudhury Basav: Computer Science and Applications, A Textbook for class X MBOSE, Evergreen Publishers, New Delhi. 2004
- Kharmawphlang L R, Introduction to Excel, Anthonian computer academy study series. 2006
- Kharmawphlang L R: Fundamental of digital computer, Anthonian computer academy study series, 1999
- Roychoudhury Basav: Introduction to Visual Basic, Anthonian computer academy study series, 2004.
- Roychoudhury Basav: Pagemaker for Anthonian, Anthonian computer academy study series, 2005.
- Roychoudhury Basav: DOS Windows and Word, Anthonian computer academy study series, 2003.
- Roychoudhury Basav: Sound for media, Anthonian computer academy study series, 2005.
- Hujon A V: HTML, Internet and Dreamweaver. Anthonian computer academy study series,
- Singh K.K.: Elementary Economics for class XI; MBOSE Publication, Shillong, 2007.
- Warpakma, I.: Ka Pyrshiaaw Bynta 2, Essay on Literary Criticism (in Khasi and English), St. Anthony's College Publication, Shillong, (2006).

- Kamei, Machunwangliu: Adobe Premier, Anthonian computer academy study series

Articles:

- Women And Advertising , The Shillong Times, Sunday Edition.
- Reproductive Health In Khasi Society, MARG

Conference and seminar proceedings:

- Basav Roychoudhury, Dilip K Saikia: *Optimization of Mobile IP Binding Update Traffic*, Proc. Of Intl. Wksp. On Distributed Computing, Kolkata, Dec 2001, pp. 103-108.
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- Basav Roychoudhury, Dilip K Saikia: *Performance Enhancement of Mobile IPv6 Through Mobile Agents*, Proc. Of Natl. Wksp. On Trends and Issues in Wireless Networks and Mobile Computing, Tezpur, Aug 2004, pp. 25-36.
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- Basav Roychoudhury, Dilip K Saikia: *Transparent Multihoming Protocol Extension for MIPv6 with Dynamic Traffic Distribution across Multiple Interfaces*, To appear in Proc. Of International Joint Conferences on Computer, Information, and Systems Sciences, and Engineering (CIS²E 06), Bridgeport, December, 2006.
- Basav Roychoudhury, Dilip K Saikia: Transparent Multihomed Mobile IP – An Extension for Multihomed Mobile Nodes, Communicated.
- Anjan Das, 2000, Distributed k-Medoid Algorithms for large Data Sets, Proceedings of the second workshop on Distributed Computing, Jadavpur University, Kolkata
- Anjan Das, 2001, Efficient Rule Mining with Modified Apriori., Proceedings of the First National Workshop on Soft Data Mining and Intelligent Systems, Tezpur University, Tezpur
- Anjan Das, 2002, An Efficient Algorithm for Rule Mining, Proceedings of Fifth International Conference on Information Technology, Bhubaneswar
- Anjan Das, 2003, Efficient Rule Mining for Dynamic Databases Proceedings of International Conference on Information Technology, Kathmandu
- Anjan Das, 2004, Rule Mining for Dynamic Databases Proceedings of IWDC2004, Kolkata
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- Y.Choudhary “Long term and trans-generational effect of betel nut exposure and advance human cancers on p53 protein : A preliminary comparative study” in proceedings of seminar on “Advances in Biochemical Education and Research” page101, organised by the Department of Biochemistry, NEHU, on 25th and 26th February 2005 at NEHU Shillong.
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- Y. Choudhary “Chronic exposure of mice to aqueous extract of betel nut enhanced genomic instability by disrupting organelle functions and inhibiting expression of BRCA1 and BRCA2

protein in mouse liver” organised by Department of Biochemistry NEHU on 22nd and 23rd March 2007 at NEHU Shillong.

- Dey, S. and Goswami, S (2007) “fertility and its correlation in the North East India including Sikkim.
- Dey,S. (2007) “Minimax estimation of the parameter of the Rayleigh distribution under quadratic loss function”. 15th conference of IMST at Shanghai Institute for advance studies, University of Science & Technology of China, May 20-23, 2007.
- Dey, S. and Das, M.K. (2007) “ Bayesian Estimation of parameter of a 1-out-of- 2:G repairable system under different priors and different loss function”. National seminar on theoretical and applied Bayesian Methodologies. Organised by Uday Pratap College, Varanasi, during 17-18 March, 2007.
- Dey, S (2005) “Bayes prediction interval for a 1-out-of-N:G repairable system”. 25th conference of ISPS and annual meeting of Indian Bayesian Society held in Bangalore University during 27-30 December, 2005.
- Dey, S.(2005) “ A note on prediction interval for a Rayleigh distribution Bayesian approach”. International workshop/conference on Bayesian statistics and its applications in Banaras university during 4-8 January 2005.
- Dey, S. (2004) “A study of demographic profile of Meghalaya”. National Seminar on population and development in the North East Hill University, Shillong, Meghalaya, 25-27 February, 2004

- Rajput KS, *Some Basic Reproductive health Issues among Muslim Women: A Sub-Divisional Study* in the UNICEF-UGC sponsored national seminar, held in Gauhati University on 2-4 March 2002.

Papers Published in non referred journals

- Rajput KS, **Safe Motherhood – A Human Right Issue:** In Dr. Aparna Mahanta (ed.) *Human Rights and Women of North East India*, Centre for Women's Studies, Dibrugarh University, Dibrugarh, pp. 230 - 236, 2002.
- Rajput KS, **Development of North-Eastern region: Some Issues to Ponder:** In B. Dattaray and G. Das (eds.) *Dimensions of Rural Development in North-East India*, Akansha publishing House, New Delhi, pp. 278-286, 2004.
- Rajput KS, **Traditional Knowledge and IPRs** (Co-author), Published in the proceedings of the National Seminar on *Intellectual Property Rights*, held in St. Anthony's College, Shillong on 6th – 8th October, 2004.
- Rajput KS, **A Study of Sectoral Development of Assam: Retrospect and Prospect:** In Gurudas Das (ed.) *Structural Change and Strategy of Development: Resource – Industry Linkages in North East India*, pp. 47-82, Indian Council of Social Science Research – North Eastern Regional Centre, Akansha Publishing House, New Delhi.
- Rajput KS, **Knowledge of HIV/AIDS: Hindu-Muslim Differentials**, accepted for publication in *Man and Society – A Journal of the ICSSR, NERC*.

Software packages and learning materials:

- Sarma P: Hindustani vocal music lesson with booklet, Vedu Electronics, Chennai, 2007
- Sarma P: Hindustani classical vocal- Raga Desi, Raga Multani, Raga Nand, Raga Yaman Kalyan, Bhajan. PMP records, Guwahati, 2003.
- Sarma P: Tumsa Haseen kaha. PMP records, Guwahati, 2003.
- George Plathottam: Public speaking- Resource book for effective communication, St. Anthony's College & Don Bosco Publication, 2007.

Others: Direction, scripting, performance.

- **Sarma P: Swar Sarita – A serial of Hindustani music in 3 episodes, Guwahati Doordarshan Kendra. 2005**
- Performance:
- Sarma P: Hindustani Classical Performance, Delhi Doordarshan Kendra, 2007
- Sarma P. International conference on Indian Music, Mauritius, 2003.

Others: Posters Presented in National and International Seminar:

- 1. Chaitali Bhattacharjee and Sharan R. N. "UV-C radiation induces single strand breaks in DNA by inducing conformational relaxation of the helix and affects the restriction profile of DNA."

International Conference on Radiation Research, San Francisco (July 19, 2007)

- 2. Chaitali Bhattacharjee and Sharan R. N. “Betel nut extracts form adducts with DNA probably by non-covalent interactions” in Seminar on **“Trends in Biochemical Research”**, Department of Biochemistry, North Eastern Hill University, (March 31, 2006)
- 3. Chaitali Bhattacharjee and Sharan R. N. “Aqueous extract of betel nut (AEBN) induced adduct formation on pMTa4 DNA” in Seminar on **“Advances in Biochemical Education and Research”**, North Eastern Hill University, (Feb. 25-26, 2005)
- 4. Chaitali Bhattacharjee and Sharan R. N. “Using plasmids harboured in *E. coli* as agents to study genomic instability induced by UV radiation” in the **“Radiation and Biomolecular Techniques in Animal Sciences and Human Health”**, Guwahati (Mar. 10-12, 2004)
- 5. Chaitali Bhattacharjee and Sharan R. N. ‘Radiation induced effects at molecular levels in wild, *recA* and *recF* mutants of *E. coli*: RNA, pMTA4 plasmid, and protein profiles *in vivo*’ at **“International Conference on Radiation Damage and Modification”**, Delhi (Nov. 13-15, 2002)

The above lists are, however, not exhaustive.

3.3. Consultancy

- 3.3.1. List the broad areas of consultancy services provided by the institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?**

Some of the consultancy services provided by various departments are listed below:

- **Business Administration** (Services were provided free of cost): Career counseling, leadership and entrepreneurship. The **Beneficiaries were:** Class XI and XII students, Bharat Scout and Guides, Students of Meghalaya through the Department of Youth Affairs, Student community of Mawiong, Meghalaya Industrial Development corporation (MIDC).
- **Computer Science** (Services were provided free of cost): Maintenance of Management Software for Nazareth Hospital, Shillong, Monitoring of Self Help Groups (SHGs), Village Survey Analysis. The **Beneficiaries were:** Nazareth Hospital, Shillong and Bosco Reach out. The department also had conducted training for Central Government employees in DOEACC CCC Course, which was necessary for the career enhancement of the participants. This was done at the behest of the Central Government.
- **Political Science:** In service training, social awareness. The **Beneficiaries were:** Railway Staff College Baroda, CAPART (Ministry of Rural Development), New Delhi; MATI, Shillong; DDK, Shillong; Kendriya Vidyalaya, Upper Shillong.

3.3.2. How does the institution publicise the expertise available for consultancy services?

The institution does not directly publicise the expertise of its faculty for consultancy services. However, since the institution and its faculty

have built up a credible image over the years, organizations and individuals approach the institution for consultancy on their own.

3.3.3. How does the institution reward the staff for the consultation provided by them?

Since the consultancy given by the institution through its faculty members is mostly free of cost, the staff are not monetarily rewarded. However, the fact that they have helped in contributing towards building up society and other organizations offer some personal satisfaction.

3.3.4. How does the institution utilize the revenue generated through consultancy services?

As already stated, since most of the consultancy by the institution was free of cost, there is no revenue generated.

3.4. Extension Activities

3.4.1. How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

The college has always encouraged its students to participate and become active members of the NCC and NSS. At the start of every academic session, an invitation is made for joining the NCC and NSS. Senior faculty members are put in charge of these groups.

**3.4.2. What are the outreach programmes organized by the institution?
How are they integrated with the academic curricula?**

The college, through the NSS, NCC and the various departments, conduct outreach programmes every year. Some of the activities of NSS and NCC activities are:

- Organising Blood donation camps in collaboration with local hospitals.
- Celebrating World Environment Day with tree plantation programme and spreading environmental awareness.
- Cleaning drives
- Construction of school buildings and footpaths at rural areas.

3.4.3. How does the institution promote college neighbourhood network in which students acquire attitude for service and training contributive to community development?

The college encourages its students to have a healthy respect for the community and society they belong to. In this respect, its programmes through tree plantations, blood donation, etc. act as a constant reminder to the students to have the right attitude to serve. In some departments, the students themselves clean up the department rooms, labs including the toilets. This has led to a heightened awareness for the society.

3.4.4. What are the initiatives taken by the institution to have a partnership with the university/ research institution / industry / NGOs etc. for extension activities?

For programmes of the NSS, where they help to construct schools in villages, the assistance and support of the local community is always sought. For the programmes of the Cyber Club, where they undertake

computer literacy in rural schools, the college is looking towards the university and other organizations so that it can reach more school children, with financial assistance from these organizations. These programmes will continue in future, immaterial of external financial support.

With respect to research activities, the College and its faculty members are continuously seeking out ways and means to acquire financial assistance and collaboration for the research work of their interest.

**3.4.5. How has the local community benefited by the institution?
(contribution of the institution through various extension activities,
outreach programmes, partnering with NGOs and GOs).**

The Outreach Programmes have had notable influence on the local communities.

- The various computer literacy programme organized by Cyber Club members in collaboration with Indian Science Congress Association in various rural schools have greatly benefited young boys and girls in these schools and has helped to bridge the digital divide. In most of the villages, it was the first time that the children were able to see a computer and learn to handle the same. These programmes usually were of duration of 4-5 days in every village.
- The NSS and NCC in collaboration with the local hospitals and the Meghalaya AIDS Control Society regularly organized blood donation camps, which are of great help to provide safe and

healthy blood to bloodbanks and hospitals. The NSS and NCC also organize awareness campaign to encourage blood donation among students in the college.

- A group of students from the college were also involved in providing short-term vocational training to young members of the Khasi-Jaintia Orphanage, Jaiaw, Shillong.
- For a number of years the rural school-building and footpath-building projects undertaken by the NSS have greatly benefited the village communities in terms of infrastructure.
- The Dept. of Computer Science had conducted “Teachers’ Training Course” where school teachers from all north eastern states were deputed to attend a six month course at the College, so that they can go back and teach the same to their students. This was done in collaboration with North Eastern Council (NEC), Govt. of India. The program, which ran for 5 years, contributed in a large way towards spreading computer literacy in the North East.

3.4.6. How has the institution involved the community in its extension activities (community participation in institutional development, institution – community networking, etc.)

For all of its extension activities, whether in terms of computer literacy to school students in rural areas, construction of school building, etc., the institution has always sought the active involvement and commitment of the local communities to ensure that these efforts are

not wasted. It is obvious here, that if the local community is not involved, the effectiveness of these programmes will not bear fruit.

3.4.7. Any awards or recognition received by the faculty/students/institution for the extension activities?

No awards have been received by the faculty or institution for the extension activities carried out by the institution through its staff and students or its extension campus, Siloam, at Umiam. However, since these activities were initiated and started with the purpose of social upliftment and for the betterment of society, awards were never sought after.

On the other hand, the College has recognized its students who participated in these programmes by presenting them with certificates and acknowledging their contribution in the classes and departments. Some other students have been recognized for the good work, for example, Noel Biam an NCC cadet, has been selected by the Directorate General NCC – New Delhi, to attend the youth exchange programme for the year 2007-08 to be held at Singapore.

3.5. Collaborations

3.5.1. Give details of the collaborative activities of the institution with the following organization: (local bodies/ community, state, national, international, industry, service sector, agricultural sector, administrative agencies, any other (specify)).

The College strives to collaborate and work together with all sections of the society. As far as local bodies are concerned, the College always seeks out their willingness to its programmes before going ahead.

The placement officer, through continuous interaction with the various companies/ industries who come for campus recruitment, also works closely with these organizations so that they can work out a proper schedule.

The College also assists the UPSC for the conduct of their preliminary examinations. At the same time, the college is the only center for the conduct of Management Aptitude Test (MAT) which are held four times a year.

The computers and other IT requirements of Nazareth Hospital have been totally handled by the college. In fact, some of the softwares used for billing and out patient department have been developed by the college.

The facilities of the campus have been utilized by many varied organizations for the conduct of their programmes.

The College has collaborative research work with institutions of repute, for example NBFGR, Lucknow, ICSSR, etc.

The College had collaborated with NEC to conduct the Teachers' Training Programme in computers.

3.5.2. How has the institution benefited from the collaboration for : a) curriculum development b) internship c) on the job training d) faculty exchange and development e) research f) consultancy g) extension h) publication i) student placement

As a result of the collaboration with the society and other organizations, the college has benefited in several ways:

Students of biotechnology go for their internship training to the Nazareth hospital, every year. This also acts as on-the-job training.

Feedback received from industry on their requirements has led the college towards introducing some courses in fund administration, and also there is a need to bring about some form of IT and programming skills into the curriculum in the near future, especially for those students who do not have ICT in their syllabus.

As a result of its collaboration and accessibility, organizations have recognized the expertise of its faculty for consultancy.

In some cases, the collaborations have allowed the faculty to pursue research and avail resources from the collaborating agencies.

Organizations that have come for campus placement to the College have never gone empty handed. They have always found students that fulfill their requirements, after due testing and interviewing. This has encouraged closer interactions, which can greatly benefit the student community.

In some cases, like the teachers' training course organized in collaboration with NEC, the College also benefited from the funds that were made available for the purpose. The College has used these funds to augment infrastructure, which is still in use, though the project is over.

3.5.3. Does the institution have any MoU/ MoC/ mutually beneficial agreements signed with: other academic institution, industry and other agencies?

Due to its long-standing commitment to society and quality education, other organizations have shown their willingness in working together in activities that are mutually beneficial. For example, the College has a MoU with National Bureau of Fish Genetics Resources (NBFGR), Lucknow, an institution under ICAR, with respect to new initiatives in fish germplasm exploration, cataloguing and conservation for NE Region.

3.6. Best Practices in Research, Consultancy, and Extension

3.6.1. What are the significant innovations/ good practices in research, consultancy and extension activities of the institution?

Some of the significant innovations / good practices in research, consultancy and extensions activities are as follows:

The College has built up and upgraded the infrastructure (and this is still continuing) that has enabled several of its departments to carry out research activities. Internet access through a 1-2 Mbps broadband

prepares the way for access to online journals. The College has applied for e-journals through INFLIBNET.

There is a considerable amount of publication by the faculty members, both in terms of research journals, textbooks and study series.

There is a significant focus towards extension activities by the College. This is realized through the NSS, NCC, Cyber Club and its extension campus at Umiam.

Many members of the faculty have served as resource persons – for example, Dr. P Sharma has been resource person to Mauritius for World Music Day, Smt. Mandakini Basu has been resource person at workshop on Empowerment of Women organized by CIEFL, Shri D P Choudhury has been to Tura to talk at the Workshop on Higher and Secondary Mathematics, Dr. R N Bhuyan has been resource person to Winter Schools organized by ICAR, Shri B Roychoudhury has been resource person to Refresher Course organized by UGC-ASC, NEHU, Dr. Kalipada Mohanta has been resource person to ICAS-4 and ICAS-5 held at Shanghai and Kuala Lumpur respectively, Smti Lorna Bang has been resource person to EASAS held at Amsterdam; and there are many others.

In the last evaluative observations made in this particular criteria, mention was made regarding the publication of research activities so that the society at large may gain from it. Extension activities then was highlighted and encouraged.

Since the last accreditation, the college has, through its faculty, published in more journals. Faculty members are writing textbooks and study series which have greatly benefited the student community.

The college has further enhanced and upgraded its laboratory equipment in several departments to promote and assist faculty and students towards research. This is also a step towards sustaining quality.

Criterion IV: Infrastructure and Learning Resources

4.1. Physical Facilities

4.1.1. What are the infrastructure facilities available for a) Academic activities? b) Co-curricular activities? c) Extra- curricular activities and sports?

a) Academic activities – The infrastructural facilities available for various academic activities are: Class rooms (56), Laboratories (32), Museums (3), Fish nursery complex (1), Fish Ponds (3), ornamental fish pond (1), Orchidaria (3), Animal house (1), Botanical garden (1), Studio (4), Music studio (2), Computer Center (1), Vermi-compost Unit (1), Photography room (1), Language Lab (1).

