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2/9/2013

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institute: ST. ANTHONY'S COLLEGE Year of Report: October 2010 to September 2011

PART - A

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

Infrastructure:

The college plan to go for leased line connectivity with a proper load balancer, To set up an intra-mail server for the use in the college. To build an E-platform for learning materials using Moodle. The computer science department is planning to make the facility of the computer lab available for the students of an evening school of the town. The students of the Cyber Club have agreed to guide these poor kids with the experience of learning the basics of computers, which otherwise they are not able to afford or have. New halogens spotlights for the video studio of the Media department were added. A flat screen television was purchased A 5.1 Dolby surround sound system was also purchased. A hi-end professional video camera for the Media department was purchased. This is to be used in the video studio. Sound software and Computer hardware was upgraded for the sound studio. LCD projectors were installed in most classrooms of the college.

Academics:

Computer science plan to organize workshops on *Embedded Systems, Distributed Computing* and *Robotics* in collaboration with other institutes. In addition to the existing short term courses, we plan to start more courses on multimedia related programmes like, Maya, 3D Max and other Video related courses. We plan to start an orientation course in programming with Java, with view to helping the school students who find it difficult with programming concepts. Chemistry department propose to hold National Seminar on "Global Trends in Modern Chemistry" in December, 2010. Science departments plan of holding of regular students' Science Seminar. Field Trip programs to Institutes of National importance and Industries. All departments plan in organizing interdisciplinary Interaction Programs. Invitation to Guest Faculty. Organizing Popular Talks. Organizing Workshops/ Summer school for the students and to create awareness to the society particularly to the region. To initiate enriching personality development skills for the students making them employable.

Outcome achieved:

Computer Science department decided to make visits to Mother Theresa's home with students and faculty and spend some time and means with the less privileged. Other departments like Mass Media organized a Media workshop for two days on the topic "Citizen Journalism and New Media" in the month of May. A talk and presentation by a well established Photographer was organized for the students of the department in the month of June. A one day Photography workshop was conducted by the students of the department on World Photography Day for school students of the city and for the general public in the month of August. A three day photography

exhibition on the theme "Still Life" was conducted by the department in September. A lab journal and Mosaic was released in the College in September by the students of the Department. A stage play entitled "Ecstasy" was put up by the students of the department in the College Auditorium in the month of October meant for the general public. A one day trip to a local printing press in the city, as well as a tour to the Museum was conducted for the first year students of the department. A three day workshop on Personality Development Skills was arranged for the students of third year at Siloam in the month of July.

Part: B

1. Activities reflecting the goals and objectives of the Department.

Every department is deeply committed to producing quality students each year, along with the college target of achieving 100 percent results. The teachers monitor the progress of students through periodic assessments such as terminal and Selection Examinations. Some departments also conduct continuous assessment through internal test(s) every month for all honors subjects and the other general subjects too. It is ensured that students are actively involved in project assignments and presentations, both at the group and individual level. The assessments are meant to allow the students to interact with real life situations (practice) and observe how various theories studied were/can be applied in reality. The teachers also provide feedbacks to the students to overcome their deficiencies as noticed by the teachers in the answers. The college has carried on its tradition of providing quality and market driven courses for the masses at affordable rates. Several short term courses were conducted by some department during the academic year. A national level conference IEEE 2nd National Conference in Emerging Trends in Computer Science and Application was organized by the Computer Science department in the month of March 2011 which saw huge participation from all across the country as well as outside. A workshop on Embedded Systems was conducted by the department in collaboration with IIT Guwahati. In order to foster a healthy relationship with the students, a departmental picnic was organized for the students and the staff of most departments. Several globally recognized industry certification programs were offered to the students (both UG and PG) to give them an edge in the job market. With an aim of Providing Quality Computer Literacy to the general masses through the Cyber Club programmes. A one-day tutorial on Machine Translation was organized by the Computer department in March 2011. In the month of October 2011, the Cyber Club organized an interschool IT Quiz competition which saw participation from several schools of Shillong. A Nano chemistry Laboratory has been set up on 20th September, 2011, in technical collaboration with the Department of Chemical Sciences, Tezpur University. Khasi department along with the Department of Commerce and IQAC has successfully organized a two day Regional Seminar on Intellectual Property Rights in Khasi on the 28th -29th October 2010. A workshop on SPSS which was planned for the period under reference by Economics department will be held in November 2011.