Some major equipments are – Tascam – audio editing & mixing, FOSCEX digital sound recorder, Lab Centrifuge, Digital Electronic high precision balances, Microscope with CCD, PCR Thermo-cycler, Laminar Flow Work Benches, Trinocular Microscopes, ELISA Reader, Gel Documentation System, Benchtop Fermenter, CO2 Incubator, Electronic Synthesizers, Percussion instruments – western, Hindustani, and traditional, Hall effect apparatus, etc.

Associated infrastructure facilities also include – computer system with printing facility in every department, and computer systems in the library – all connected to the Internet through a broadband connection of 1 Mbps (upto 2 Mbps). In addition, there are 6 sets of laptops complete with LCD projectors and UPSs, as well as OHPs which can be taken to the class rooms for teaching. Furthermore, the College is equipped with a Wi-Fi (wireless) networks, which enables the Internet in classrooms via the laptops.

To ensure un-interrupted power supply, the College has a 160 KVA noiseless generator with automatic switchover system, catering to the entire campus.

b. Co-curricular activities – The College has a well-equipped 1000 seater Auditorium, complete with state-of-the-art sound system. The auditorium is used for various College activities like orientation programmes for students, staging film shows, cultural and musical programmes, etc. For organizing seminars, conferences, group discussions, etc., the College has a Conference Hall, which can accommodate about 150 persons. In addition, a few well-furnished guest rooms with attached restrooms are available to board visiting faculty and external examiners. A large number of display boards are also made available to various departments to put up their wall magazines.

The College has also developed a room fully equipped with LCD projector, computer, etc. to house the EduSAT center. Process is on for

acquiring the VSAT and other related hardware – which are being made available to Colleges with Potential for Excellence. In addition, a Multimedia Development Center is also to be constructed under CPE plan.

To cater to the counseling and placement needs of the students, there is the Student Development Services. The placement officer is provided with a computer with Internet connection and telephone (with STD and ISD facilities) connection, so that she can communicate with different interested employers.

Siloam – the extension campus of the College at Umiam, is equipped with its own set of facilities which will include – conference center, meditation center, training center, staff quarters, family cottages (12 numbers) for family counseling, amphitheater (nearing completion), and other support facilities.

The staff block and the staff quarters are fully furnished and completed. This extension campus started functioning from the 4th February 2006. Meanwhile, between that time and now, the construction of the family cottages, conference center, training center and the amphitheater are nearing completion.

The College is trying to get assistance from National Bamboo Mission to build bamboo housing structures, to showcase the use and utility of bamboo as a low cost, locally available, durable (lasting up to about 50 years) construction material.

The campus is going to have its own power generator (50 KVA) installed, so that all programmes can run smoothly, without any disruption.

It is notable here, that this land which was lying un-utilised and wasted is today a place where people, not only our students, but from different walks of life come for renewal and recharging their lives and for overall development.

Through this extension campus, the college wishes to contribute to building up better and healthy society.

c. Extra-curricular activities and sports – The College has the following sports facilities – Basketball Courts (2), Volleyball Courts (2), Badminton Court (1), Tennis Court (1), Cricket net practice facility (including gears). In addition there are indoor sports/games facilities like Table tennis boards (2), Arm wrestling table, Carrom boards (4), Chess boards (5), etc. The College does not have a football ground of its own, but there is the Don Bosco stadium (under the care of a sister body) which is accessible to the students of the College on request. Apart from this, there are community fields, which are made available to our students through the Durbars (local bodies) free of cost.

Competitions on Debate, quiz, elocution, extempore, music, dance, etc. are held at the conference hall and the auditorium.

4.1.2. Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.

Master Plan of college campus indicating the existing physical infrastructure and projected future expansions is enclosed.

4.1.3. Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

The third floor of the main building has been augmented to house the new courses of Music, M.Sc Biotechnology and MCA – which include classrooms, laboratories, faculty rooms, and restrooms. The women's hostel, which was one of the recommendations of last peer team, is currently under construction and is expected to be completed by 2008. In order to achieve optimal utilization of space, certain classrooms have been converted into labs, while some other labs have been reorganized.

Pre current accreditation, the library was automated using in-house developed library software. However, during recent past, the INFLIBNET developed software – SOUL, has replaced the same. This necessitated re-cataloguing of the existing library collection – which has been fully completed with assistance from INFLIBNET, Ahmedabad. The library has 31 new computers– all connected to Internet and to the library database (OPAC). The College has applied for e-journals through the INFLIBNET to the UGC-Infonet Digital

Library Consortium, and is confident of having it before the next academic session.

The entire labs for music, media technologies, M.Sc biotechnology and MCA, along with the instruments/equipments/furnishings thereof, were set up during the last five years. A large number of equipment to other departments have also been added. The large addition to the equipment inventory has been made possible through funds received from DONER, UGC, NAAC and CPE: in addition to the College resources. For example, the entire Internet facility has been augmented and refurbished with new terminals, server, Wi-Fi as well and wireline infrastructure and broadband connection with static IP address. The static IP address is especially significant for online access to e-journals. All departments have been provided with a computer with printing and Internet facilities – another recommendation of the last peer team. The Internal Quality Assurance Cell (IQAC) is equipped with a computer, and a laser printer. The software scenario of the College has also been updated. The College has joined the Microsoft Academic Alliance Program, which ensures legal and unlimited use of all major software from the Microsoft stable. Apart from that, the College has purchased 30 licenses of Windows XP/Vista for non-academic use in the administration. Giving impetus to the open source movement, the College has installed Linux in many of its terminals – including the departmental ones. For the students of music, the College has procured sequencing and music writing software. To make the

older computers compatible to the newer software, many of these were upgraded in terms of memory and hard disks.

The ICT infrastructure for classroom teaching has been greatly augmented with the purchase of laptops, LCD projectors, UPSs and OHPs. Apart from this portable ICT aids, there are similar equipments in MSc/MCA classrooms and labs. The LCD projectors etc. existing at the department of Computer Science during the last peer team visit has also been replaced with new and advanced ones.

The Zoology department has upgraded its existing museum of animal specimens funded by the CPE scheme. The sound systems in the auditorium and the conference hall has been totally redesigned and procured newly.

Two new sets of table tennis boards have been purchased for the boys' and girls' common rooms. One set of basketball boards have been upgraded with fibre glass boards.

In terms of student and staff amenities, a number of new restrooms have been added – both for men and women separately. The drinking water facilities have been changed and enhanced. The canteen has been redesigned as per the recommendations of the canteen committee.

Apart from all these, there has been a general improvement and augmentation of existing infrastructure, in terms of furniture and furnishings.

4.1.4. Does the institution provide facilities like common room, separate rest rooms for women students and staff?

The needs of women staff and students have always been given priority in the planning and execution of projects in the college. There are separate and dedicated facilities for women. These include common rooms and restrooms.

4.1.5. How does the institution plan and ensure that the available infrastructure is optimally utilized?

The College encourages optimal utilization of available infrastructure by ensuring that, wherever possible, the same is shared amongst the departments. An example at hand is the use of ICT resources, computer labs, etc. In addition, add-on and part-time courses are held beyond the normal class hours, ascertaining further utilization of resources like classrooms and labs. During the University examinations, when the labs are not fully utilized, the department of Computer Science conducts various short-term certificate courses like Introduction to Computers, 2D and 3D animations, Web Design, Computer Hardware, etc.

The classrooms and labs are also utilized for conducting competitive examination. For example, the classrooms are used to hold civil services examinations, SSC examinations, Tezpur University entrance examinations, Bank recruitment examinations, MAT, etc. The labs are also sometimes used for such purposes – very recently they had been

used by NASSCOM to conduct the National Assessment of Competency (NAC) tests.

The facilities at Siloam – the extension campus of the College – are available not only to students of the College. Training programmes are organized also for various NGOs, Firms, etc.

The conference hall and the auditorium are let out for conferences and other academic activities to select organizations.

The hatchery complex for the pisciculture students is additionally used to regularly conduct training programmes for rural fish farmers in the scientific methods of fish breeding and cultivation.

Scholars and students of other institutions also use the library facilities.

Many of the above optimizations are also resource generating in nature.

4.1.5. How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

The institution has decided to acquire a lift system and the process has already been initiated. It is expected to be functional by 2008. The women's hostel, which is currently under construction, has also been designed to include a lift.

4.2. Maintenance of Infrastructure

4.2.1. What is the budget allocation for the maintenance of (last year's data) a) Land? b) Building? c) Furniture? d) Equipment? e) Computers? f) Vehicles?

The College does not follow a formal system of budgeting, except for special funds like those from DONER, CPE, DST, UGC, etc. However, this is not to say that the infrastructure and other needs are not taken care of. Appropriate sum as required is spent every year towards maintenance of land, buildings, furniture, furnishings, equipments, computers and vehicles. Any visitor to the College appreciates the way the entire estate is kept and maintained.

4.2.2. How does the institution ensure optimal utilization of budget allocated for various activities?

The College always does a detailed market survey before utilizing its funds. We do not depend only on local dealers, but items from suppliers elsewhere in the country or abroad, provided the same is available at a better price. Being a part of the International Don Bosco Society, we have our sister concerns in various parts of the country and abroad. Many a time, they assist us in transportations of items to Shillong. The College also utilizes the University's assistance to obtain custom duty exemptions while importing equipments for the labs.

Maintenance of equipments is also done, as far as possible, in-house resulting in considerable saving of resources.

4.2.3. Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

The College has full time staff to carry out maintenance works. There is one qualified electrician and one professional carpenter. Besides there are 18 lab assistants who are trained to take care of the equipments.

For example, the computer science department does not have any AMCs with any organization – the lab attendants and faculty assemble as well as maintain the computer systems of the department and the College as a whole. This, in turn, can be considered to be a resource generation of sort as it results in huge financial savings to the College.

The lab attendants and faculty of the science departments take care of maintenance and repair their respective lab equipments. The faulty equipments are sent for repairs only in case they cannot be mended in-house.

There are five estate staff who ensure that the campus looks welcoming and clean.

4.3. Library as a Learning Resource

4.3.1. Does the library have a Library Advisory Committee? What are its major responsibilities?

The library has a Library advisory committee that looks into the requirements of the library in terms of infrastructural needs, acquisition of titles, development of collection, and overall development of the

library. The library committee liaisons with the academic departments to ascertain the requirements and thereby procure the titles. The committee also looks into the complaints of the library users, if any, and takes care of their redressal.

4.3.2. How does the library ensure access, use and security of materials?

The library is kept open from 8:00 am to 5:30 pm everyday, except on holidays. The undergraduate students can borrow two books at a time for a period of 7 days. The same can be renewed for next 7 days. The postgraduate students can borrow up to five books at a time, and for a period of 15 days. The faculty can borrow up to eight books, which they can keep for the entire session.

The library has adopted the open access system for the use of the library collection. Users can access any of the collection in the library on their own. There are library assistants who help users to locate books from the library. Security of materials is ensured by common library procedures like submitting their identity cards before getting in, and signing the user register. The books in the reference section are kept in bookshelves with locking facilities, which can be accessed with the help of library staff. Two single doors, with library administrator's room in between, lead into the stack room. Moreover, all the windows of the stack room are completely sealed. Last but not the least, the active participation of the library staff ensures that the library collection is safe and well maintained.

The online catalogue is available on every computer in the library as well as the departmental terminals. Users can browse for titles of books and journals available in the library collection. Users can have access to information like the number of copies of a book that is available, author names, and other services.

4.3.3 What are the various support facilities available in the library? (Computers, internet, band with, reprographic facilities etc.)

There are 30 computers in the library providing Internet accesses to the students. The staff can access the same from their department computers. These computers are also employed for word processing & downloading information from the Net. They can also be used to browse the library collection. Printing facility is also available at the library itself.

The Internet has been enhanced with a 1 Mbps (up to 2 Mbps) Broadband connection. A static IP address has also been obtained from BSNL on special request. This is done to make the infrastructure ready to access online subscription of e-journals, the availability of which is expected before the next academic session.

The reprographic section takes care of all photocopy services in the library. The rate for photocopying is just 50% of the cost charged at commercial institutes.

4.3.4. How does the library ensure purchase and use of current titles, important journals, and other reading materials? Specify the amount spent on new books and journals during the last five years.

Purchase of current titles, journals and reading materials is done through the participation of the Library advisory committee (LAC). Departments are asked to submit a list of the titles and journals required for the college library and the departmental library. The list of titles from the departments are then submitted to the LAC, which then processes the request and proceeds with the purchases accordingly.

In the last five years the College has spent about rupees twenty two lacs for the purchase of books and subscription of journals. The grants from UGC under the CPE scheme, DONER, and other agencies have greatly helped in the development of library collection and infrastructural facilities in the library.

4.3.5. Give details on the on-line and Internet services in the library to the students and faculty? (hours, frequency of use, subscriptions, licensed software etc.).

Students have unlimited access to the Internet on all working days any time from 8:00am to 5:30pm. At peak hours the 30 terminals remain engaged with an average usage of about 6 hrs/computer/day. For this Internet service, a student is charged a onetime fee of Rs 100 during the time of admission. The computers run on open source platform under OGL.

The faculty can access Internet from their respective departments. In addition to this, there are two additional terminals placed at the

department of computer science, which is accessible to all faculty members.

4.3.6. Are the library services computerized? If yes, to what extent?

The library is computerized. Transaction takes place with the use of software called SOUL developed by INFLIBNET. At present cataloguing and circulation of books is done through SOUL. The process of acquisition and serials control is still to be computerized.

4.3.7. Does the institution make use of INFLIBNET / DELNET / UC facilities? If yes, give details.

The library is current using the software SOUL by INFLIBNET. As already mentioned, the College has applied for subscription to e-journals through INFLIBNET to UGC-Infonet Digital Library Consortium.

4.3.8. What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

Titles and journals that have been newly acquired are displayed in the display rack of the library for a period of 15 days. Lately a list is also sent to departments informing them of the latest acquisition. A list is also forwarded to the IQAC for information.

4.3.9. Does the library have interlibrary borrowing facility? If yes, give details to the facility.

As of now, the College library does not have provision for inter-library borrowing. This is being explored on how it can be done effectively.

4.3.10. What are the special facilities offered by the library to the visually- and physically challenged persons?

At present no such facilities are available. However, the preparation of this self-study report has made us aware of its requirement – and the College plans to look for resources for the same.

4.3.11. List the infrastructures development of the library over the last two years.

There were 16 computers for Internet access in the library. These have been replaced with 30 new terminals. Two printers have also been added.

The reprographic facilities in the library have been outsourced to Women Integrated Sustainable Empowerment (WISE), a social organization for upliftment of women. A new photocopier has been installed by them.

Keeping up with the general expansion of the College, the library has added 10 new bookracks, 40 new chairs, and twelve table magazine display racks during the last 2 years.

As previously mentioned, the library software has been updated from software developed in-house to SOUL by INFLIBNET.

4.3.12. What other information services does the library provide to its users?

None.

4.4. ICT as Learning Resources

4.4.1. Does the institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licensed software etc.)

The College has a good computational infrastructure. There are about 290 computers in the College. The computers are all networked in Windows 2003 Server R2, Novell Netware and Linux environments, connected in 4 different LANs. The softwares used are all licensed. As mentioned, the College has joined the Microsoft Academic Alliance programme.

The students of computer science, business administration, commerce, mathematics, media technologies, mass communication, biotechnology, MCA and music have wider access to computers – computers being a part of their curriculum. For these groups of students, the student: computer ratio is 1:1.

For others, the computers in the computer center and the library are accessible, the student: computer ratio standing at 40:1. However, as and when these students join any type of computer course, the access ratio becomes 1:1 for them.

The College has of late stopped purchasing branded computers and has, instead, used the expertise of its staff to assemble the computers using latest configurations based on requirements. For example, the configurations of the library machines are: AMD 3200+, 512MB, 80GB SATA, and 17 inch CRT monitors. Those of computer center

have AMD 2200+, 256 MB, 80 GB SATA and 15 inch CRT monitors. The ones at the MCA labs have a configuration of Intel Core-2-duo (1.86), 512 MB, 80 GB SATA, 15 inch TFT monitor, with wireless adapters. Other computers at the computer science departments have been purchased over years and have configurations ranging from Pentium II to AMD Athlon 3200+.

4.4.2. Is there a central computing facility? If yes, how is it utilized for staff and students?

A central computing facility with 16 computers is available. This facility caters to the diverse needs of the students, and is in addition to the computers and Internet facility already available at the library.

The faculty has access to computers in their individual departments as well as to two separate ones placed in the department of computer science.

4.4.3. How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?

The College, through active participation of IQAC and in-house faculty, imparts capsule training courses to other faculty members on developing and using audio-visuals and computer aided teaching materials.

4.4.4. Does the institution have a website? How frequently is it updated? Give details.

The institute has a website with the following URL- www.anthonys.ac.in. The website is updated periodically, especially at the beginning of the year and at the time of admission. The website is updated on a daily basis during the periods of entrance examinations and admissions.

4.4.5. How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for updat, deployment and maintenance of the computers in the institution?

Computer systems in the College are updated regularly in terms of hardware and software. As mentioned earlier, the College does not follow a formal budgeting model, and hence no definite amount is allocated before hand. However, the funds are made available whenever the need for upgradation arises. It may be worth mentioning that detailed research – in terms of market and future trends – is carried out before purchasing the components for assembling new computers. This ensures that the need for frequent upgradation does not arise. For example, 30 machines assembled in early 2003 are still serving perfectly.

The computers are maintained by in-house staff, and hence maintenance activities are taken up as and when such need arises.

4.4.6. How are the computers and the accessories maintained? (AMC etc.)

The computers and all their accessories in the College are maintained by the members of the department of computer science. As already mentioned, no AMC is therefore required.

4.5. Other Facilities

4.5.1. Give details of the following facilities: a) capacity of the hostels (to be given separately for boys and girls) b) occupancy c) rooms in the hostel (to be given separately for boys and girls) d) recreational facilities e) sports and games (indoor and outdoor facilities) f) health and hygiene (health care center, ambulance, nurse, qualified doctors) (full time part time, etc.).

Stephen Hall, the boys' hostel has a capacity of 170. The occupancy is currently 100%. There are 78 single rooms, 12 double rooms, 18 triple rooms and 2 dormitories.

The recreational facilities include a 29-inch TV with DTH connection and home theater system. There is also a music room provided with electronic synthesizer, electric guitars, drum sets, Kongo, and additional sound systems. There is an auditorium with a capacity for 190 people, provided with well-furnished stage and sound system.

A computer center with free Internet facility, a library and a PCO are also available within the hostel.

The indoor games facilities include a billiard board, table tennis boards (2), footballino (2), carom boards, chess, etc. Outdoor games facilities are football, basketball, volleyball, cricket, badminton, and lawn tennis.

Stephen Hall has a first aid room to provide first aid treatment to its boarders. Serious cases are directly taken to Nazareth hospital, which is just a 5 minutes walk. The Principal of the College also happens to be a Governing Council member of the Hospital.

The girls hostel is under construction, and is expected to be ready by 2008. It is designed to have a capacity of 125, complete with single, double and triple rooms for boarders.