2. New academic programmes initiated (UG and PG).

- Department of Biotechnology and Biochemistry is continuing its short term courses in Bioinformatics and data processing.
- Departments in the Sciences also as part of its Star College Status project is continuing its different short term courses and inter-departmental interaction during the year.

3. Innovations in curricular design and transaction. (like BUGS, etc.)

- Teachers from almost all departments are selected to the Board of Under-graduate Studies (BUGS) of North Eastern Hill University (NEHU) and Other universities in the region.
- Some faculty members belonging to various arts, science & commerce department are involved in designing the State's Higher secondary syllabus under Meghalaya Board of Secondary Education.
- Almost all the teachers from every department are involved in setting question papers, evaluating and scrutinizing the answer scripts for the North Eastern Hill University
- Some members from few departments were also involved in designing the new syllabus for UG courses in other Universities as well.
- Most of the faculty members of all departments were involved in reviewing and framing a new syllabus for the Under-graduate programme as well as involving themselves with the North Eastern Hill University for its preparation towards the Semester system in the Undergraduate level.
- The study materials and lecture slides prepared by the teachers are made available to the students through the network to enable self-paced learning by the students.
- Interdisciplinary practical demonstration programme on Nano Chemistry Technique organized.

4. Inter- disciplinary programmes started.(e.g. Pisciculture- Commerce, Biotech- Computer science, etc)

Like other years the departments continued with the following inter-disciplinary programmes:

- i. Classes for BA (MCVP and Media Technologies) of Mass Media Department for Desktop Publishing, Multimedia papers and Web Designing Using Dreamweaver.
- ii. Computer Application paper for 3rd year B.Com. with the Commerce Dept.
- iii. Database related classes for M. Sc Biotechnology.
- iv. Programming in C language for year B.Sc. with the Maths Dept.
- v. Programming in Fortran Language for 1st year B.Sc. with the Statistics Dept.
- vi. Practicals in Western Music and Computer Technologies with the students of Music Department.
- vii. Classes for 3rd Year BBA students for Fundamentals of IT in collaboration with Dept. of Business Administration.
- viii. Apart from Interdisciplinary Programmes in Green Chemistry continued, Inter-disciplinary programme in Nano chemistry conducted.

5. Examination reforms implemented. (e.g. internal assessment, projects, assignments,etc.)

The examinations committee supervises all aspects of the examinations. Regular class tests, internal assessments, seminars, project works are held and the marks are carried to the Selection examinations. Seminars and project marks in some departments are carried to the University Examinations marking system. Assessment of attendance were also smoothly conducted by all the departments as part of the college examination reforms. Computerization of examination systems in the institute is also on the offing.

6. Candidates qualified: NET / SLET / GATE / Ph. D. / M. Phil/ etc.

Being an undergraduate college with just postgraduate courses in Biotechnology, started in 2006, the above qualifications are not applicable. However, several of our alumni have

qualified NET, after completing their Post Graduate from other institutes. As there is M. Sc. In Biotechnology, the lists of students qualified NET in the year 2008 have been furnished below:

Sl. No.	Name of Student	P.G. Year of Passing M.Sc. Biotech	Details of NET etc. qualified
1.	Daniel Reggie	2011	CSIR-UGC NET JRF & GATE
2.	Sana Thombi	2011	CSIR-UGC NET LS & GATE
3.	Badashisha Chyne	2011	GATE
4.	Bornalli	2011	GATE

7. Initiative towards faculty development programme. (like short term courses, etc.)

- A paper by Ms. Gypsy Nandi was presented at the IEEE Sponsored 2nd National Conference on Emerging Trends and Applications in Computer Science-2011
- Dr. Anjan Das was the member of the review team for the IEEE Sponsored 2nd National conference at the college and presented a paper
- Dr. Anjan Das attended a workshop on School on Soft Computing at Tezpur University in January 2011
- IEEE Sponsored 2nd National Conference on Emerging Trends and Applications in Computer Science-2011 was conducted by the College and was organized and attended by the faculty and students of the department.
- A Counseling programme in Siloam was attended by Ibanroilin Nongrum and Lemuel Rapsuk
- A workshop on Embedded systems conducted in collaboration with IIT Guwahati in Oct 2010 was attended by all the faculty members.
- A workshop on Spoken Tutorial and Scilab organize by IIT Mumbai at Don Bosco University on the 7th and 8th was attended by Aiusha V. Hujon, Vijay Prasad, Medaji J. Tham, Rupam Sharma and Fr. Joby Joseph.
- A workshop on Spoken Tutorial and Scilab implementation organize by IIT Mumbai in Dec 2010 was attended by Ibanroilin Nongrum and Vijay Prasad
- A one day workshop on Machine Translation conducted by Prof. Pushpak Battacharyya, IIT Mumbai in the college was attended by all the faculty members.
- A member of Economics department authored a book entitled "Fertility and Reproductive Health Behaviour among Hindu and Muslim women in Assam"
- Two members of Economics department participated and presented papers in the national Seminar organized by Economics department, Dibrugarh University. Another member participated in the conference organized by the Indian Economics Association.
- Teachers attended the Annual Faculty Development programmes organized by the college from time to time. Some have attended workshops, seminars and UGC sponsored

orientation and refresher courses. There are others who participated in National and International seminars held in different places.

- Some members were also actively involved in various academic bodies, participated and presented papers in seminars, workshops, etc., and were also involved in research projects and other extension activities.
- The College also organized and conducted residential development programme for faculty members at SILOAM, an extension facility of St. Anthony's College located on the banks Umiam lake.

8. Total number of seminars / workshops conducted.(if any)

- A two days workshop on Embedded System was conducted in October, 2010 by the faculty from IIT Guwahati for the faculty and the students.
- The Department organized IEEE Sponsored 2nd National Conference in Emerging Trends and Applications in Computer Science -2011 in month of March 2011 (4, 5). It had over 100 out station participants.
- One, "National Seminar on "Global Trends in Modern Chemistry" organized by the Department on 7 – 8 December, 2010.
- One, " National Workshop on "Emerging Trends in Nano Chemistry" organized by the Department on 20 – 21 September, 2011, as a part of the Celebrations of the International Year of Chemistry, 2011.

9. Research projects:

Newly implemented

- Zoology department has an ongoing project granted by NBFGR, ICAR Luknow to Dr. U. Sengupta.
- The department of Commerce took up a research project entitled "*Assessment and Mapping of Feminine Modalities towards Occupational Preferences and Selectivities*" with Indian Council for Social Sciences, New Delhi
- The Department of Biotechnology, Government of India has also sanction a project on Bioinformatics to the department of Biotechnology.
- The Department of Biotechnology, Government of India has also sanctioned a project called Star Project Status to the departments of Biochemistry, Biotechnology, Zoology, Botany, Physics and Chemistry
- Prof. K. S. Rajput is presently undertaking one UGC sponsored minor research project on Student Awareness on HIV/ AIDS

Completed ones

- The UGC sanctioned project to the Chemistry department entitled "*Peroxo and Heteroligand Peroxo Complexes of Vanadium, Molybdenum and Tungsten. Synthesis, reactivity and solution study*"

- The Economics department, under the supervision of Prof. K.S. Rajput, successfully completed a project entitled "*Effect of socio-economic variables on fertility and basic reproductive health behaviour among Hindu and Muslim women: A study of Sonitpur district of Assam*", sponsored by the Indian Council of Social Science Research, New Delhi.
- Similarly Department of Commerce also undertook another project entitled "*Alternate Growth Opportunities: Inferences towards Rural Marketing Environment and Communication Services*" UGC, New Delhi.

10. Patents generated: Nil

11. New collaborative research programmes:

Most departments of the college has tied up with Sikkim Manipal Institute of Technology, Sikkim to undertake various research programmes. Faculty members are also involved in collaborative research programmes with Visva -Bharati University, Santiniketan, The University of North Carolina at Greensboro, USA, The College of William and Mary, Virginia USA and Quaid-i-Azam University, Pakistan , the North Eastern Hill University, Martin Luther Christian University and others.