4.5.2. How does the institution ensure participation of women in intra and inter institutional sports competitions and cultural activities?

Meghalaya follows a matrilineal system. As a result, women are treated with respect and are at par with men, whether it is in terms of education or employment. It is inherent then that female students are provided with equal opportunity and encouragement as their male counterparts to participate in sports and games. They are encouraged and supported to participate in inter-institutional competitions at the university level and even at the national level. The College, having identified potential candidates, provide them with further coaching. Professional coaches are called in to train and equip the participants with winning strategies and skills. Further encouragement is also extended by way of allowing such students to dedicate more of their time to practice and training. The College women's team in basketball is the current basketball champion in the University games. In addition, both the men and women champions in badminton are from the

College. Girl students have also brought laurels to the College by winning in table tennis.

Likewise, there is enthusiastic participation of girls in cultural activities organized in and outside the College.

4.5.3. Give details of the common facilities available with institution (staff room, day care center, common room for students, rest rooms, health center, vehicle parking, guest house, canteen, telephone, internet café, transport, drinking water, etc.)

Every department in the college has its own departmental staff room provided with necessary furnishing. Besides the departmental staff rooms there is also a common staff room complete with furnishings, attached restrooms separate for men and women staff members. The staff room is also equipped with a UV water purifier for providing clean and safe drinking water. It has notice boards for display of all kinds of information. The room has a seating capacity of about 50 staff members at any particular time. Hence it is also used by members of the staff association as place for conducting official meetings.

Separate common rooms are available for the girls and boys students. The girls have a common with attached rest rooms.

Adequate numbers of well-maintained restrooms are found in different locations in the college. The concept of separate rest rooms for men and women is very much in operation. Every floor in the buildings of institution has at least one restroom. A number of departments have restrooms attached. Large common facilities are also available

separately for the male and female students. Restroom facilities are also found attached to the Library, auditorium, conference room, SDS center etc.

There is a functional first aid center complete with facilities for providing first aid care. The college in agreement with Nazareth hospital provides health care to students in case of emergency situations that require more attention than merely first aid.

Vehicles can be parked in the allotted parking area. One part of the parking area is provided with enclosures while still a large portion is open space. There is considerable parking space for both the two wheelers and four wheelers. Approximately 50 vehicles can be accommodated in the parking lot.

There is no guesthouse at present. However there are three guest rooms that are adequately furnished each with an en suite.

The canteen has adequate facility to cater to the need of the staff and students. It is provided with a large kitchen, a pantry, a serving area, and separate dining areas for the staff and the students. A UV water purifier is also provided to ensure clean and safe drinking water. The canteen undertakes catering services during workshops, seminars, conferences, college week, etc.

The College is telephonically connected through the EPABX. This has been upgraded from a twenty-four line to a 96 terminal system, though all the 96 lines are not operational as yet.

Lately the entire campus including departments is connected through the WiFi.

Internet access to students is provided at the library itself. There is also a central computing facility available for all students. Internet access is also available in every department for the staff. Besides there are two common terminals for Internet access for the staff placed at the department of computer science.

A Mahindra Marshall with trailer, and a pick up truck are available to meet the transportation needs of the College.

Clean and safe drinking water is found on taps at different floors of the college building. The drinking water is treated through a high capacity UV water purifier and made available at the taps. The common staff room also has a UV water purifier. Besides, most departments are also provided with water filter and containers to ensure clean and safe drinking water. The media-IT Block also has a UV water purifier near the conference hall.

4.6. Best Practices in Infrastructure and learning resources

Procurement and maintenance of equipments: There is in-house assembly and maintenance of the computer systems by the staff of the department of computer science. No money is spent on AMC. Being in-house maintenance, the system failures can be tackled immediately without having to wait for the support-personnel to arrive. In addition, this helps to save a huge amount of money that would have otherwise been incurred on AMCs.

Procurement of computers, equipments and materials usually takes place only after a detailed pre-procurement market study and future trends analysis, which results in the optimal use of funds.

Similar pre-procurement surveys are undertaken by most other departments, resulting in considerable savings for the College. In the same way, maintenance of equipments at other departments is, as far as practicable, taken care in-house.

In-house development/maintenance/updation of software/websites:

The college website is developed, maintained and updated by the members of the department of computer science. In addition, the faculty of the college has developed softwares for managing admission, maintaining student records, and for printing time-table of the College.

General Maintenance: The College buildings are given a fresh coat of paints every year-end. The non-teaching staff of the college takes pride in getting this done by themselves.

To encourage and appreciate the support staff, the College honours them with awards which are presented to them on the College Day.

Student Centric Innovation: Some departments take order for books from their students and negotiates discounts from the publishers and booksellers. Needless to say, these discounts are passed on to the students, which in turn encourage them to buy books.

There are no bookstalls in the city that satisfactorily cater to the requirements of students in higher education. The library, therefore has taken the initiative to organize book exhibitions and sales by different international and national publishers and booksellers, with the aim to spread awareness among the students and faculty, and to enable them to purchase books at liberal discounts.

The SOUL with its OPAC system in the Library which allows students and faculty to browse for titles and avail information on the status of books, along with the high speed (1 to 2 Mbps) internet access is an initiative that has greatly benefited users of the library resources.

The library subscribes to newsletter, magazines and books pertaining to progression of students, career and employment information.

Extension Campus: Siloam- the extension campus of the college is located just along the banks of the Umiam Lake, which provides for a great view and surroundings. The location itself offers its visitors opportunities to enjoy the view of the lake, experience the tranquility and serenity of nature, thereby making it an ideal location for retreat and meditation. Siloam also has its own set of infrastructural facilities and is totally self-contained. The center is developed to impart soft skills like communicative skills, personality development, leadership skills, human values, etc. to students, faculty, staff, professionals, and to all those willing to attend the programmes; and the infrastructure has been conceived and designed as such. The programmes are primarily residential. This necessitated the construction of residential areas.

While most of the construction is RCC, the College is trying to build up some more residential facilities using locally available products like bamboo, and is in touch with the National Bamboo Mission for the same. The idea is to show case to the local community the possibility of using locally available materials to build houses, which are durable, cost-effective, eco-friendly and earthquake resistant.

No government funds were available for the Siloam project. The funds required for the project was generated solely through personal contributions of well- wishers and friends of the college.

Uninterrupted Power Supply: The college also has a new 160 KVA noiseless, relatively pollution free generator for providing uninterrupted power supply. This was purchased to meet the ever-increasing power requirements in the college due to addition of new departments and new facilities.

Criterion V: Student support and progression

5.1. Student Progression

5.1.1. Give the socio-economic profile (general, SC/ST, OBC, etc.) of the students of the last two batches.

Over the last few years the sociological make up of the college is mixed and there is a confluence of cultures across India and specially the North East. In particular, in the last two years, 67% of the students belong to Schedule Tribes, 31.9% General category and 1.1% are schedule Castes. Of this, 56% are males and the remaining 44% are females. Furthermore, 78% of the students are from Meghalaya while

the remaining 22% are from outside the state. There are at least 90 communities, tribes and sub-tribes coming from different parts of India and the North East. These student communities mix together in harmony, imbibing the spirit of integration.

In 2007, the college conducted a socio economic profile of the students. This was aimed at finding out students who would require some form of financial assistance. A profile is also made for those students who wish to obtain the Foundation for Academic Excellence and Access (FAEA) scholarships and Pathways Programmes.

5.1.2. What are the efforts made by the institution to minimize the drop out rate and facilitate the students to complete the course?

In the last two academic years 2005-06 and 2006-07, the college as a whole saw few failures. In the under graduate courses, 120 students dropped out which is 16% of the total for the last two years. In the post graduate, 1 student dropped out in M.Sc. Biotechnology, which amounts to 3.4%.

In several cases, especially in the science stream, some students have left to join other courses either in engineering, medical or para-medicine. Some have grabbed job opportunities that came their way. In a few cases, some students have changed streams or shifted from one department to another. This usually takes place in the initial period of admission.

Early warning system:

All departments have some system or the other which gives the faculty and all concerned a warning with respect to impending failure or drop in performance.

This system is through the conduct of regular class tests, terminal tests and selection tests, completion of assignments, whether done individually or in groups, project work, seminars, class participation and class attendance. Whenever there is a fall in performance through any of these methods used, the student concerned is pulled up with a warning while in extreme cases guardians or parents of the student are made aware of the situation.

Remedial measures:

In all cases concerning the performance of a student whether in attendance or tests or assignments, remedial measures are carried out at different levels in different departments.

These remedial measures are normally in terms of personal counseling according to the situation. In some cases, extra classes are held to assist those who are unable to follow the lesson in the normal classes. These extra classes are taken by faculty members according to the requirements of the student and based on how they have monitored the progress of the student.

In some cases, assignments are given that are beyond the course matter so that students learn to analyze and critically examine different

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In some cases, assignments are given that are beyond the course matter so that students learn to analyze and critically examine different

situations. This also helps in honing their writing and presentation skills.

In several departments, students themselves with the help of a faculty member have formed study groups where different problems are solved. This has been found to be a very useful tool, where students begin to learn and gain in confidence.

Revision of the course matter is done in almost all departments before the examinations so that everyone gets the opportunity to brush up on the entire syllabus.

Another remedial measure used is through meeting parents or guardians of the students where information about performance and expectations are shared by both parties.

5.1.3. On an average, what percentage of the students progress to further studies and for employment? Give details of the last two years (UG to PG to PhD and/or to employment).

Student progression into higher studies or Post Graduation in the last two academic years 2005-06 and 2006-07 has been very high. On an average 80% of students across all streams and departments go on to pursue their post graduation either at the same affiliating university (NEHU) or in other universities and institutes outside the state and the region. Notably, Arup Baishya, a student of Biotechnology was selected for an integrated academic programme in the USA and is at present doing his Ph.D. from New Jersey University, USA. At least 20

students of the M.Sc. Programme in Biotechnology have gone on towards acquiring their Ph.Ds.

Apart from the faculty in respective departments who informally help students by providing information and guidance to institutes of higher learning, the Placement Officer and the Students Development Services (SDS) also assist in providing students with the information on how to apply to an institute and the requirements desired by the institute and also the credibility of the institute and its degrees.

With respect to employment, a small percentage of about 20% find jobs either in the local government offices or NGOs. In the last academic year, i.e. 2006-07, this process has been further enhanced by the presence of a Placement Officer, attached with Student Development Services. As a result, a number of employers have actually made on-campus recruitment of students. Companies such as Accenture, Wipro, Infosys, HDFC, Google, have already hired students for different jobs at their offices around India. A total of 67 students were placed in 2006-07. Placements for 2007-08 are going on. So far, 65 students have been placed in companies like TCS, IBM Daksh, GenPact, Satyam Computers.

This is an achievement of sorts; since in the past, the institution had never seen recruitment of such scale. The institution will ensure that this can get even better in the coming near future.

5.1.4. How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (average of the last five years).

In keeping with the need and necessity of the present generation for access to higher education in post graduate studies and also in terms of job opportunities, the college appointed a full fledged Placement Officer. The Placement Officer works in tandem with the Student Development Services to guide and assist students towards higher studies and also job opportunities. Please refer to 5.1.3 again for details.

5.1.5. How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOEFEL, GMAT, Civil services-IAS, IPS, IFS, central/state services, etc).

There is a formal system whereby students are coached or assisted towards higher studies or job avenues. This is done by various faculty members in their own capacities. Except for the department of biotechnology and biochemistry working together with the SDS, a type of crash course for admission into post-graduate studies is conducted every year, so as to enable them to tackle questions in the different National Level Entrance Examinations. In fact, in the last UGC-NET Examination, for Biotechnology, 7 of our students cleared. This was a

remarkable achievement when compared to the fact that no student from the parent university qualified.

The Student Development Services also conduct coaching programmes every year from the months of June to October for those students who wish to sit in various entrance examinations like CAT, MAT, etc. so as to help them do better in such tests and ensure that they get into better institutions. In fact, this programme has helped many, not only for the entrance exams, but also in the competitive examinations held for banks and other employing organizations. This programme has been highly appreciated by the student community and is also a respected course in terms of the quality of training given and the fees charged. Compared to the other institutes which conduct such courses and charge huge fees amounting to about Rs.13000/-, the fees for our programmes is an affordable Rs.3000, Rs.500 of which is returnable when a student attends all sessions. Rs. 10/- is deducted for each session missed.

5.1.6. Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating university and the university average. (pass percentage, distinctions, gold medals and university ranks, marks obtained in relation to university average, etc. in the last five years)

Over the preceding years, the College has consistently performed well in the university examinations. The pass percentage for 2003 up to 2007 is 96.69%, 98.26%, 95.69%, 93.65% and 94.86% respectively.

The college obtained 70 ranks in 2004, 73 ranks in 2005, 86 ranks in 2006 and 85 ranks in 2007. It may be mentioned here that the pass percentage of the college has always been higher than that of the university.

5.2. Student Support

5.2.1. Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?

The institution publishes its prospectus, duly updated, every year. This is made available to students seeking admission. The prospectus is very detailed, as it shows all the course options, subject combinations, course structure for every subject, fees structure and all other co-curricular activities and facilities available to a student on admission. The hostel for boys also has its own brochure. Siloam, our extension service for transformational leadership at Umiam, has its own brochure depicting its programmes and facilities. Furthermore, the college prints leaflets that inform specifically about its various courses like Career Oriented Add on Courses approved by the UGC, CCNA, PGDCA, M.Sc, MCA O' Level and its undergraduate courses.

5.2.2. Does the institution provide financial aid to students? If yes, specify the type and number of scholarships / freeships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the state or central government).

Scholarships are given to meritorious students and those who are economically weak. The college has awards for proficiency in different subjects which are given to rankers in the University. The governing body of the college has already agreed at its last meeting to reward students who secure the first rank in the university for the respective subject. The tuition fees for such students will be waived. Furthermore, the Don Bosco Society has been setting aside Rs.50,000/- for the last two years which is meant for helping the economically backward students. At present, the principal, after verifying facts, has been assisting economically weak students on a case-by-case basis. All these are in addition to the scholarships that students obtain from their respective governments and also from the NEC.

5.2.3. Give details of schemes for student welfare. (insurance, subsidized canteen facilities, special diets, student counseling support, ‘earn while you learn’ scheme, etc.)

The SDS and Siloam continuously work towards counseling individuals in both personal and academic matters, whenever the need arises. In both places, there are qualified counselors to handle the requirement of the students. Several residential programmes have been held at Siloam which has greatly benefited the participating students.

The college canteen offers basic facilities to both staff and students and the rates for food items are very reasonable. The canteen is very well maintained and clean. The food available is very simple and caters to

the local diet, with some variety. The canteen has been outsourced with the condition that the one running it should subsidize the food.

5.2.4. What type of support services is available to overseas students?

Foreign students have come and studied in this institution and they have been treated in the same manner as other students who are in this college. In some cases, the college played an active role in assisting the student in procuring a Visa for studying in this college. Hostel facilities are made available to those who need, for as long as vacancies are available.

5.2.5. Give details of the placement and counseling services for the students.

The college has a special placement officer whose primary task is to assist students towards higher studies and job placement. This has already been described in 5.1.3 and 5.1.4.

5.2.6. How does the institution encourage and develop entrepreneurial skills among the students?

In some cases, the concept of entrepreneurship is introduced into the syllabus itself as an audit course (e.g. for MCA). Upto a certain point, this was also done for the Certificate course in DTP which usually runs for 3-4 months. The department of Mass Communication also has a paper on entrepreneurship. As a result, Media students are encouraged to manage and hold events like annual photography exhibitions and media festivals, which they have successfully done so every year. They

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are also required to search for sponsors for their projects and assignments.

In some other departments, enterprise is sought to be encouraged through project reports and field trips.

5.2.7. Does the faculty participate in academic and personal counseling?

If yes, give details on services provided during the last academic year.

Faculty members are involved in personal and academic counseling for their students, although in most cases, this is done informally. That is, there is no time or date scheduled whereby students may come for counseling; rather it is on a need basis.

The counseling mostly involves academic matters, i.e. with respect to their studies or in relation to their further studies.

Some departments have actually experimented with a 'mentoring programme'. In other cases, parents of students have been roped in for the counseling so that all stakeholders may become aware of a problem and seek out the best way to handle it.

Counseling is also done to identify weak students so that they may be advised as to the best course of action for them.

5.2.8. Is there a separate guidance and counseling center for women students? If yes, enumerate the activities of the center.

There is no separate guidance and counseling center for female students. However, whenever a female student needs guidance, a

female teacher is called upon and it has been left to the prudence of the individuals to handle the matter. In this connection, about 16 faculty members are being prepared for counseling through a counseling course which was conducted in-house. The course is not yet complete.

5.2.9. Is there a cell / committee constituted for prevention / action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years).

At present, there is no cell /committee for prevention against sexual harassment of female students. It may be noted here, that in the present social set up of Meghalaya, which practices a matrilineal system, we have not felt the need for a special women's cell.

However, the college does have a Discipline Committee comprising of both staff members as well as students of both genders. This committee mostly acts as a preventive measure, which is also in line with the educational philosophy of Don Bosco.

5.2.10. Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

At present, the college has no grievance redressal cell.

5.2.11. Is there a provision for providing computer skills /literacy for all students, in the curriculum? If yes, give details on how it is imparted and the level of proficiency.

In most of the departments there is no provision for acquiring computer skills. However, in other departments like Mathematics, Commerce, biotechnology, business administration, mass communication, media technologies and computer science, the scope for acquiring computer skills is already a part of the syllabus.

Furthermore, the department of computer science, mass media and other faculty members, do conduct short term courses in computer skills ranging from basic skills, DTP, animation, digital video editing, programming and hardware courses.

Students of Cyber Club, belonging to Computer Science, have been enterprising enough to conduct short term courses for other non-computer science students in basic computer skills. These programmes are run at very low costs of Rs.100 per student, of which Rs.50 is returned back to the student if he/she attends all sessions.

5.2.12. What value-added courses are introduced by the institution to develop life skills, career training, community orientation, good citizenship and personality development of students?

The institution in the current academic year has introduced 9 career oriented add on courses or value added courses that are aimed at developing employable skills for their career. These courses are in e-commerce, communication skills, Desk Top Publishing, Accounting Practices, Income Tax, Digital Video Editing, Research methods, Immuno diagnostics, plant tissue culture.

At present, six of these courses are running. All 9 courses are approved by the UGC and affiliated to the parent university (NEHU).

Value education is imparted inside and outside the class room by teaching students about life values while teaching subject matter. This can be an unexpected occasion, where an opportunity opens for such life lessons.

The student development services also conduct Life-Skills programme every year for all students of the college where life values and ethical behavior is taught and practiced during these programmes. One day is set aside for each class to attend these life skills programmes. Lunch and snacks are provided for, during the course of these programmes, for all participating students. These programmes are conducted free of cost.

In addition, the MCA course has an audit course on Ethics in the second semester of its programme.

Life skills are also learned through participation in NSS and NCC activities. Special weekend residential programmes are held at Siloam throughout the year. In addition, the college also has Pathways Programme sponsored by the Foundation for Academic Excellence and Access (FAEA).