12. Research grants received from various agencies:

Most Sciences department received Rs. 7, 00,000(Rupees seven Lakhs) each under DBT star College scheme like Physics, Chemistry, Biochemistry, Botany, Zoology and Biotechnology. Economics, Geology, Zoology, Biotechnology and Biochemistry have received grants from the college and various funding agencies like UGC, DST, DONER, DBT, etc to take up both minor and major projects.

One faculty member of Statistics received Major Research Grants from UGC, New Delhi.

13. Details of research scholars (if any):

From the Chemistry department

1. M. Saha awarded Ph.D. under NEHU
2. A.S. Devi awarded Ph.D. under NEHU

14. Citation Index of faculty members and impact factor: Not Applicable

15. Honors / awards to faculty.

- Amenla Changkija of English department was conferred the degree of Ph. D.
- Rollingstone Wankhar of Khasi department was conferred the Ph. D. degree.
- Aicy Snaitang of Chemistry was conferred the Ph. D. degree.

16. Internal resources generated. (like short term courses, programmes, etc.)

- The college through various departments has started the UGC approved career-oriented courses in Accounting Practices, Income Tax Practices, e-commerce, Communication Skills, Video & Audio Production, Desktop Publishing, Immunodiagnosics, Plant Tissue Culture and Research & Survey analysis offered to students from the college and to those belonging to other educational institutions.

- Other programmes to generate funds are also taken up such as personality development and Communication Skills in which the faculty are actively involved.
- The Students Development Service (SDS) counseling cell also provides coaching to MBA aspirants.
- The mass Media department brings out yearly publication of a campus newspaper, hold photo exhibition, outsourcing of documentary films for governmental and non-governmental organization.
- Apart from the above, the computer science department has generated Rs. 10,00,000.00 (Short Term Computer Courses conducted by the Department) Cyber Club: generated Rs. 5000.00 by Student Training Programme. Conference Related income: Rs. 60,000.00

17. Details of departments getting SAP, COSIST (ASSIST) / DST, FIST, etc.

- Science department received a Project Grant from the Department of Biotechnology, Govt. of India, under Star College Scheme for the period 2009 – 2011.
- DST has granted Rs. 100,000/- for the Computer Science department for which the machines and the peripheral equipments are still awaited.
- Received Fund from the UGC (one of the few departments) to organize the year long celebration to International Year of Chemistry, 2011.
- Received fund from North Eastern Council to organize "Workshop on Nano Chemistry as a part of the celebration of International Year of Chemistry, 2011.

18. Community services. (like blood donations, cyber clubs, extension programmes, etc.)

- The teachers and students of the Departments actively participate in the blood donation camps, NSS, NSC and other social service activities organized by the college. Prof. G. Swett of Environment department is also acting as the Care Take Officer (CTO) of the NCC Boys Wing of the college which provides help in some of the community services.
- Dr. R. S. Wankhar of Khasi department along with Mr. Vincent Khongwir of Physics department with some students are involved in the extra-curricular activities of the College by joining the NSS and actively participated and attended various programmes conducted by the NSS Unit of the College and others programmes like, Annual Special Camp, Tree Plantation, Cleaning Drive, Blood Donation, Disaster Management etc.
- The Cyber Club of the Computer science department conducted a week long Computer Literacy programme for the village children of St. Joseph's School Umden, in October 2010. Cyber Club students also conducted a month long course on IT fundamentals for the non-computer students of the college at a very minimal rate of Rs. 100.00.
- The Mass media department organized Street Theatre and Awareness programmes, assisted in Media guidance and Media Education for teachers.
- Like every year the teachers and students of the various departments actively participate in the blood donation camps, environmental awareness and disaster management programmes, blood donation camps, eye camps, community teaching and in NSS activities.

19. Teachers newly recruited:

- In Computer science Amit Gurung.
- One in Chemistry with effect from 1st August, 2011.

- One in Mass Media department
- Ms. B. Lyngdoh as a part time lecturer in Khasi department on the 1st May 2011.

20. Teaching – Non- Teaching Ratio: 124:45 = 3:1

21. Improvements in the library services:

- A good number of books and journals have been procured during the period. All departmental libraries were updated and books being issued to the students through the departments. Reference books have been made available to part-time students. Some departments have seminar libraries both for teachers and students.
- A number of books were collected under CPE scheme.
- Internet facility in the library was made available to all the students.
- A number of free access scientific journals were also made available to the college.
- We have received many computer journals in hard copy in the department. Department also has the practice of lending books to the faculty and staff from the departmental library.
- The department has received many books concerning the subjects taught and on related areas of interest. Every faculty of the department has access to the E-journals provided by the Inlibnet programme. This facility is also available to the students of the department.
- Bioinformatics and Broadband internet connections have been provided to students in the library.
- The teachers and students can access/downloads the eBooks and journals through NLIST.

22. New books / journals subscribed and their value:

Rs. 10,48,744/-

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback: N A

24. Unit cost of education: Rs. 24,774/- per student

25. Computerization of administration & the process of admissions and examination results, issue of certificates:

The administration, including the library and the process of admissions has been fully computerized with Wi-Fi Internet connection. The process of examinations has been partly computerized. The issue of certificates is done on printed formats.

26. Increase in infrastructural facilities:

- The interior arrangement of the staff room and class rooms are redesigned for maximum utility of space.
- The different departments got a laptop, a LCD projector and an OHP.
- The computer science department was upgraded with 40 new computers and a 10 KVA UPS. 43 new systems were bought for the staff and the students of MCA. Usage of systems, Scanning and Dot-matrix printing facilities were made available for free for the students in the Computer Centre.

- The existing facilities in the DBT, GOI, funded Green Chemistry Laboratory under star college scheme, augmented.

27. Technology upgradation:

- The Biotechnology and Biochemistry departments are equipped with Microscopes, PCR machines, Thermal Cycler, Cryocans, Gel Documentation System, ELISA reader, Spectrophotometer (UV-Vis), Benchtop Fermenter Water Deionizer, CO₂ Incubator, Refrigerators. These are used for practical classes and dissertation projects.
- All the LCD Projectors of the laboratory were mounted on the wall for better viewing.
- A new 1 Mbps leased line connection was set up for the use of students.
- Computer department of the college has signed up for Microsoft Campus Agreement and for all the licensed versions of Adobe Products.

28. Computer and internet access and training to teachers and students:

- The Internet machines in the library for students were fine-tuned and leased line connectivity was given better bandwidth.
- The Wi-Fi connectivity of the college was reconfigured into wired connectivity for better accessibility
- The teachers of the college were also given training on the use of Microsoft Excel for entering and monitoring attendance entries of the students.
- Students from non-computer background were offered a month long course on basics of IT by Cyberclub students at a minimal rate of Rs. 150/-
- Bioinformatics centre of Biotechnology department was established and it has enable periodic training to teachers and students in the field of Life Sciences

29. Financial aid to students:

The college has a scholarship fund for the economically backward students that come under what is called the FEAE Scholarship. Another fund (Emergency Account) has been created and administered at the discretion of the Principal.

30. Activities and support from the Alumni Association: Career counseling was given this year.

31. Activities and support from the Parent- Teacher Association:

The heads of the departments would update the parents regarding the performance and the class attendance of the students. Parents and teachers of some department were also offered a session by the College counselor Ms. Arlene Kharnongrum on issues of Parenting.

32. Health services:

The college has tie-up services with Nazareth Hospital, Dr. Gordon Robert Hospital, Shillong. The college also provides consultancy services to the hospital as well as other health centers in the state from time to time.

33. Performance in sports activities:

Students, teachers and technical staff participate in various sporting events during the annual College -Week celebrations, MCTA Inter- College sports meet, Varsity week sports for M. Sc. and other events; some get selected in the college teams of various sports. The college also has had state-level players in Football, Cricket, Table Tennis, Badminton and Basketball.

34. Incentives to outstanding sportspersons: Nil

35. Student achievements and awards.(e.g attendance, etc.):

- Meritorious students have secured admissions to P.G. courses in recognized institutions. A few have been recruited by Industry and other educational institutions.
- This year saw most departments achieving 100% pass results in the NEHU exams. Most of the top rank holders in the University examination belonged to the college.
- Students have successfully emerged in entrance examinations of reputed institutions for different PG programmes. Token of appreciation in the form of certificates and medals were awarded to students in academics as well as in the different activities conducted by the departments and the college.