5.2.13. How does the institution ensure safety and security of the students, faculty and the institutional assets?

All departments have their own departmental staff rooms, although some departments share the staff room. However, there is also a common staff room meant for all faculty members. All assets of the departments are kept under lock and key in lockers within the staff rooms or laboratories. There are staff attendants responsible for the safe keeping of all equipment. Whenever equipment is taken out, there is a log book which must be signed to show the time of usage and the person who was using the equipment. However, after college working hours, this responsibility passes on to management for overall security of the campus. Campus gates are locked and access to classrooms is available only through one entrance from the management quarters/ residence. Students can also avail of locker facilities in the college campus for keeping their belongings/books. For a locker facility, the fee is a nominal Rs.50/- per year.

The quarters of the support staff has also been strategically located near to all entry point of the college so as to act as a further safety measure.

5.3 Student Activities:

5.3.1. Does the institution have an alumni association? If yes, list its current office bearers, activities in the last two years and details of top ten alumni occupying prominent positions.

The first alumni meet was organized by the college on the 20th June 2003. On this day, the meeting was attended by the present as well as past students of the college. Notable among those present were Shri. L

Roy (IAS), Most Rev. Dominic Jala, Arch Bishop of Shillong and the Principal and staff. This was the very first time the alumni met together. On this day suggestions were made as to the formation of a full fledged Alumni Association with a Constitution of its own, a motto and logo. It was also felt that members will have to be elected to the Association. As a result, in the following years 2004-05, the constitution was drafted, the motto was deliberated on and a logo for the association was also made. Thus was birthed the St. Anthony's College Shillong, Alumni Association (SACSAA). Its motto is 'Make A Difference'.

The Executive committee of the association was elected at the 1st Annual General Assembly held in St. Anthony's College, Shillong on the 4th of October, 2005. The inaugural session of the 1st AGA was presided over by Rev. Fr. Ioanis Warpakma, SDB, Principal of the College. The key note address was delivered by the Chief Guest Shri. P. P. Srivastava, Member, NEC, Shillong. The theme of the Key Note Address was "The Association must make a difference". During the 2nd session, the AGA, unanimously adopted the Constitution of the Association.

The various activities conducted by the association since its inception up to the present time are as follows:

- Colours of the East – A cultural programme depicting different dances and customs of the North East.
- A Career Talk on Defence Services as a career option.

- Career talk on job prospects in IT
- A special workshop on developing effective Communication Skills targeted at the out going students.
- Program on Disaster Management (held annually)
- Meeting minds, Guiding Lives (held annually) : This is a programme aimed at sensitizing and guiding outgoing students to various career options for the students.
- The association was also represented in the Federation of Don Bosco Institutes Alumni Association
- The association arranged for visits to Orphanages whereby materials were distributed.
- A Career Guidance programme was conducted at St. Edmund's College, Shillong
- The association also brought out the SACSAA News letter which contains events and articles contributed by the members.

The Executive Committee of the association decided to publish a newsletter by the name of *In Touch* for the benefit of the alumni of the college.

The 2nd Annual General Meeting was held on the 10th June 2006 while the 3rd Annual General Meeting was held on the 10th November 2007.

The Alumni Association has 15 members. The following are its present office members:

President :	Brig. William Sturgeon
Vice President:	Prof. B Kharbuli (NEHU)

Secretary :	Dr. R N Bhuyan
Jt. Secretary	Dr. Donkupar Syiem (NEHU)
Treasurer :	Mr. Kiron Joshi (CA)
Advisers:	Mr. P Lakiang
	G G Pariat
	Post for the second adviser is still vacant
Delegate of the association:	Fr. Joseph Nelanatt (SDB), Vice Principal of the College

Executive Members are Mr. Loniak Marbaniang, G G Pariat, Machunwangliu Kamei, Eta Wanda Saiborne, Rosemary Ishorary, Khalid Khan, Basil Koikara, Stevens Giri, A A Basumatary and Frederick Lamare, Nathan Blah

5.3.2. How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (institution level/ inter collegiate / inter university/ inter state/ national/international)

All the respective departments encourage their own students to participate in all extra-curricular activities held by the college or any other organization. Faculty members are involved in the selection of sports teams, debating teams, quiz teams, etc. as well as NSS, NCC. Community cleaning drives have been carried out over the years in various places with the participation of our students. There is also active participation in blood donation camps. Some departments have

their own groups like literary and debating society, cyber club, adventurers club.

No situation has ever arisen where a student has been barred from participating in any extra-curricular activity meant to promote the individual and use of their skills and for the development of their personality and conscientiousness for the community and the environment.

At the time of admission, a special arrangement is made for sports quota. Students are given admission if they have represented their state or region in a particular sport. In fact, one of our students has already gone on to represent India in basketball, both in India as well as abroad. Another student is a SAF Gold Medallist in Karate. However, in all sports quota cases, the college still maintains the university's minimum academic requirements.

Encouragement for sports and extra curricular activities is also seen through the training of its players - in basketball, cricket, debate, etc. All these coaches are hired at college expense. At times, students are given some relaxation in their examinations when they are called upon to represent the college in an event.

5.3.3. How does the institution involve and encourage its students to publish materials like catalogues, wall magazines, and other material? List the major publications/ materials brought out by the students during the previous academic session.

The college magazine 'Mosaic' is one of the avenues where a student can show their writing skills. In this journal, students contribute their articles, musings, and thoughts, on various topics that are relevant to them. The editorial board for Mosaic also comprises of student members. Mizo students come out with a monthly newspaper called 'The Anthonian Times' while students of Media Technologies and Mass Communication bring out an annual paper which is a part of their departmental work. In other departments, such inputs are encouraged through wall magazines and charts which contain information relevant to that department and are of interest to the student community at large. In some cases, these wall magazines are rated by staff members.

5.3.4. Does the institution have a student council or any other similar body? Give details on its constitution, major activities and funding.

There are student bodies that are department specific, like the literary society, botany club. Biotechnology has two clubs for UG and PG students called Motif and Mosaic respectively. They organize group discussions and seminars on academic matters. Cyber club of Computer Science has a motto 'learn, teach, serve'. The club regularly organizes certificate courses in IT skills and goes to village schools and camp there for a week so that they can teach other school children in such places, the basic skills in IT.

In addition to these small student councils, the college has a College Association comprising of elected student members from each class and faculty members. Details in 5.3.5.

5.3.5. Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

Overall, each class has a class representative elected to the College Association for the academic year. The elections to the College Association have been smoothly conducted over the years with no incident of malpractice or student unrest. Furthermore, there is no political interference and no affiliation to political parties or NGOs in the College Association. The college appoints a team of teachers who take charge of the electoral process. Elections are held in the classrooms itself without disrupting the classes in other parts of the college. The entire electoral process is completed in a matter of a few hours. This election sees appropriate representation for both males and females.

This College Association is a body comprising both teachers and elected student members and is an important body for all activities in the college.

The college also has a Discipline Committee headed by a senior faculty member and includes teachers and student members.

More recently, students were included as members of the Canteen Committee, which looked into matters of the College Canteen. Some student members are also a part of the library committee. A good number of students are members of the editorial board of the College Magazine, Mosaic.

5.3.6. Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Most departments maintain student profiles from year to year. However, records as to where all past pupils end up is not fully available. In most cases, the departments are made aware only of the students immediate future, which is either they have been employed or they have gone for PG studies. There is no formal system at present where departments get feedback from alumni or prospective employers about academic requirements and needs of the industry, although there is an Alumni Association that is actively trying in the recent past to bring back the past pupils onto a single platform where ideas can be exchanged. At present, whenever past students visit the department, they are welcomed into the classrooms where they share their own experiences either on the job or in the PG studies they are undergoing. In very few cases, some feedback is sought from professionals and past students regarding course relevance and the syllabus. Overall, our students have performed very well at the post-graduate level and the feedback from some employers has been good.

The Placement Officer also informally receives feedback from prospective employers about the type of skills necessary for gainful employment. Such feedbacks are then passed onto the concerned departments / principal for further action.

5.4 Best Practices in Student Support and Progression:

5.4.1. Give details of institutional best practices towards student support and progression (if any)?

- Counselling for both academic and personal needs are handled at the departmental level by the faculty members and also at the college level by the Student Development Services. The SDS also takes care in imparting life skills and coaching programmes aimed at competitive examinations.
- A Placement Officer who is working full time help the placement of students into their post graduation or into employing organisations. This placement officer works in tandem with the SDS. For the last two years, more and more organizations are visiting the campus for recruitment, while more students are directed towards the institutions that are suitable for them.
- The opportunity for acquiring computer skills is already a part of most of the courses. However, the department of computer science and it student's council (Cyber Club) conduct courses in basic IT skills for the other students of the college, which greatly benefits them. In addition, this club also conducts one-week computer literacy programmes in rural schools at the end of every year, during their vacation period.
- The college has introduced 9 career oriented add on courses approved by the UGC. This is in addition to other programmes that are aimed at developing life skills and personality of the student, that were conducted by the SDS and Siloam.

- The institution has an Alumni Association which is very active. In fact, over the years, this association has held programmes aimed at the student community with special emphasis on outgoing batches to help equip them with the skills necessary for life. For example, programmes on disaster management, meeting minds – guiding lives, etc. have been well appreciated. With active office bearers and members, the Alumni Association augurs better days ahead for the college.
- The presence of a full fledged College Association comprising of student members of both genders, and faculty members, ensures that all sections in the college are represented, especially for those departments which do not have their own departmental student council.
- Extension Campus: Siloam on the shores of Umiyam lake: The vision of the college focuses on achieving objectives beyond mere academic excellence. It seeks to complement academic performance with human excellence as an answer to the worrying problems of human isolation, competition, and alienation that seems to characterize every form of life – whether personal or professional. In order to bring about a fresh outlook, the college has initiated several ventures emphasizing the human and interpersonal skills that are necessary for every individual. This outlook also puts every person, whether teacher, student, parent or those in positions of leadership, first for personal transformation, and then institutional and societal transformation.

The commitment of the college to an education for transformation was *Siloam* – a resource center for transformational leadership situated on the shores of the Umiam Lake. This resource center seeks to organize programs and workshops for teachers, students, and parents, as well as counselors and social workers, to enhance their potential for self and societal growth. The formation of *Siloam* is the result of decades of educational experience and institutional reflection on uniting head and heart, facts and feelings, theory and practice, teaching and learning.

The center has been functioning since February 2006 and has conducted about 45 residential and non- residential programs in the past two years. These programs have been aimed at enhancing personal and professional growth through group interaction, and personal reflection. More than 500 students and half of the faculty of the college have attended these residential programs held at the center. In addition to that, programs in imparting basic counselling skills for teachers, parents, social and development workers etc. are some of the other programs organized at Siloam. Currently additional residential and Program Facilities are being constructed and will be fully operational by the next academic year. It has been totally financed by private donations from friends of the college.

In the last accreditation, the report was appreciative of student support and progression of the college with respect to extension activities, student services and the need for an Alumni Association.

In response to these suggestions and observations, the college has further strengthened its student support by initiating the following actions:

- *Addition of a full time Placement Officer*
- *Developing the extension campus (Siloam) at Umiam*
- *Setting up a full fledged Alumni Association which is active and vibrant*
- *Adding 9 career oriented courses, certificate courses like CCNA, post graduate courses like MSc biotechnology and Master of Computer Applications (MCA).*

Criterion VI : Governance and Leadership

6.1. Institutional Vision and Leadership

6.1.1. State the vision and mission statement of the institution and give details on how the institution

- a. **ensures that the vision and mission o the institution is in tune with the objectives of the higher education policies of the nation?**
- b. **translates its vision statement into its activities?**

Vision: *Providing holistic and quality education within the reach of everyone.*

Mission: *To mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more*

human social order within the context of the nation's plurality of religions and diversity of cultures.

We aim to equip our students for life, making them not only job-seekers, but also job-creators. Hence we have pioneered courses in application-oriented subjects to answer to the needs of the community that we serve and to give our graduates an advantage in the quest for employment.

The curricular and co-curricular activities are geared to enhance their intellectual competencies and employable skills, while at the same time strengthening their commitment to society (social responsibility), developing their personality and strengthening their commitment to spiritual and ethical values and making them appreciate their cultural moorings. The courses that we run and the co-curricular activities that we organize seek to translate our vision into tangible reality. We have the traditional courses in arts, science and commerce, as well as professional courses in life science, IT, management, media, add-on skill oriented courses, courses in media and music. In addition there are courses for soft skills – programmes for personality development and spiritual orientation and ethical convictions.

6.1.2. Enumerate the management's committee, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

The academic calendar is planned and published. The students are informed well ahead of time and reminded that classes would begin

before results are published – in fact our College is generally the first to begin classes among the colleges of the city. This is done to ensure that there is maximum number of days for teaching. To ensure seriousness on the part of the students, the students are not only required to take admission by paying the necessary fees, but also to give a joining report. The need for seriousness in attending classes even before results are published is impressed upon the students. This has improved attendance in the last few years. There was a time when it was discouraging to start classes before results were published due to lack of serious attendance on the part of the students. This situation has now changed due to pro-active steps from the management.

A staff meeting is held at the beginning of the academic year to motivate the staff for effective teaching, and planning for proper monitoring and evaluation of the students. The strategy for continuous performance on the part of the students is discussed in general in the general staff meeting, more in depth in the HODs meetings, and in greater detail in the departmental meetings conducted by the departments (schedule for tests, assignments, seminars, etc) on a continuing basis.

In the recent years the management has taken steps to make greater use of ICT in the teaching process. We have procured OHPs, LCD projectors and laptops for class-room teaching, improved the library and internet facilities.

The planning and implementation of such improvements is done through various committees and meetings of HODs. The decisions taken at these meetings are generally unanimous. This process of decision making, having involved many members, makes the such persons more responsible and efficient.

6.1.3. How does the management and the head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

The responsibilities of the staff members are communicated through staff meetings, meetings of the HODs, departmental meetings, committee meetings, etc. A general staff meeting is held before the conduct of university examinations to communicate the requirements of the ensuing exams. Meeting of the HODs is convened before college examinations are held to discuss and agree together on the modalities of setting question papers, the weightage to be given to the tests for allowing a student to appear for the university exams, and the modalities of evaluation of the scripts. Several meetings of the admission committee and Entrance Tests committee are held to discuss and agree on the modalities of holding Entrance Tests and taking admissions to the College. Meetings of various committees are held before every special event taking place in the college throughout the year so that there is a co-ordinated approach and everyone is aware of their responsibilities. The College Week is an important eventful week in the academic calendar. Several meetings of the College Association (consisting of Management, staff members and students) are held to

discuss the events to be held, and the modalities of conducting them. The sub-committees formed in these meetings further plan out the implementation details in their own meetings so that a very wide range of activities are undertaken and completed in quick time in a disciplined manner. Similar meetings are held by Canteen committee, Library committee, Magazine committee, Debate committee, Discipline committee, Career Oriented Courses committee, IQAC committee, etc. after notification by the principal.

The decisions taken at these meetings are then communicated through notices to the rest of the College community. The committee members themselves are also requested to personally communicate necessary information to the concerned departments / student groups / classes / faculty members, etc.

6.1.4. How does management/head of the institution ensure that adequate information (from feedback and personal contacts etc) is available for the management, to review the activities of the institution?

Subsequent to the organization of various events, a review meeting of the committee that was in charge of the event is convened by the Principal. It becomes also an occasion to thank the members as well as evaluating the organization of the event. For ongoing activities, monitoring meetings are held to review performance. The decisions taken at these meetings are communicated to those concerned through

notices or through official verbal announcements depending on the requirement.

The departmental meetings also provide feedback to the Principal through written feedback or through verbal communication from the concerned HODs.

6.1.5. How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of institutional process?

Autonomy, welcoming suggestions, appreciation, recognition, prestige, remuneration, taking up suggestions, are some ways the College encourages staff involvement. Often these involve financial investment (canteen, lab equipments, sports facilities and coaching, library facilities, computing facilities, co-curricular activities, etc.). Meetings are held before the organization of every special institutional activity. These meetings are not held to get the consent for decisions already taken; instead decisions are taken on the basis of a consensus that emerges after free and fair discussions, where everyone has a chance to voice ones opinion.

6.1.6. Describe the leadership role of the head of institution, in governance and management of the institution.

The Head of the institution is the principal. Everyone agrees that the principal is an unassuming person, approachable, receptive to suggestions. He has tremendous commitment to the Institution,

towards its growth and development. He follows of participatory style of management where everyone's views are taken into account. He values unity and wants everyone to move forward together.

6.2. Organizational Arrangements

6.2.1. Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

St Anthony's College, Shillong, is an educational institution of the Catholic Church, belonging to and managed by the Salesians of Don Bosco Educational Society (registered under the Societies Registration Act of 1890: No. SR/SAC-227/91 of 1991). The ultimate authority in the management of the College is its Governing Body. It has the Superior of the Salesians of Guwahati province as the ex-officio president and the principal of the college as the Secretary. The other ex-officio members are: the Economer of the Province of Guwahati, the Vice-Principals, 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. The other members are the Most Rev. Dominic Jala, Archbishop, Shillong Arch-diocese, two nominated representatives from the North-Eastern Hill University, one representative from the Government of Meghalaya

and two elected represented representatives from the Faculty of the college. Next in the organizational structure come the Vice-principals and HODs.

The Academic bodies include the Examination Committee, Results & Tabulation Committee. The Administrative bodies include the Governing Body and Local Council of the sponsoring body which includes the principal and vice-principals and the other members of the sponsoring body. In addition there are various committees like the College Association, Admission Committee, Entrance Tests Committee, Discipline Committee, Library Committee, Magazine Committee, Canteen Committee, etc.

6.2.2. To what extend is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The academic activities are totally decentralized to the various departments. Each department prepares its own class time-tables, within in an overall plan that is provided just to ensure that there are no clashes. The HOD has the responsibility to manage the day to day academic activities of the department like classes, tests, seminars, assignments, attendance, internal assessments, field trips, maintenance of equipments, etc. Other administrative tasks and co-curricular activities are carried out by and through the various committees

6.2.3. Does the institution have effective internal coordination and monitoring mechanism? If yes, please specify.

Coordination & Monitoring mechanism: The co-ordination and monitoring is largely done through meetings, like those of the various committees

6.2.4. Does the institution have a grievance redressal cell fro its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

There is no formal Grievance Redressal Cell in the College. Grievances are dealt with informally – through teachers, HODs, Principal, and ultimately to the Governing Body.

6.2.5. How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

The management organizes annual staff development programs in which sessions are dedicated to meeting between the management and staff. In addition there are several staff meetings during the course of the years convened by the Principal who is also the secretary of the Governing Body.

The major issues discussed at the last staff meeting are Need to focus suggestions based on the recent orientation programme, which includes Value education, care for economically disadvantaged students, revisiting the vision and mission of the College.

6.2.6. Is there a cell to prevent sexual harassment of women staff? How effective is the functioning of the cell?

In this part of the country characterized by a matrilineal society, sexual harassment is unheard of. Hence we have never felt the need for a Cell to prevent sexual harassment of women. Instead we have a committee consisting of Female teachers and students to look after the needs, dignity and discipline of the female students.

6.3. Strategy Development and Deployment

6.3.1. Describe the procedure of developing the perspective institutional plan. How are the teachers, students and administrators involved in the planning process?

The students are involved in the planning and execution of the co-curricular activities like College Week, Freshers' Social, Parting Social, organization of exhibitions, Field Trips, competitions, various club activities, etc. They are also members of the College Association and various committees like Magazine Committee, Campus Discipline Committee, Canteen Committee, Literary Committee, etc. In the academic field, the teachers of departments are involved in the introduction of new courses (initiation of the proposals, need survey, preparation of syllabus). In the area of research and seminars and workshops, the faculty members are sensitized and agreed on the importance of these ventures. Subsequently the task of submitting proposals, doing research, conducting seminars and workshops, etc are completely handled by the faculty of the concerned departments. The College week activities is another area where the students are fully

made incharge of planning and conducting the numerous activities connected with this week-long program. The staff members only coordinate these activities.

6.3.2. How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

The decisions taken by the various committees and departments together with the Principal are communicated to the rest of the teachers and students through meetings and notices. The notices indicate the persons given various responsibilities and the time-schedule by which the activities are to be implemented.

6.3.3. List the different committees constituted fro the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages and examinations held during the last two years.

The various committees constituted are: The College Association, the Student Development Services Cell, Entrance Test committee, Admission Committee, Examination Committee, Tabulation and Results Committee, Library Committee, Canteen Committee, Magazine Committee, Career Oriented Courses Committee, The Advisory body of the IQAC, The IQAC, Debate and Quiz Committee, Literary Committee, the Sports Committee, Meeting of HODs.

Details of meetings held of these committees:

Governing Body

Date of Meeting	Decisions Taken
19.5.2006	<ul style="list-style-type: none"> i) Appointments were made according to UGC norms. ii) The lecturers who had completed the requirements were placed and presented to the Government for formal approval. iii) The teachers who had been completed 2 yrs of satisfactory service were confirmed. iv) The rent of the quarters was raised by Rs. 150/- v) The Salaries of the teachers and non-teaching staff on college fund was raised by Rs. 2000/-. vi) The new fee structure was approved. vii) The grants-in-aid were formally accepted. viii) The GB sanctioned the purchase of the furniture for the extension block of the College.
8.9.2006	<ul style="list-style-type: none"> i) Appointments were made according to UGC norm. ii) The lecturers who had completed the requirements were placed and presented to the Government for formal approval. iii) The teachers who had been completed 2 yrs of satisfactory service were confirmed. iv) The contract appointments were renewed. v) The grant from FAEA was formally accepted. vi) The GB sanctioned the expenditure of the Girls Hostel as a loan in view of the coming of the DONER fund.
31.8.2007	<ul style="list-style-type: none"> i) New appointments were approved. ii) The four who had not qualified NET were given conditional appointments. They are to clear it within 2 years. iii) The teachers who joined the department of Music with a Ph.D. are to be given four increments directly. iv) Those lecturers who had completed the requirements were placed. v) The new fee structure was approved. vi) The strengthening of ICT in teaching and learning was approved and encouraged by the GB.

Date of Meeting	Decisions Taken
	<ul style="list-style-type: none"> vii) The grants-in-aid were formally accepted. viii) The grant from FAEA was formally accepted. ix) The GB authorised the Secretary and Principal to go ahead in strengthening quality and excellence in the sphere of education.
4.12.2007	<ul style="list-style-type: none"> i) The confirmation of the teachers who had satisfactorily completed the required period of probation was approved. ii) The GB approved the appointment of Fr. James as Administrator. iii) The GB appreciated the research culture and encouraged the teachers to proceed further. iv) Leave without pay was sanctioned for Ampareene Lyngdoh who wanted to contest the Assembly elections. The leave was granted as per provision of the Meghalaya Rules for educational institutions.

Management Council

Date of Meeting	Decisions Taken
10.2.2006	<ul style="list-style-type: none"> i) To appoint more teachers in Biotech department. ii) To organise a spiritual retreat in July. iii) Fr. Joseph would contact the resource persons for the Staff orientation. iv) Fr. Joseph to contact the resource persons for the retreat. v) The Prospectus is to be printed at Genesis printers in Guwahati. vi) The requirement of funds would follow as per heads in the previous years with a little increase.
1.4.2006	<ul style="list-style-type: none"> i) To strictly follow up the attendance of the students from the beginning of the academic year. ii) To hold the interviews for the remaining subjects. iii) The departments were to be given computers. iv) The proposed fee structure is to be presented to the Governing Body.

Date of Meeting	Decisions Taken
28.4.2006	<ul style="list-style-type: none"> i) The attendance of the students should be monitored through the departments. ii) The teachers on College Fund should be given further allowance of Rs. 2000/- iii) In the light of the complaints against two teachers, the Principal would call them to make them aware of the need to improve.
01.5.2006	<ul style="list-style-type: none"> i) The admission would start as soon as the Class XII results are declared. ii) The admission committee should be strengthened by co-opting more members since some have left the College. iii) The Staff orientation should be made compulsory for all teachers.
2.6.2006	<ul style="list-style-type: none"> i) The placement co-ordinator should visit companies within reach to negotiate in whatever way possible for the placements of our students. Extra expenses would be met. ii) The College would release Rs. 50,00,000/- (fifty lacs) to Siloam. The accounts would be adjusted later.
30.6.2006	<ul style="list-style-type: none"> i) Some money is to be loaned from other accounts in order to purchase the costly equipments for the Department of Biotechnology. ii) A common computer centre would be made ready to provide opportunity for the students to have their assignments done. iii) More computers would be added for the Internet facilities and the old ones would be upgraded for the use of the students.
22.8.2006	<ul style="list-style-type: none"> i) The Principal would join the NSS Unit in the adopted village to encourage the staff and the students. ii) The Municipal is to be contacted to empty the dumping pit. iii) Negotiation should start for the purchase of a new generator of 160 KVA.
7.12.2006	<ul style="list-style-type: none"> i) The up-gradation of the facilities and repairs would be done during the winter holidays.

Date of Meeting	Decisions Taken
	ii) The adjustment of labs and especially the major adjustment of physics lab should be completed in January 2007.
1.2.2007	i) The University Exams Fees should be transferred to SBI to make the preparation of Banker's Cheque easier and faster. ii) Planning and programming should be more focused. iii) To organise a spiritual retreat in July. iv) Decentralisation is to be encouraged further.
23.2.2007	i) To invite the Chief Minister for the inauguration of the WiFi. ii) To invite the VC for the inauguration of the academic year. iii) The revised fee structure would be presented to the Governing Body in the next meeting. iv) The Prospectus is to be made available to the candidates along with the form for the entrance tests. The fees would be as specified.
7.3.2007	i) The interview for the vacant posts should be completed before the starting of the new academic year. ii) The new appointees would be introduced to the other members of the management through a system of animating. iii) There should be an orientation programme in the philosophy of Don Bosco and the system of the College, for the new appointees. iv) It was reiterated that while keeping in mind the government policy, the appointment of staff should be based mainly on quality.
10.4.2007	i) The Master Plan of the College needs to be prepared. Fr. Joseph would ask the engineer/architect to prepare in the light of the existing infrastructure and the future expansion plans. ii) To include the library, the guest house, the staff quarters, the convention centre, the management quarters, the administrative block, the indoor stadium, the PG block as future expansion plans in

Date of Meeting	Decisions Taken
	<p>the master plan.</p> <p>iii) In line with the proposal of IQAC, workshops would be held to enlighten and encourage the staff for taking up research projects.</p> <p>iv) The existing Major and Minor Research Projects are to be encouraged further.</p> <p>v) The Management members should visit the site of the extension centre of the Department of Pisciculture at Rtiang to encourage the teachers and the people to work together.</p>
13.6.2007	<p>i) To approach the government in order to request for early placement of teachers.</p> <p>ii) To approach the Government to request for the approval of the appointment of Shri OG Singh.</p> <p>iii) The proposed Blood Donation Camps at Nazareth Hospital and Roberts Hospital would be supported financially.</p> <p>iv) On account of the late coming of the salaries from the Government, some of the fixed deposits should not be transferred to long term (more than 3 years) FD system.</p>
10.8.2007	<p>i) To have workshops and orientation programmes to study or revisit the vision and mission of the College.</p> <p>ii) The College would take part in the Career Fair at Tezpur.</p> <p>iii) The vision and mission is to be prominently displayed.</p> <p>iv) There would be weekend programmes for the teachers in groups and preferably the division could be according to the years of service.</p> <p>v) The report of the CPE scheme should be completed and sent to UGC.</p>
26.10.2007	<p>i) The Girls hostel construction is to be speeded up.</p> <p>ii) The agreement with the sisters should be made as per guidelines of the Provincial Council.</p> <p>iii) The College Community would give a donation of Rs. 5,00,000.00 (five lacs) from its salaries to the Don Bosco University, Guwahati.</p> <p>iv) To approach the Government to request for</p>

Date of Meeting	Decisions Taken
	<p>recognition of the teachers in the form of titles as Readers and Professors.</p> <p>v) Fr. James was allotted the office of the Administrator in the present office of the Vice Principal II.</p> <p>vi) The College would release another Rs. 40,00,000/- (forty lacs) to Siloam. The accounts would be adjusted later with the auditor.</p>
5.11.2007	<p>i) The suggestions of the IQAC would be circulated to the departments and staff.</p> <p>ii) To encourage the new department of Music the students and staff would be invited to present a musical evening on the jubilee day of Fr. James.</p> <p>iii) The farewell programme for Prof. MC Saikia and the third year students would be on 11.12.2007.</p>

Teaching Staff

Date of Meeting	Decisions Taken
13.2.2006	<p>i) College Association to be formed soon after reopening of classes.</p> <p>ii) Planning committee for Orientation of staff to organise programmes was constituted.</p> <p>iii) Weekend programmes at Siloam mainly for 3rd Year students.</p> <p>iv) Exams Invigilators to carefully verify Roll Numbers.</p>
5.4.2006	<p>i) The amounts of Contributory Provident Fund are to be transferred from Post Office to a Nationalised Bank.</p> <p>ii) Comparison of rates is to be done before making decision.</p> <p>iii) Principal is to constitute a committee of three or four to help in the matter.</p>
12.5.2006	<p>i) The theme for the year is "towards excellence and commitment".</p> <p>ii) In view of the re-accreditation, the core/steering committee will consist of teachers as follows: 2</p>

Date of Meeting	Decisions Taken
	from Arts, 2 from Science, 2 from Commerce, 2 from Professional Courses. iii) Dead lines will be fixed by the committee.
5.7.2006	i) The shifting of CPF contribution to SBI to be for all teachers.
16.12.2006	i) The opening of the working days and staff meeting will be on 10.2.2007. ii) More copies of books, which are in the syllabi, should be purchased. iii) The P.F. and Gratuity should be made available to retired teachers soon after retirement. iv) The faculty development programme will be in August. v) To avoid arranging of meetings and programmes only on Saturdays. vi) To follow up the placement of teachers.
10.2.2007	i) Theme adopted for the year: "Empowerment and Convergence". ii) The HODs and departments will follow up of the attendance of students. The attendance committee will facilitate follow up with the help of a software. iii) The invigilators will follow the instructions of the University. iv) The calendar of activities is to be displayed prominently.
1.6.2007	i) The IQAC draft report was appreciated and resolved to be sent. ii) Shri F. Lamare, Convenor of Library Committee was co-opted as member of the IQAC. iii) Shri A.L. Warjri, Director of SDS cell was co-opted as member of the IQAC.
16.8.2007	i) Focussing on the interaction and suggestions of the recent orientation programme, the following have been further suggested for follow up: i) Value education to be planned and re-organised. ii) The economically disadvantaged students to be

Date of Meeting	Decisions Taken
	<p>taken care of.</p> <p>iii) The vision and mission of the College is to be studied and re-visited.</p> <p>iv) Priorities to be identified.</p>
15.12.2007	<p>i) Theme committee for 2008 was constituted.</p> <p>ii) Calendar 2008 committee was constituted.</p> <p>iii) College Diary to be printed.</p> <p>iv) College Diary committee was constituted.</p> <p>v) Drinking water to be made available in departments as well.</p>

Non-Teaching Staff

Date of Meeting	Decisions Taken
15.2.2006	<p>i) To make constant efforts to be cordial without compromising strictness in dealing with students.</p> <p>ii) To maintain quality standard practices in office matters.</p> <p>iii) To attend a one-day orientation programme at Siloam.</p> <p>iv) The different groups will meet to discuss relevant matters.</p>
11.5.2006	<p>i) The amounts of Contributory Provident Fund are to be transferred from Post Office to SBI.</p> <p>ii) Staff to fill in the relevant papers.</p> <p>iii) Groups are to meet regularly to discuss matters of their work in view of improvement and quality.</p>
21.12.2006	<p>i) The College offices will reopen on 1.2.2007.</p> <p>ii) There should be an information notice board meant exclusively for the non-teaching staff.</p> <p>iii) The cleaning of the laboratories will resume from the 1.2.2007.</p>
12.2.2006	<p>i) The work atmosphere requires a student friendly approach. While being friendly and welcoming, strictness is to be ensured.</p> <p>ii) The staff will have to answer in the areas of their</p>

	responsibility. iii) The use of mobile is not allowed in the library.
30.11.07	i) As part of the usual good practice of the non-teaching staff, the voluntary work of cleaning and painting the College would start on 10.2.2007. ii) There would be a meeting on 20.12.07 at 11.30 a.m.

HODs Meetings

Date of Meeting	Decisions Taken
4.7.2006	i) More copies of books should be bought for those with one copy. ii) To ensure attendance, strictness is to be maintained from the beginning of the classes. iii) Students are to be encouraged to use the Internet facilities. iv) The departments are to submit the plans for implementing the CPE scheme. Last date 12.7.06.
8.9.2006	i) To follow up the attendance including the attendance of pass subjects. ii) To avoid disturbances of classes only on Saturdays, programmes and meetings will also be held on other days.
12.5.2007	iii) To ensure regularity, attendance is to be followed up department-wise from the first week. iv) Have regular planning and meetings to sustain quality and standard. v) The joining report for classes will be accepted till 21.5.2007. They are to be submitted to any teacher on the first class the students attend. vi) The minimum cut off percentage for attendance will be 75 % in honours papers and 60 % in pass papers. vii) In case of serious absentees, there will be two warnings in front of parents. Then a student would not be allowed to attend classes or write examinations.
1.6.2007	i) The celebration of St. Anthony's Day will be organised as in the past years.

Date of Meeting	Decisions Taken
	<ul style="list-style-type: none"> ii) The election to the College Association 2007 is postponed to 6.6.2007. iii) The Class Representatives are to be given an identification mark.
27.7.2007	<ul style="list-style-type: none"> i) The Terminal Tests would commence on 24.8.2007. ii) The pattern of setting questions would be as in the University examinations. iii) The class tests would be held as in the past. The average of three tests would be added out of 40% for qualifying to appear in the university exams. iv) The Arts departments would study the possibility of organising a workshop for paper setting, evaluation, etc. v) All departments to render support to the Pisciculture department, organiser of the National Seminar on 22 and 23 August 07.

College Association

Date of Meeting	Decisions Taken
28.7.2006	<ul style="list-style-type: none"> i) The election of the office bearers of the College Association 2006 was done. ii) To hold a special leadership animation for the Class Representatives and Office Bearers of the Association iii) To immediately begin the process towards the publication of the journal Mosaic 2006. iv) The Discipline Committee to be more involved. v) The Magazine Committee would go ahead on its own.
6.9.2006	<ul style="list-style-type: none"> i) The inauguration of the College week would be on 21.9.2006 at 2 p.m. in the basketball courts. ii) There would be a presentation of brotherhood and harmony in the form of a integration of cultures. iii) There would be a basketball match between teachers and students after the inauguration.

Date of Meeting	Decisions Taken
	iv) All the events are to stick to the time schedule. v) The discipline committee should not allow outsiders. vi) The food coupons would not be available on the last day.
6.7.2007	i) The election of the office bearers of the College Association was held. ii) Shri O. Shanpru, HOD Commerce, was once again the teacher-in-charge of discipline. iii) Shri B. S. Lyngdoh, lecturer of History was again the Chief editor of the College Magazine 2007. iv) There would be common freshers' social meet. v) To save time and to avoid disturbance of classes, the students are authorised to hold meetings with prior information and permission of the Principal and the Staff Coordinator of the College Association.
1.10.2007	i) The College week would start 10.10.2007 at 2 p.m. with the hoisting of the flag and oath taking ceremony by the Class Representatives. ii) The different committees and divisions would organise their programmes. iii) The food committee would meet the Principal to discuss the daily expenses. iv) The Discipline Committee should be vigilant especially on the last day when outsiders may try to sneak in. v) The students would take the leadership under the guidance of the teachers-in-charge. vi) There would be no chief guest on the last day.

Student Development Services Cell

Date of Meeting	Decisions Taken
20.3.2007	i) To organise a career fair in the College for the Class XII students of Schools and Colleges. ii) To strengthen the coaching programmes. iii) The personality development programmes would

Date of Meeting	Decisions Taken
	be conducted for groups in Siloam

Entrance Test Committee

Date of Meeting	Decisions Taken
7.3.2006	<ul style="list-style-type: none"> i) Entrance Test for the UG professional courses will be on 10th and 11th May. The duration will be 1½ hour for 150 questions. Details to be planned in the next meeting otherwise as in previous years. ii) Entrance Test for M.Sc. Biotech on 24th May 06 and the interview will be on 25.5.2006. iii) The following dates are to be followed: 16.3.06 to have another meeting; 20.3.06 to make forms available; 9.5.06 to submit any other relevant information; 29.4.06 to submit questions. 15.5.06 day of review meeting. iv) Advertisements to include entrance tests for UG Professional courses, O level, PGDCA, M.Sc.
16.3.2006	<ul style="list-style-type: none"> i) To cover the course structure of CI XII but to be concise and focused. ii) The sample questions to make available. iii) The filled in forms are to be scrutinised before entering in the computer.
9.5.2006	<ul style="list-style-type: none"> i) The seating plan for the entrance tests is to be displayed prominently. ii) The instructions will be read simultaneously. iii) Water filters to be kept. iv) The evaluation will start soon after the tests.
22.5.2006	<ul style="list-style-type: none"> i) Next year, one type of form could be used for all. ii) Classes would start after the entrance tests. iii) The invigilators are to come half an hour before the starting time. iv) The test should not start with Biotech. v) The media subjects are to start on first day. vi) The results are to be prepared with the help of the

Date of Meeting	Decisions Taken
	entrance test committee.
21.2.2007	<ul style="list-style-type: none"> i) Entrance tests to be held on 9-10 May 07 for the professional courses. English and Economics after the declaration of HSSLC results. ii) Duration 2 hrs for Biotech and Media subjects; 1½ for other professional courses. iii) Results will be declared on 15.5.07. iv) Form with Prospectus will be Rs. 200/-. Postage will be extra if posted. v) Questions to be submitted on 17.4.06. vi) Advertisement will be done by Shri AL Warjri and Shri B R Choudhury.

Admission Committee

Date of Meeting	Decisions Taken
26.5.2006	<ul style="list-style-type: none"> i) The admission process will start on the day of the announcement of the results. ii) Spot admission will be given to Rank holders, those with 75 % in Science and all those who obtained first Division in Commerce. iii) For Arts spot admission the decision would be taken after the declaration of the results.
7.6.2006	<ul style="list-style-type: none"> i) The Staff of the English and Economics departments are to meet in view of the entrance tests. The test in English and Economics will be only for one hour. ii) The advertisements are to be done in newspapers, tv channels, cables and other means. iii) The offices are to be briefed and guided.
12.5.2007	<ul style="list-style-type: none"> i) Admission to start soon after the declaration of HSSLC results. Spot admission criteria would be: 60% for Commerce and 65% (not 75% as decided earlier) for Science. ii) Those who did not clear in first year degree exams will not be re-admitted if their attendance percentage is low and if their performance in the internal exams are not satisfactory.

Date of Meeting	Decisions Taken
	iii) The counselling and help desk will be managed by Fr. Saji, and the teachers D. Marbaniang and T. Subba. iv) Special counselling would be encouraged for Statistics and Geology.

Examination Committee

Date of Meeting	Decisions Taken
6.2.2006	i) The invigilators for the University Examinations are to be reminded of the instructions of NEHU. ii) The invigilators would be reminded to verify the Roll Numbers before signing. iii) The invigilators are to come half an hour to the College and to be in the examinations halls 15 minutes before the commencement of the examinations. iv) The rules pertaining to discipline and conduct of the examinations are to be made known to the students.
6.3.2006	i) Few invigilators are to be reminded to come on time – start early in view of traffic jam. ii) The few cases of irregularity of Roll Numbers due to clerical mistakes are to be informed to the university.
24.3.2006	Routine evaluation meeting. Minutes not kept
25.7.2006	i) The date of the commencement of the terminal tests was fixed as 18.8.2006. ii) The routine would be displayed after the checking by different departments. iii) The question papers should be type written/computer printed. iv) Honours subjects would be combined into one paper and the pass papers would be individual subjects for the Tests.
27.10.2006	i) The date for the commencement of the Selection Tests was fixed as 20.11.2006. ii) The routine would be displayed after the checking

Date of Meeting	Decisions Taken
	<p>by departments.</p> <p>iii) The last date for submission of question papers would be 8.11.2006.</p> <p>iv) The members of the exams committee would be supervisors of the tabulation works.</p> <p>v) The lab attendants should be told that at least one should be in place during coffee/tea break time.</p>
6.2.2007	<p>i) The invigilators were to strictly follow the instructions of the university.</p> <p>ii) The invigilators were to come half an hour before the commencement of the exams and to be in the exams halls 15 minutes before the time of starting the exams.</p> <p>iii) The invigilators should check the scripts in exams office itself before taking to the exams halls.</p> <p>iv) The invigilators should not take any decision which they are not sure. It is safer to refer to the exams office.</p>
28.2.2007	Routine evaluation meeting. Minutes not kept
20.3.2007	<p>i) The practical routine would be prepared by Dr. J A Blah.</p> <p>ii) When the classes reopen in May, if the practical exams are still on, care is to be taken not to disturb them.</p>
23.7.2007	<p>i) The day of starting the terminal test was fixed as 24.8.07</p> <p>ii) The routine would be prepared and displayed latest by 1.8.2007.</p> <p>iii) Honours papers would be combined into one paper and the pass papers would be as in the previous years.</p> <p>iv) The last day for submission of questions would be 13.8.2007.</p> <p>v) The questions would be in the University pattern. Guidelines would be given to the teachers.</p>
4.8.2007	<p>i) Few changes were made in the routine as suggested by some departments.</p>

Date of Meeting	Decisions Taken
5.11.2007	i) The date of the Selection Tests was fixed to start on 20.11.2007. ii) The last day of the Tests would be 6.12.07. iii) The results would be as fixed. iv) The last day for submission of questions would be 10.11.2007. Guidelines to be given as in the past.

Tabulation & Results Committees

Date of Meeting	Decisions Taken
9 – 12 Dec. 2006	Made decisions regarding the results of the examinations
10–12 Dec. 2007	Made decisions regarding the results of the examinations

Library Committee

Date of Meeting	Decisions Taken
26.5.2006	i) The identity cards are to be signed in order to ensure correct issuing of books. ii) Torn books are to be repaired. iii) Reference books could be issued with the explicit permission of the Principal. iv) More copies of books should be bought for those with one copy.
18.8.2007	i) The library would remain open from 8.00 a.m. to 5.30 p.m. ii) The librarians would work in shifts. iii) A register would be put on the table for suggestions of new titles of books by students.

Canteen Committee

Date of Meeting	Decisions Taken
7.8.2007	i) Renovation having completed, the canteen is to be

Date of Meeting	Decisions Taken
	<p>rented out.</p> <p>ii) Those who applied after the advertisement would be called for an interview on 20.8.2007.</p> <p>iii) The interview board would include the student co-ordinator.</p> <p>iv) The canteen would start functioning from 1.9.2007.</p>
20.8.2007	i) Having taken the interview, the canteen committee recommended the allotment of the canteen to Shri Arindam Khongthohrem.

Magazine Committee

Date of Meeting	Decisions Taken
29.8.2006	<p>i) Publicity to be done soon.</p> <p>ii) Last day for receiving articles – 10.10.2006.</p> <p>iii) Photos to be honours wise.</p> <p>iv) The contents would be of varied subjects.</p>
7.9.2007	<p>i) Shri B.S. Lyngdoh the Chief Editor would supervise the process.</p> <p>ii) Publicity for inviting articles and other items would be done by student members under the supervision of the chief editor.</p> <p>iii) The articles and other items could be submitted to any member of the editorial board.</p> <p>iv) The teacher members would grade the items and pass them to the chief editor.</p> <p>v) The last day for submission of items would be 10.10.2007.</p> <p>vi) Photography would be honours-wise. The teachers in charge would be Shri SM Syiem, Shri R.S. Wankhar and Shri D. Marbaniang.</p> <p>vii) There would be a competition for the cover design.</p>

Career Oriented Courses Committee

Date of Meeting	Decisions Taken
26.4.2007	<ul style="list-style-type: none"> i) The Principal would write to remind the University about the approval of the syllabi ii) The College would go ahead with the implementation of the programmes. iii) A special brochure would be printed and distributed to the students. iv) Fees would be taken to ensure appreciation of the course and attendance. v) Co-ordinators were appointed. vi) Fr. Joseph would be the convenor and chief co-ordinator of the career oriented courses.
11.8.2007	<ul style="list-style-type: none"> i) Since the University had allowed only 3 courses at a time, the others would be requested later before the next academic council of the University.

Advisory Body of IQAC

Date of Meeting	Decisions Taken
8.9.2006	<ul style="list-style-type: none"> i) To remind HODs to maintain students profiles. ii) Placement Co-ordinator to seek feedback from employers. iii) To make all students computer literates. iv) To organise computer training for all the teachers. v) To promote research through a Research Cell.

Debate & Quiz Committee

Date of Meeting	Decisions Taken
8.8.2006	<ul style="list-style-type: none"> i) The committee under the leadership of Ms M. Basu and Ms. C. Saiborne of the English Department was authorised by the Principal to meet often and to organise debates and quiz programmes.
19.9.2007	<ul style="list-style-type: none"> i) The convenor of the committee, Ms P. Syiem, was

Date of Meeting	Decisions Taken
	<p>authorised to organise the first Fr. Joseph Bacchiarello Memorial Debate Competition 2007.</p> <p>ii) Publicity was to be done with an official notice from the Principal. Poster drawing and writing would be prepared by the student members.</p> <p>iii) The competition would be class wise and the final round would be held on the inaugural day of the College week.</p> <p>iv) Special prizes would be given.</p> <p>v) The committee would see to the details of organising the programme.</p>

Sports Committee

Date of Meeting	Decisions Taken
23.5.2007	<p>i) It was decided that the College would participate in all sports events organised by NEHU.</p> <p>ii) Coaches would be asked to train the College teams.</p> <p>iii) While selecting students we should be 100 % fair. The selection should be based on quality competence and performance.</p> <p>iv) The financial allocation would be as in the past year.</p> <p>v) Old and non-functioning materials are to be replaced.</p> <p>vi) Outstanding sports person would receive some percentage of marks at the exams.</p> <p>vii) First aid kit should be available in the locality of the games.</p>

NSS and NCC Officers' Committee

Date of Meeting	Decisions Taken
8.8.2006	<p>i) Regarding Blood donation, the day and time is to be</p>

Date of Meeting	Decisions Taken
	<p>fixed as per convenience of Nazareth Hospital and Roberts Hospital.</p> <p>ii) Motivation publicity is to be done with the doctors' help.</p> <p>iii) Donors to be given nourishing food after the donation.</p> <p>iv) The College and NCC unit will jointly fund the programme.</p> <p>v) Media coverage is to be given. Letters of invitation are to be sent.</p> <p>vi) Certificates are to be given during the College week to encourage and motivate the students.</p>

Pertaining to the family spirit and Salesian style of functioning, apart from the formal meetings, informal discussions are always held whenever there is any urgent matter to be discussed. The Management members reside in the campus itself and this facilitates immediate discussion and action whenever required.

6.3.4. Has the institution an MIS in place, to select, collect, align, and integrate data and information on the academic and administrative aspects of the institution?

The College has a computerized system that takes in the data at the time of admission, which is used for short-listing the candidates. This database can also be used to generate several reports.

6.3.5. Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Yes. The College has been using the feedback from candidates and students to further improve its system. For example, feedback is taken

from students during our entrance examinations. Review meetings are used to identify flaws in the system and suggestions to improve and minimize problem areas have been identified and implemented.

6.3.6. What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across department, creating/providing conducive environment, etc)

Many of the departments of the College are inter-disciplinary in nature. As a result, faculty from different departments cooperates and share their skills and expertise with other departments.

6.4. Human Resource Management

6.4.1. What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/research of the faculty and service of the faculty by others staff? If yes, how?

The advancement of the faculty in their career path (Lecturer to Senior Lecturer to Selection Grade) depends on their performance. This is assessed from their own self-appraisal, normal observation by the management of their teaching, involvement in co-curricular activities, research and informal feedback from students. These findings are placed before a duly constituted Screening Committee consisting of subject experts, members of the management, university and

government representatives. The principal also asks for annual self-assessment by the faculty.

6.4.2. What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

There are family quarters for staff and faculty that can accommodate 20 staff members. A Co-operative Society of the staff well-run by the staff themselves is supported by the management. It is of great benefit to those requiring financial loans for various purposes. The college manages the operation of the Growth Saving Life Insurance (GSLI) for the staff and faculty. The remittance of installments/premiums for some insurance schemes for some members is also carried by the office of the principal. Investments/Re-investments of the staff and faculty is also being facilitated from the office of the principal. The College Governing Body has taken a decision to recognize the services of eligible faculty members with the designation of Reader though this is not implemented by the State Government or the affiliating University. The College encourages faculty to do research by providing infra-structural facilities.

6.4.3. What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

The College follows the directives of the State Government in recruitment of faculty. The posts are advertised. About 10 candidates

are short-listed from the applications received on the basis of their academic performance and/or a written test. A duly constituted Selection Committee consisting of experts from the University, Principals of three other colleges, a representative from the Government, the HOD of concerned department from the College, the Principal and the Vice-Principals conduct the interview to select the best candidate from among the short-listed applicants, within the constraints of the reservation policy of the State Govt.. A tabular summary of the academic achievements of all the candidates is made available to the Selection Committee. During the interview the candidate is required to use the black-board as if (s)he were in a class-room. This allows us to select candidate with good communication and class-room management skills, besides knowledge.

The percentage of faculty and staff leaving the college while in service is less than 1% in a year. The working environment, the facilities provided and the security and job satisfaction they experience are reasons for them to continue in service.

6.4.4. What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. Salary structure, workload, specializations).

There are 17 Faculty members and 16 non-teaching staff on college pay. The mechanism for recruiting regular faculty and staff on College pay is same as that for those getting UGC scale of pay. There is also no

difference in the way duties are assigned to them. Those on college pay get the same basic as that of the UGC pay scale. They are also brought under the PF scheme from the date of their joining service, without having to wait for confirmation of service as in the case of employees paid by the government. However, they do not get a similar DA; instead the Governing Body of the colleges fixes a College Allowance, which is revised from time to time. Presently this allowance is Rs. 2,000 per month for the faculty. Even those on yearly contract get an annual increment as fixed by the Governing Body.

Part-time faculty are paid on an hourly basis; currently it is Rs. 150/- per hour.

6.4.5. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

Faculty Development programmes are held every year. Resource persons with proven expertise are contacted in advance. They take up themes that the management identifies. The process of identification is through suggestions received from the faculty and the observation of the management. The cost of the entire program is met by the college.

The management has always supported the request of the faculty for leave for professional development: post-doctoral research, participation in national and international conferences, seminars, workshops, etc. The college actively recommends applications for financial support to agencies like UGC, the government, NGOs, etc.

6.4.6. How do you assess the needs of the faculty development? Has the institution conduct any staff development programmes for skill up-gradation and training of the staff? If yes give details.

Staff Development programme is held also for the non-teaching staff. It is conducted in two languages: English and Hindi so that all can understand. Skill upgradation is provided to the lab assistants, office-assistants and maintenance persons by way of training given by competent persons as new equipments are procured. For example, the lab assistants in the dept. of computer science are now capable of assembling new computers, trouble-shooting faults and maintaining them. They also do all the necessary software installation. Consequently, we do not require any AMC with an external agency, leading to major financial savings and maximum up-time of the computer systems.

6.4.7. What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.)

Every department, except the single-person departments, has its own departmental staff room, besides a common staff room. The HODs of

the Science departments have their own rooms or separate space. Every faculty member has separate work-table and lockers. Every departmental staff-room has a computer with access to the Internet provided through a w-fi network. Every department has its own small library of books for immediate reference, class-preparation, etc. Each faculty member of the PG courses is provided separate cabin.

6.5. Financial Management and Resource Mobilisation

6.5.1. Does the institution get financial support from the government/ If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

The College is a deficit-grant-in-aid institution. The salaries of the 103 faculty members and 33 staff members are paid by the government which fixes the tuition fees. 60% of this fees collected is returned to the government, while the college retains 40% for maintenance and improvement. The college also retains other fees like library fee, examination fees, sports fee, co-curricular fees, development fund fees, etc. The faculty members paid by the government receive the UGC scale of pay, while the pay scale of the non-teaching staff is as per the state scale.. The following funds were received in the last three years.

Type of grant	Source	Amount received		
		2004-05	2005-06	2006-07
Salary	State Govt.	2,72,27,572	2,94,24,745	2,87,01,110
Plan assistance	U.G.C.	8,94,700	56,749	4,194,000

Infrastructure	DONER.			1,33,41,000
Strengthening academic activities	FAEA.	6,40,000	12,10,000	9,55,000
Seminar	NEC.	3,00,000		
	SBI	5,000		
	FAEA.			13,09,498
	MHRD		1,00,000	
NAAC				40,000
Research (students)	ERCT	35,000	20,000	
Scholarships	Govt of different states	51,18,450	55,17,203	50,12,975

6.5.2. What is the quantum of resources mobilized through donations/ Give information for the last two years.

Our extension campus at Umiam has been entirely financed through personal contributions received from friends and benefactors. We have received about Rs.175 lakhs in the last 2 years.

6.5.3. Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

The day-to-day expenses are adequately met from the fees collected.

6.5.4. What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocation over the past two years, provide income expenditure statements)

The College does not follow a formal system of budgeting, hence the budget allocations over the past two years cannot be provided.

The following are the Income and Expenditure statements for the three accounts of the last two years.(year ending 31st March 2007, and 31st March 2006)

**Income and Expenditure Account for the year ended March 31,
2007 (College General Account)**

INCOME

Fees:		59,84,362.00
Deficit Grant-in-Aid received from Government of Meghalaya	2,79,33,884.00	
Grant from NAAC	40,000.00	
Death-cum-Retirement gratuity received from the Govt. of Meghalaya	7,67,226.00	
Scholarship Grant received from Govt. of Meghalaya	1,00,000.00	
Received from Min. of Science & Technology, for conveyance and TA of D Sharma	32,038.00	2,88,73,148
Rent		13,816.00
GSLI		1,10,935.00
Bank Charges		14,469.00
Interest: Bank		2,46,364.00
Deficit for the year		39,52,008.20
		<u>3,91,95,102.20</u>

EXPENDITURE

Salary	3,13,32,924.00	
Honorarium	11,400.00	
Arrear Pay and DA	20,64,114.00	3,34,08,438.00
Scholarship		1,00,000.00

Gratuity	5,55,146.00
Conveyance paid to D Sarma	15,000.00
Provident Fund Contribution	6,19,611.35
Laboratories	8,82,284.70
Contingencies	90,870.00
Stationery	2,38,992.50
Postage & Telephone	76,457.00
Building Repairs	6,49,722.00
Building Maintenance	6,20,178.50
Electricity	5,33,045.15
UGC Remedial Course	1,71,636.00
Co-curricular Activity	3,20,277.00
Seminar	50,315.00
Examination	97,159.00
Participation of Teachers in Academic Conferences (PTAC)	63,124.00
Field Trips	6,000.00
Music Department	33,240.00
Municipal Tax	3,24,638.00
Excursion	28,589.00
GSLI	61,900.00
	<u>Rs 3,91,95,102.00</u>

Income & Expenditure Account for the year ended 31st March 2007

(Professional Course Account)

INCOME

Tuition Fees	40,51,380.00
Bank Interest	56,724.00
Miscellaneous	12,000.00
	<u>Rs 41,20,104.00</u>

EXPENDITURE

Staff Salaries	12,22,509.00
Fees Refunds	2,89,450.00

Maintenance	30,719.00
Laboratory Consumables	2,24,935.00
Electricity	7,590.00
Miscellaneous	19,800.00
Surplus – Being excess of Income over Expenditure (Transferred to General Fund)	23,25,101.00.00
	<hr/> Rs 41,20,104.00 <hr/>

Income & Expenditure Account for the year ended 31st March

2007 (Anthonian Computer Academy Account)

INCOME

Tuition Fees	15,02,900.00
Bank Interest	4,97,477.00
Miscellaneous	15,000.00
	<hr/> Rs 20,15,377.00 <hr/>

EXPENDITURE

Staff Salaries	4,69,653.00
Electricity	68,635.00
Fees Refunds	10,180.00
Miscellaneous	9,125.00
Maintenance Works	15,226.00
Surplus – Being excess of Income over Expenditure (Transferred to General Fund)	14,42,558.00
	<hr/> Rs 20,15,377.00 <hr/>

Income and Expenditure Account for the year ended March 31,

2006 (College General Account)

INCOME

Fees	59,68,128.00	
Less: Refund	<u>4,30,260.00</u>	55,37,878.00
Grant-in-Aid received from Govt. of Meghalaya:		

Deficit Grant	2,92,89,749.00	
UGC DA Arrear	56,749.00	
Arrear Pay	1,35,006.00	
Seminar Grant	1,00,000.00	2,95,81,504.00
Interest		
Saving Bank Account	1,19,741.00	
Fixed Deposit	23,044.00	1,42,785.00
Rent		18,997.00
GSLI		35,271.00
		<u>Rs 3,53,16,435.00</u>

EXPENDITURE

Salary	2,93,14,680.00	
Arrear	96,620.00	
Honorarium	9,400.00	2,94,20,700.00
Gratuity		4,28,815.00
Laboratory		13,51,911.14
Library		6,14,487.25
Contingencies		3,91,005.00
Conveyance		70,752.00
Stationery		2,31,450.00
Postage & telephone		2,48,238.00
Building Repairs		3,25,951.00
Building Maintenance		1,25,627.00
Electricity		1,04,421.10
UGC Remedial Courses		1,71,525.00
Extra Curricular Activity		3,65,287.25
Seminar		2,03,824.00
Examination		98,183.00
Miscellaneous Expenses		47,465.50
Music Department		46,670.00
Bank Charges		25.00
Municipality		1,15,706.00
Student Research Project		11,330.00
Participation of Teachers in Academic Conference		87,319.00

(PTAC)

Field Trips	66,463.00
Surplus – Excess of Income over Expenditure	7,89,279.37
	<u>Rs 3,53,16,435.00</u>

Income & Expenditure Account for the year ended 31st March

2006 (Professional Course Account)

INCOME

Tuition Fees	38,47,470.00
Bank Interest	55,768.00
Miscellaneous	18,660.00
	<u>Rs 39,21,898.00</u>

EXPENDITURE

Staff Salaries	4,99,317.00
Fees Refunds	2,68,010.00
Miscellaneous	72,780.00
University Fees	50,000.00
Surplus – Being excess of Income over Expenditure (Transferred to General Fund)	30,31,791.00
	<u>Rs 39,21,898.00</u>

Income & Expenditure Account for the year ended 31st March

2006 (Anthonian Computer Academy Account)

INCOME

Tuition Fees	14,03,070.00
Bank Interest	41,365.00
	<u>Rs 14,44,435.00</u>

EXPENDITURE

Staff Salaries	3,05,926.00
Electricity	92,354.00
Stationery	15,605.00

University Fees	50,000.00
Fees Refunds	70,615.00
Miscellaneous	34,820.00
Maintenance Works	6,532.00
Surplus – Being excess of Income over Expenditure (Transferred to General Fund)	8,68,583.00

Rs 14,44,435.00

6.5.5. Are the accounts audited regularly? If yes, give details of internal and external audit procedures and the audit reports for the last two years.

Accounts are audited regularly and submitted to the relevant authorities like Income Tax Department, Registrar of Societies and the Sponsoring Body. The general account of the college is audited again periodically by the Government Auditor.

6.5.6. Has the institution computerized its finance management systems? If yes, give details.

The accounts are maintained using a software developed by the Salesians of Don Bosco, Chennai. The software is known by the name ACME. It is specially meant for non-profit organizations.

6.6. Best Practices in Governance and Leadership

6.6.1. What are the significant best practices in governance and leadership carried out by the institution?

Siloam: The vision of the college for providing holistic education has been institutionalized in an extension campus called Siloam at an

idyllic location on the shores of Umiam lake. It is probably one of its kind in the whole country.

Student Development Services: The Student Development Services (SDS) cell of the college is a strategy of the college to realize its mission of equipping students for life. It is one of a kind in this region. It provides personal as well as career counseling. It liaisons with the extension campus at Siloam for various programs within the college as well as outside the college. (Details see student support and Progression)

Placements: The College has appointed a full-time Placement Coordinator so that the mission of the college to provide an education that will result in meaningful careers for our graduates will be realized. This initiative too has been a pioneering effort for Meghalaya. We feel happy that the initiative taken two years ago is now bearing much fruit today: students are more focused on their future, they are more aware of opportunities and of the skills required to avail of these opportunities. Today reputed companies like Infosys, IBM, Wipro, Google, Satyam, Genpact, are coming for campus recruitments and many of our students are getting placed. We are happy that this initiative of ours has caught on with other colleges of the region .

Ensuring the quality of Faculty in Recruitment and sustaining it:
The system the college has put in place for conducting interviews and recruiting faculty has been adopted by other colleges here. We have also continued with the annual staff development programmes for the

faculty and introduced the same for the staff. This was done in order to ensure quality and sustain it. We are moving further ahead with residential programs for the faculty on various themes in line with our vision, our philosophy, personality enhancement, counseling skills, communication skills, IT skills, etc. Our extension campus at Siloam will cater to such programs. We are convinced that this will further enhance the quality of our faculty and staff.

Fund Mobilisation: The College is a government aided college; however, the financial assistance is only for paying salaries. Further, no new posts have been sanctioned in the last 20 years. However, the college has grown: providing new infrastructure, introducing new courses, offering new facilities. The college has gone about tapping all available sources for funding: governmental and non-governmental schemes and projects, personal contributions from donors, friends and benefactors. This has been possible from the commitment and dedication of the management in fund raising. We are now planning to establish a cell in the college involving faculty and alumni for taking this forward so that all projects and schemes and their implementation and monitoring, as well as other fund-raising efforts can be coordinated by this cell.

Criterion VII: Innovative Practices

7.1 Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

Over the years the college has evolved the following quality assurance mechanisms

Continuous Evaluation System: The College has evolved a standard mechanism of Continuous Evaluation system across departments through regular class test and a Terminal Test and Selection Test. The weightage is assigned as follows:-

Paper	Class Test	Terminal Test	Selection Test	Total
Honours	20	20	60	100
Pass	-----	40	60	100

The tentative dates for the Terminal Test and Selection Test, figure in the academic calendar. These tests are conducted by the Examination Committee (EC) of the college and it resembles a 'mock test' of the university examination, but with added weightage. The dates of the Class Test are fixed by the respective departments.

The answer scripts of the Class Test and Terminal Test are returned back to the student.

Of late most departments have included Assignments /Seminar/Group Discussion instead of Class Test, on topics outside the curriculum given by the teachers. This is besides the

Project/Seminars/Assignments undertaken by the students as part of their regular curriculum for internal assessment.

The college is planning to make basic soft skill like computer skill, communication skill and value education, a compulsory component of the continuous evaluation system. At present these are optional .The modalities for its implementation are still being worked out.

Career oriented courses: In order to overcome the drawbacks of the regular affiliated programmes, the College has been regularly conducting various career oriented certificate courses, like communication skills and DTP. These two courses, along with seven others were later re-launched as UGC sponsored Add On Courses. These courses are conveniently scheduled after regular classes.

Maintenance of attendance records: Every Department compiles and displays monthly attendance. The students with attendance less than 75% are warned by the faculty. The case of serious absentees is brought to the notice of the principal for necessary action. The action taken may range from meeting the parents to barring the concerned student from sitting in the final examination.

Early start to new academic session: The new academic session of the 2nd. and 3rd. year students are started before the results of their previous examination are announced. The students are required to take admission and attend regular classes from the date as fixed by the college. Each student is required to submit the 'Joining Report' to the respective Head Of Department (HOD).

Professionalism in planning and execution of examinations: The College offers 28 programmes in 3 disciplines and has 2096_students on its roll. The onerous task of conducting the Terminal Test, Selection Test and the University Examinations is taken care of by the Examination Committee (EC) of the college. The EC consists of faculty drawn from different discipline in order to have a balanced representation and are ably supported by the staff. Most of the work of the EC is done after regular class hour and during vacations.

For the smooth conduct of the exams the Grouping and Duty List of the invigilators are displayed well in advance. Preventive measures like, information with regard to the seating arrangement; subject combination; duration of exam; separate script etc is made available to the invigilators. The Examination Halls are allotted in a manner so as to maintain the student invigilator ratio to around 20:1. The students are normally discouraged from availing Toilet Pass in order to avoid the inconvenience caused to other students and also minimize the records to be maintained by the invigilator. So far, this system has worked efficiently and this has resulted in a hassle free examination.

The system of 'Attendance Record' of the examinees as devised and implemented by the EC has been adopted by the university as a standard format for all affiliated colleges. The EC is always vigilant of any change or reform in the examination pattern and communicates the same to the invigilators.

For the entrance test to different professional courses, the application forms, the sample question banks and the result of the entrance test are also made available on the college website (i.e. *www.anthonys.ac.in*). The mode of conduct of the entrance test, with regard to pattern of question paper, information sought/supplied and grading given, is at par with all national level entrance tests like CAT, MAT, etc. Regular review exercise is undertaken to upgrade the system.

Participatory Style of management: At the apex of the organizational structure is the Governing Body (GB), which consists of the principal, (who is also the secretary of the College) members from the congregation, government representative and two teachers' representative who are selected by the members of the teachers association. The GB is primarily involved in planning, setting organizational goals and framing the overall policy of the college, and the Principal is in charge of the day to day operation of the college.

The Staff Meeting is used as an important forum to have a thread bare discussion of strategies which would add value to the college. All Committees formed to plan for and implement all academic and administrative activities of the college are constituted in such meetings and the members of the concerned committees are selected by the staff themselves. Every major event in the college is preceded by a Staff Meeting.

The college has also made a concerted conscious effort to involve the students at the planning and implementation level of various academic

and administrative activities. The Class Representatives (CR's) as members of College Association are co-opted in various Committees; say for instance, the Library Committee, Canteen Committee, Discipline Committee and Magazine Committee,. The 'College Week', a weeklong activity filled event is organized by the students themselves, with the faculty as mere facilitators.

The past pupil, as members of the Alumni Association and the IQAC, also participates in the quality sustenance and enhance measures undertaken by the college.

7.1.2. What are the functions carried out by the above mechanisms in quality enhancement of the institution?

The Quality Assurance Mechanism of the college is aimed at achieving the following:

Continuous Evaluation System:

- Improved performance, as the students are tested on regular basis on the component which have just been completed
- Helps in assessing the understanding levels of the students and also create scope to readdress their problems based on their performance in the test/exams.
- Gives them the confidence to sit for their university exams.
- Due to the weight age attached to the various test/Exams/seminars/assignments the level of seriousness of the student is quite high.

Career oriented courses:

- To empower the students with a set of skills which will give them a competitive edge in the global job market.

Maintenance of attendance records

- Ensures regular class attendance by the students. A positive correlation is observed between class attendance and the performance of the student in various exams.
- Provides data to verify the level of sincerity and seriousness of the student while granting them college and FAEA scholarship. Low attendance is also verified with leave application forwarded for medical, NCC, NSS, and Sports activities, in order to allow the student to sit for the final exam.
- Used as a precautionary measure, where the parents/guardians are informed about the performance of their ward (s).

Early start to new academic session

- More teaching days are available, which allows the teachers to do justice to the syllabus.

Professionalism in planning and execution of examinations

- Simplified examination procedure ensures the efficient and effective conduct of the various exams.
- As new members are regularly inducted in the EC, it provides a fertile training ground for new faculty on the various administrative aspects of conducting examinations.

- Assist in establishing the various responsibility centers for exam related activities.

Participatory Style of management

- The Principal is relieved from the day-to-day routine activities of the campus and can devote most of his time to activities, which have a more profound effect on the overall functioning of the college.
- As the staff are involved at every stage in the formation of the various committees, they are basically self regulatory, as the sense of 'ours' is very high.
- Provide opportunity to the faculty and the student to enhance their leadership and social skill.
- Establishes responsibility centers for various academic and administrative activities.

7.1.3 What role is played by students in assuring quality education imparted by the institution?

The students interact closely with the teachers and present their point of view on subject areas and also seek additional help in those topics that were not clear to them in the class.

Class Representatives are encouraged to voice their concern about the education being imparted through the College Association.

In some add-on courses, where the number of student is less, a student feedback system is practiced, where information about the course

content, infrastructure facilities, teachers' performance etc. are provided at the end of the course.

7.1.4. What initiatives have been taken by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

The college is open to innovations and new ideas, both in academics and administration. The staff meeting resembles a 'brain storming session' and all new ideas which add value to college is accepted and becomes a part of the system, after a trial run of a year or two. Best practices like life orientation for students, College Association, IQAC Advisory Committee etc. are the outcome of staff meetings and are still evolving. Besides this, the best practices in a particular department are adopted in other department with or without any modifications. For instance the system of maintenance of attendance record of students in Commerce department has been adopted by Department of Philosophy.

7.1.5. In what way has the institution added value to the quality enhancement of students?

The college has developed and undertaken a series well thought out programmes and measures, which would add to the quality enhancement of the student. Some of them are follows: -

- A compulsory day long Life Orientation Programme is organized for all the first year students to empower them with life skill.
- The college conducts various markets driven certificate course, diploma course, 9 UGC sponsored Add-on Courses, MBA

Entrance coaching etc. which the students can avail simultaneously along with their regular programme. The Fee charged is nominal as compared to those charged by private institutions offering similar courses.

- The Student Development Service (SDS) and the College Alumni Association regularly invites experts and professional from different fields to give career talks in order to sensitize the students about the industry requirements and encourage them to acquire the necessary skills.
- The college has a full time placement officer who liaisons with corporates to come for campus recruitment. Companies like IBM, Infosys, Satyam, GENPACT, WIPRO, HSBC etc. have visited the campus for recruitment.
- Students are involved both at the planning and implementation level of all major activities that take place in the college. The students are represented in good numbers in various committees formed to organize seminars, conferences and college week. This provides them with ample opportunity to enhance their social and leadership skill.
- Intensive residential workshop on leadership skill is organized for the Class Representatives, Pathway Student under FAEA and different batches of hostel and day scholars in the extension campus- Siloam.

7.2. Inclusive practices.

7.2.1. What practices have been taken up by the institution to provide access to students from the following sections of the society? a) Socially – backward, b) Economically – weaker and c) Differently - abled

The college follows the state reservation policy with regard to admission of students. However, it has taken various initiatives to ensure equity in access to students from different sections of the society.

Socially backward: The College is located in a tribal area and about 90% of the total student strength is tribal. The state reservation policy provides adequate protection of this section of the society. All Tribal students are entitled to government scholarship, which is enough to reimburse their fees. The college has set up a separate scholarship section to streamline the process of timely disbursement of scholarship to students. In the current year alone, a sum of Rs. 49,12,975/- was disbursed.

Economically weaker: The College conducted an economic survey of the students and 90 students were short listed for scholarships from the Donbosco Society. A sum of Rs. 1,23,000 is set aside for this purpose. Till the filing of this report ,a Rs. 63,000 has been disbursed benefiting 52 students. Apart from this, FAEA scholarship is also provided to economically weaker, but bright students of the college. Reduction of fees is also allowed to students, based on the recommendation of the staff/faculty and well wishers.

Differently -abled : The college has never refused admission to any differently abled applicant, provided they have passed the minimum qualifying exam and can climb the stairs. The college at present does not have ramps, toilets and other infrastructural amenities to meet the need of such student. However, the process to construct a lift has already started.

In addition to this, the College Boys Hostel is kept open during winter vacations to accommodate students from trouble torn areas who are not able to back to their home due to insurgency problems in their state.

7.2.2. What efforts have been made by the institution to recruit Staff from the disadvantaged communities? Specify? a) Teaching, b) Non- teaching.

Teaching : For recruitment of teaching staff to fill up the sanctioned post, the government reservation policy is followed. However, the selection committee, which consist of the representative from the government, the affiliating university, subject experts, principals and the departmental heads, have always sought to provide applicants from the disadvantaged communities a fair chance, like giving time frame to clear their NET.

For the management appointed regular and part time post, the College is given a free hand to execute its duty to the under privilege. However, appointments are not made at the expense of quality.

Non-teaching : Whenever a vacancy of a sanctioned post arises, the College forwards the name of the senior most staff from amongst the

list of staff under management posts, for approval by the government. For the management appointed post, the college makes a conscious effort to give preference to the applicants from the disadvantaged communities. However, basic values like sincerity and integrity are considered in their initial appointment and regularization.

7.2.3. What special efforts are made to achieve gender balance amongst students and staff?

Gender balance among students:

- At the time of admission 33% of the seats are reserved for the girl students.
- Besides the regular elected Class Representatives, a separate Girl Representatives are elected by the girl students only, for different discipline i.e. Arts, Science and Commerce and management. This is done to ensure fair representation of the girl students in the College Association.

Gender balance among staff:

The College practices a system where quality is never compromised in the name of gender.

7.2.4. Has the institution done a gender audit and/or any gender –related sensitizing courses for the staff/students? Give details.

The admission software is designed to automatically generate separately the total numbers of boys and girls students admitted in the first, second and third year.

The students of the media department conducts street play on socially relevant themes like Aids, Girl child, child prostitution, dowry etc.

The College has conducted a workshop on women empowerment and gender equality. Students of both genders actively participated and helped in the smooth running of this programme.

7.2.5. What intervention strategies have been developed by the institution to promote the overall development of students from rural/tribal background?

As the college is located in a tribal area with around 90% of the students coming from tribal/rural background, the college is fully geared to promote the overall development of this group.

The college has identified Communication skill and Computer skill as the area of emphasis. At present these skills are offered as optional course, the college plans to make it a compulsory component of the continuous evaluation system.

7.2.6. Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged section?

All students of the College are equitably treated. Their academic growth, irrespective of what section they come from has been followed up by the faculty members. However, programmes like FAEA and the College scholarship, have helped in furthering the academic growth of those deserving but disadvantaged section

**7.2.7. What initiatives have been taken by the institution to promote social-justice and good citizenship amongst students and staff?
How have such initiatives reached out to the community?**

The college represents a mosaic of communities. Apart from, more than 90 tribe/communities from the north east of India alone, there is a fair representation of communities from the mainland. The college epitomizes unity in diversity, as the students coming from diverse communities, religion, caste and creed, identifies themselves as 'Anthonians'. The overall harmonious academic environment in the campus is just ideal to learn and live together.

The Cyber Club of the college in keeping in tune with its motto to 'Learn, Teach and Serve' organizes a rural computer literacy programme, in which staff and students of the departments conducts special computer awareness programme in the rural area of the state.

The NSS and the NCC unit of the college annually organize a blood donation camp in the college, in which both the students and the staff participates.

The Pisciculture department has taken upon itself the task of creating awareness about the scientific culture and breeding of fish among the people in five villages in the Ri-Bhoi district of the State.

7.3. Stakeholder relationships

7.3.1. How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

The college has made conscious effort to seek the views of the stakeholders in planning, implementation and reviews of all its activities.

The Alumni Association provides a platform to elicit the opinion of the past pupil with regard to the present and future academic programmes to be undertaken by the college.

Apart from the past pupil, prominent member of the society are included as members of the Internal Quality Assurance Cell (IQAC), where they provide valuable inputs.

The staff, who are the single most important constituent in the college set up are directly involve in the planning, implementation and evaluation of all the activities in the college.

Besides this, two teacher are selected by the faculty as teachers representative in the Governing Body (GB)

The College ensures the participation of the student community in the planning, implementation and evaluation of its activities by including the class representatives in all-important committees.

In addition to this the college has also placed suggestion boxes at various prominent places in the college campus.

The feedback from the government is solicited through the government representative in the GB.

7.3.2. How does the institution develop new programmes to create an overall climate conducive to learning.

The college makes a critical review of the strength and weakness of all the academic and administrative activities undertaken on a regular basis through staff meeting, departmental meetings and review meeting of the different committees. The staff meeting at the beginning and end of the academic session is used to assess the academic activities of the previous and current academic year. Feedbacks from such meetings are used to develop new programmes. Practices like scripture reading from different religious books at the inauguration of various events; College association – a non-political elected body of students prevents the intervention of other politically motivated organization etc. has created a near seamless integration of different communities/caste/creed/ which have contributed in creating a conducive environment for teaching learning to take place.

7.3.3. What are the key factors that attract students and stakeholders, to the institution and results in stakeholders' satisfaction?

The college has identified the following as the key factors which have enable it to maintain its status as one of the premier college in the region and the only one which is within the reach of the common middle class.

Consistent good result of the college in the university exam: The pass percentage of the college, across discipline, for the past five years averages more than 90 %, which is very high as compared to the

university percentage. In most programmes offered by the college, the college percentage of total rank holders in the university exam ranges mostly above 50%.

Progressive Institution: The College provides an assortment of under graduate, post graduate, diploma and certificate courses, which appeals to the preferences of a wide range of potential students. The college is always thinking ahead and introducing need based courses on a regular basis – BA in Music, MCA and the Add on Courses being the latest additions. The plan to introduce Masters in Journalism and Communication is already being considered.

Student centered approach: The College in its effort to impart holistic education has kept the students interest as a constant focal point. All the activities of the college are geared to empower the students with necessary skill to take up the challenges of the real world. The college has put in place permanent facilities like the Student Development Services (SDS) and an extension campus (Siloam) at Umiam, which are used extensively for imparting soft skills like value orientation, communication skill and leadership qualities to the students.

Easy access to excellent infrastructure facilities: The College is equipped with latest equipments, which are kept in different departments and are made available to the students as per their requirement. Learning by doing has been the mantra in most of the departments.

Congenial and well-protected campus: The college campus is located in the heart of the city and is spread over an area of 9.43 acre. The architectural designed of the college building is pleasantly laid out to provide sufficient space for play ground, auditorium, botanical garden, parking area for vehicle, boys and girls hostel and teachers quarters. A secured boundary wall has been constructed and no through fare is allowed for the outsiders. The college also has a wide collection of orchids and other seasonal flowers which add to its beauty.

Illustrious alumni: The College has in its list of alumni prominent citizens who made an impact at the state, national and international level in their respective fields. Some of them are:

Academic: Prof.Pushpak Bhattacharjee. IIT Mumbai. Regional coordinator of machine language translation, Prof. N.Saha. Dept. of Zoology NEHU, Prof. B. Kharbuli. Dept. Of Zoology, NEHU. Prof. E. Thomas . Dept. of Economics. Dr. S.R. Joshi, Dept. of Biotechnology. NEHU. Dr. S. Polong Dept. Of Physic NEHU, Shri Uttam Pegu, Dept of Mass Comm., Tezpur University, Prof. R N Bhattacharjee, Retd Director, Indian Institute of Cultivation of Science, Kolkata, etc.

Professional: Dr. Faith Rangad, Rtd. Head., Dept. Of radiology CMC (Vellore), Shri.K. Joshi. CA., Shri.Ranadhir Paul.CA., Shri. Amit Saraogi. CA.

Civil Services/Defence Service: Shri. H.A.D. Sawain. IAS, Sri. Philip Shabong. IAS, Shri. J. M. Phira. IAS, Shri. Rishan Kharbuli. IAS, Shri. L Roy. IAS, Shri. W.R. Marbaniang. IPS, Shri Sanjeev Kharpor. IAS, Shri. Anil Pradhan, IPS, Brig. William Sturgeon, Late Capt. Clifford Norgum(VSM), Major Gautam Ranpal.

Political : Shri. P.A.Sangma. MP., Shri. S.C. Jamir. Hon. Governor of Goa, Shri. D.D Lapang. Chief Minister of Meghalaya, Shri. Atul Marak. Deputy Chief Minister of Meghalaya, Shri. Paul Lyngdoh. MLA.

7.3.4. How does the institution elicit the cooperation from all the stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/ spiritual development of the students?

The college in its 73 year of existence has emerged as a one of the torch bearer in field of imparting college education in the region. The society looks upon the college to play a leading role in shaping the face of college education in order to meet the challenges of the fast changing global scenario. In this light, all the new initiative of the college has always been met with favourable response from the stakeholders.

The extension work of the Pisciculture Department was made possible due to the support of the local bodies (Dorbars) of the five villages. The college has also been allowed to use the playground owned and

managed by various local bodies free of cost to conduct extra-curricular activities.

The facility of the Nazareth Hospital is also made available to the Biotech students to carry on their internship, which is part of their curriculum.

As the state government is aware of the true potential of the college, the various proposals presents are met with favourable response. During the current the year the State Government sanctioned a sum of rupees five lakh (Rs.5,00,000/-) to built the infrastructure and train the trainers for conducting the CCNA course.

7.3.5. How do you anticipate public concerns in your current and future programme offerings and operations?

A thorough discussion on the various aspects of the programme to be launched is held, with regard to impact on the staff, student, government and society. Since, a favorable response cannot be elicited from all whenever a programme is being pioneered, the college always prepares an alternative plans in order of preference. However, as the college involves all its stakeholders in the running of the current and launching of the future programme, the concerns of the public, whether positive or negative, can be ascertained with a reasonable degree of accuracy. All material information regarding the current and future programme of the college is made available in the college prospectus and website.

7.3.6. How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

The college is declared a no smoking zone and this is strictly observed by all.. Dustbins are placed at different convenient locations which emphasis the need for cleanliness.

The NSS and the NCC unit of the college annually organize a blood donation camp in collaboration with the Nazareth Hospital. The tentative date of the camp features in the academic calendar and is widely published. Both the students and the teachers are encouraged to participate actively. This year, an additional blood donation was organized in collaboration with Dr. H. G.Robert Hospital. A total of 62 students and teachers were found to fit and donated blood in these two camps.

The NSS unit of the college has adopted two villages – Laithkyrhong and Lawbyrwa located about 10 Kms. from the college campus. The unit organizes various community development programmes (usually during puja holidays), like construction of school building and footpaths in the adopted village.

Workshop on food and nutrition and sanitation was also held in collaboration with the department of Social Forestry and the Department of Food and Nutrition Board, Ministry of Human Resource Development.

The Cyber Club has organized a rural computer literacy programme in which students and staff of the departments conducts special computer awareness programmes in the rural arrears of the state

The students are encouraged to prepare and display Wall Magazines to mark important national and international days, like World Environment Day, World Aids Day, and No Tobacco Day etc. For this purpose sufficient fixtures and space is provided in the college lobby.

7.3.7. What are the institutional efforts to bring community orientation in its activities?

The college is sensitive to the steady decline in the ethical and social values among the youth in particular and society in general. So, apart from the various career oriented courses, the college introduced a compulsory life orientation programmes to the first years to inculcate ethical values among the students. The college takes up itself the responsibility to mould a responsible citizen of the future.

The department of Pisciculture has adopted five villages in the Ri-Bhoi district of the state for the development of fisheries through scientific culture and breeding of fishes. The faculty and the students of the department actively participates in the regular awareness programmes regarding scientific culture and breeding of fishes at the grass root level of these villages as well as in other villages in different district of the state.

7.3.8. How does your institution actively support and strengthen the neighborhood communities? How do you identify community

needs and determine areas of emphasis for organizational involvement and support?

The college is aware of its responsibility to share its know how and infrastructure, in order to support and strengthen the neighbourhood communities.

The playgrounds of the college is used by the youth of the neighbouring localities before and after the scheduled regular classes.

The college infrastructure, like the auditorium and the conference hall, is also used by other institutions and organizations of the area for free or on payment of a nominal fee, for workshop and conferences.

The Central Bank of India – Extension Counter that is located inside the college campus is open for business for the general public also. This provides the neighboring communities the facilities to conduct their banking business from the secured environment of the college.

7.3.9. How do the faculty and students contribute in these activities?

The NSS and NCC unit of the college also actively participates in the various cleaning drives organized by various local bodies of the neighbourhood and also conduct health awareness campaigns, blood donation camps, whereby both students and faculty members are involved.

7.3.10. Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

The practice of imparting soft skill, like communication and computer skills to the students and the introduction of career oriented programmes by the college has added commendable value to the institution and its stakeholders, and is considered a reliable academic benchmark of quality.

Apart from the quantitative figure of actual number of students placed in various corporate through campus recruitment, the Placement Cell of the college also receives valuable qualitative feed back from the industry, with regard to the strength and weakness of our students. In addition to this, all these programmes have inducted a formal feedback system from students, with regard to relevance, course content, teaching method, timing etc. This information's from the industry and the students are analyzed to arrive at the level of satisfaction of the students with regard to the academic benchmark.

One of the beauty of this practice is it academic flexibility with regard to course, course content and teaching method. Changes can be easily accommodated whenever required, even when the programme is in progress.

7.3.11. How do you build relationship?

To attract and retain students: Most departments organize field trips, excursions, picnics and even celebrate birthdays. All these creates a bond of brotherhood among the students

In addition to this, one full day is devoted for celebrating Freshers' Social. The students themselves arrange their respective departmental fresher social, through contribution from the seniors and the departmental faculty. The college infrastructure like, the auditorium, conference hall and class room are allotted to different departments on the basis of the student strength.

The college week is a major social event in the life of the student. It provides the student with an opportunity to test their skill in a wide variety of events, like rangoli making, singing, dancing, painting and a host of literary and sports events. All these help to create a congenial environment in the college amongst students, and between teachers and students.

Though there has never been any report of ragging in the campus, as a precautionary measure, the college has banned ragging of freshers in any form and this is communicated to the students through the students' notice board.

To enhance students performance: There exist a frank and cordial interaction between the students and faculty regarding their academic problems like studies, career option etc.

To meet their expectations of learning: The infrastructure and environment created and the close teacher-learner relationships that exists in many departments, play a major role in meeting the learning expectations that students bring with them. Furthermore, the College

has continuously encouraged its students to utilize its facilities to the maximum for their benefit.

In addition to this, the college boys' hostel – Stephan Hall has taken the initiative to introduce various enrichment activities for the hostel boarders. The activities include-

- Regular value education sessions by experts for different batches.
- Religious instructions and classes on etiquette.
- Intensive personality development program at Siloam is done in small groups.
- 10 day communication skills programme done in small groups.
- Talents show according to the different courses.
- A Hostel week consisting of outdoor and indoor games and fine arts skill.
- The hostel mess is totally managed by the student boarders.
- Hostel Musicial choir which performs in the college programme and outside the hostel.

7.3.11. What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder relationship and satisfaction?

The college has an informal compliant management process. As a matter of convention, complaints with regard to academics are generally dealt with at the departmental level and complaints with

regard to administration are generally addressed to the principal directly or via the departmental head. However, issues, both academics and administrative, affecting all or most of the departments are discussed and dealt with in the Staff Meeting. The complaints having more serious implications on the overall policy of the institution are referred to the GB and followed up by the two teachers' representative in the GB.

The complaints of the students are forwarded through their respective Class Representative and these are thoroughly discussed in the meetings of the College Association. The decisions arrived are forwarded to the Principal for his approval.

Since the college has a permanent principal, who is also the secretary of the GB, his authority to take certain decision is never questioned. Moreover, as the members of the Managing Council are always available in the college, prompt decisions can be taken whenever the situation arises.

How are the core values of the NAAC reflected in the various functions of the institution?

The college vision of 'Providing holistic and quality education within the reach of everyone' and its 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' encapsulates the five core values of NAAC i.e.

- *Contributing to National Development*
- *Fostering Global Competencies*
- *Inculcating a value system among students*
- *Promoting the use of technology and*
- *Quest Excellence.*

The college aims to equip its students for life, making them not only job-seekers, but also job-creators. In order to enhance the potential of the young mind the college has pioneered courses in various application-oriented subjects like Biotechnology, Biochemistry, MCA, BBA and Pisciculture.

The college recognizes the fact that with liberalization and globalization of economic activities, the need to develop skilled human resources of high caliber is imperative. In this line college has undertaken the task to ensure that its students is empowered with a set of skills, apart from the regular degree, which will allow him/her to have a competitive edge in the global market scenario.

The college community represents a 'Mini India' where the often referred adage i.e. 'unity in diversity' actually exist. The college is conscious of the degradation of the value system, particularly amongst the youth. The college utilizes every opportunity to inculcate core universal values like tolerance, truth and righteousness. This concern of the college is reflected from the mere chanting of the religious hymns of different religion to mark the inauguration of an event to a week long extensive life skill programmes conducted in the college extension campus at Siloam.

In order to avail the advantages of ICT in the field of teaching-learning and administration the college has set for itself the target to have 100% computer

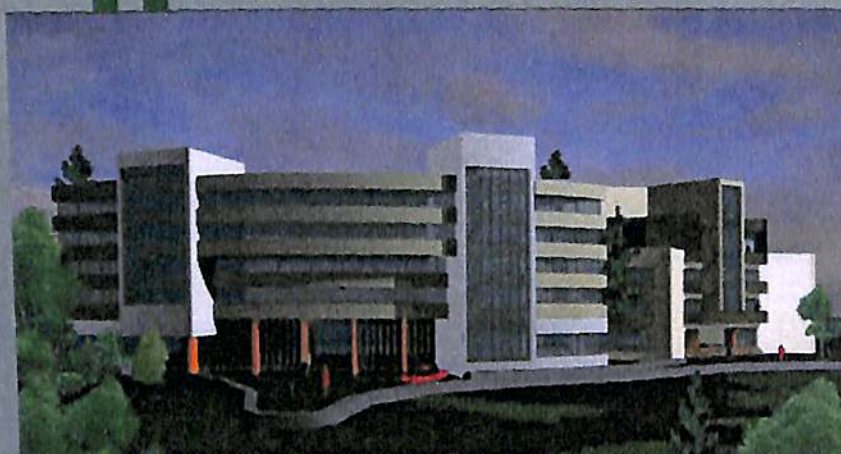
literate among student and staff. The college has made extensive use of ICT in its academic and administrative activities and these are updated. The college designs and implements various ICT based courses.

The College is viewed as one with a drive to excel in all spheres. The College annually conducts a Staff Development Programme, which apart from other things, is designed to identify the strengths and weaknesses and how to act upon it. Regular evaluation of activities are built-in into the system, as the College firmly believes that there is always a better way.

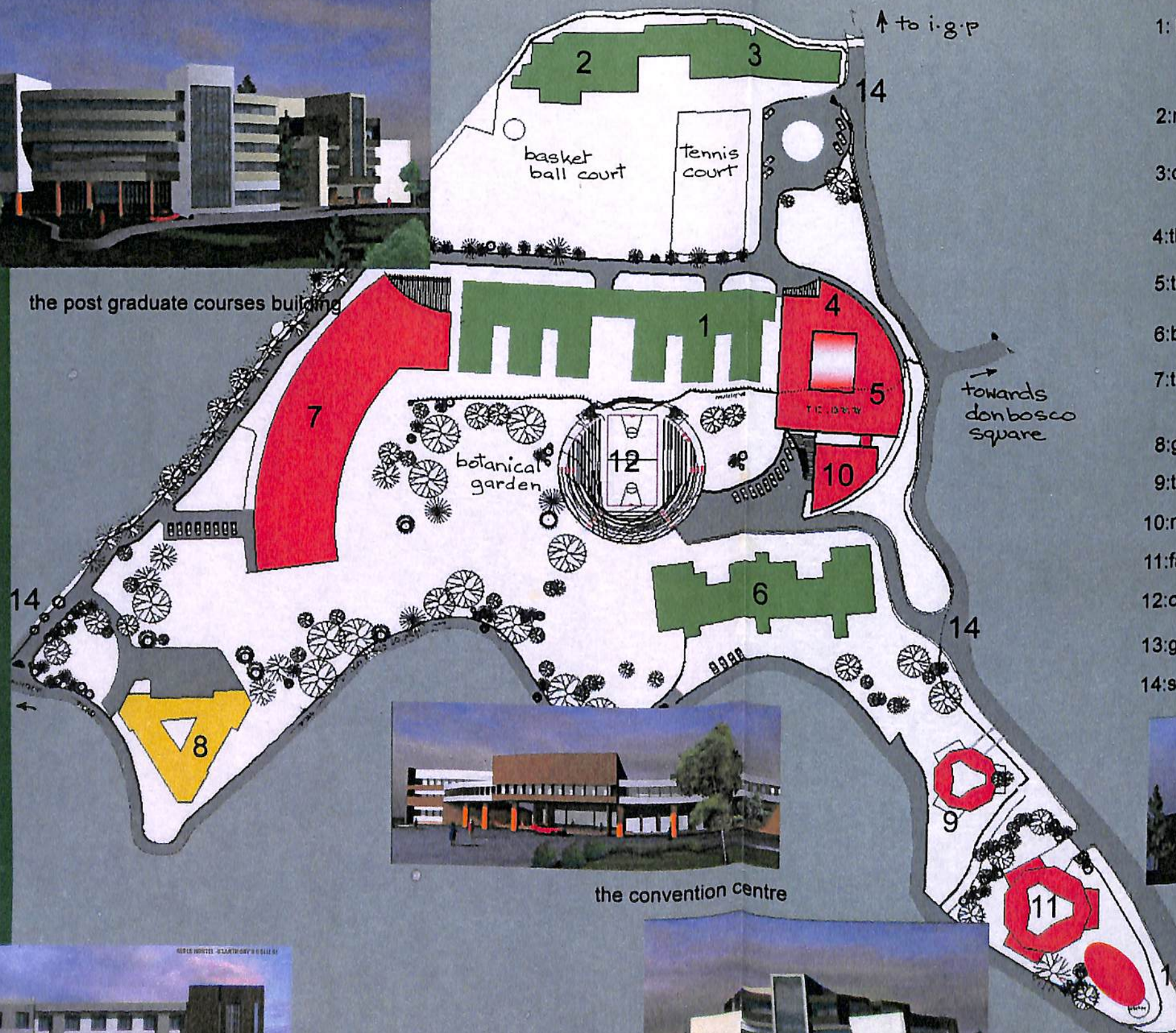
st. anthony's college - master plan

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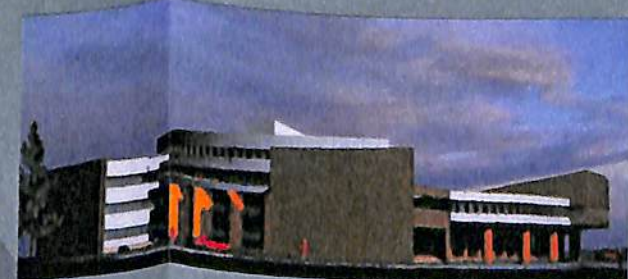
- 1: the college building
-under graduate courses
(existing building)
- 2: media I.T. block (existing)
- 3: diamond jubilee annexe building
(auditorium)-existing
- 4: the administration (proposed)
- 5: the library (proposed -to be relocated)
- 6: boys hostel :(existing)
- 7: the new block :post graduate courses
(proposed)
- 8: girls hostel (under construction)
- 9: the convention centre(proposed)
- 10: management staff quarters (proposed)
- 11: faculty staff quarters(proposed)
- 12: open air ampitheatre (proposed)
- 13: guest house (proposed)
- 14: security and control



the post graduate courses building



the convention centre



the library



the girls hostel



faculty quarters

towards
don bosco
square