36. Activities of the Guidance & Counseling unit :

- Life Orientation programmes aimed at developing the personality of the student were organized for all the degree students over a period of 3 days every year.
- Communication Skills Development programme was held for a period of 3 weeks. The focus of this programme was to hone the necessary skills that would be required by a student as they move on to the job scene or for higher studies.
- The Student Development Services organized a coaching programme for candidates aspiring to appear for the numerous Entrance Tests for MBA and M.Sc. in Biotechnology.
- There were a number of guest lectures and career talks held over the year on topics ranging from retail sector, insurance, Hospitality and Business Process Outsourcing.
- The SDS cell is involved in personal and academic counseling for different requirements of students.

37. Placement services provided to students:

The placement officer of the college SDS is in correspondence with various recruiters for holding campus interviews. A number of students were offered jobs by companies like Satyam Services Ltd, Wipro, IBM DAKSH, GENPACT, 7th Solutions, HSBC and Infosys.

38. Development programmes for Non-teaching staff: Nil

39. Healthy practices of the institution:

- Regular classes and timely completion of syllabus, Maintenance of cleanliness in the department, Maintenance of College botanical garden and celebrations of World environment Day.
- Some departments conducted Orientation Programme in for the 1st year students and conducted assessment tests at the end of the programme and weaker students were identified. Remedial measures for such students undertaken.
- A very cordial and personal relationship between the faculty and the students and their parents exists.
- The teachers of the departments actively look into the welfare of the students both academic as well as personal life. The students are encouraged and given the life skill training and personal development with the help of qualified resource persons. The academic performance of the students is actively monitored and whenever required remedial measures are taken.

- For every workshop/seminar and hand-on training programme attended by the students, they are awarded a certificate of participation and recognition from the concerned authority.
- Students are also asked to evaluate and provide the department with a feedback for each and every programme attended by them.
- The non-teaching staff carries out the maintenance tasks like cleaning and painting with incentives given from the college. This brings about a deep sense of belonging and commitment towards the institution.
- Career counseling, personal counseling, coaching for competitive examinations and such other programmes are organized by the Student development services. The SDS also holds Personality Development and Communication Skills workshops, Motivational Leadership programmes like Skills Training programmes, etc. The SDS cell also extends its services to schools and colleges in the city.
- Blood donation Camps are a regular activities organized by the NSS and the NCC units of the college.
- A Spiritual Orientation is carried on by holding all faith prayers at the beginning of every function. Special days are set aside for prayer experience during the year. The College Association comprising elected representatives of the students and representatives of the staff and the management that looks into the normal day-to-day functioning of the college as well as in the organization of events that take place in the college from time to time.
- SILOAM- a Transformational Leadership Resource Centre and an Extension service centre of the college, situated in an idyllic location, holds programmes for the students and staff. It also holds other outreach programmes like Leadership training, Professional enrichment programmes, Training Counselors for schools and colleges, Marriage Revitalization programmes and Parenting Skills workshops.
- The system administrator maintains all the machines of the college. The college website is being modified this year i.e.2011.

40. Linkages developed with National / International, Academic or Research bodies:

Linkages established with:-

Indian Institute of Technology, Guwahati, Tezpur University (Central University), Tezpur, Regional Atomic Mineral Directorate, Shillong, Meghalaya State Pollution Control Board, Shillong. Under sponsored DBT project Grant, the Departments conducted Platinum Jubilee Seminar, Field trips and Interdisciplinary interaction programmes. Associated with research bodies: All India Science Congress, All India Congress of Cytology and Genetics, Aquaculture Biodiversity Conservation Society, Indian Society of Developmental Biologists. Besides these the different departments also developed linkages with : North Eastern Council, National Informatic Centre, Different departments in the Government of Meghalaya, TCS Kolkatta, CISCO India, Red Hat Pvt. Ltd India, Oracle Pvt. Ltd. India, IIT Mumbai, Saohar College of Technology Sultanate of Oman, Presidency College Chennai, Loyola College Chennai, Assam Engineering college assam CDAC Bangalore, Kolkatta, IIM Shillong NIT Silchar Prometric for CAT Exam and Dr. Babasaheb Ambedkar Marathwada University Aurangabad MS India

Any other relevant information the department wishes to add:- Organised Popular Lectures as a part of the Celebration of International Year of Chemistry, 2011 and 70 years of the Department of Chemistry, conducted several students programme and NWETNC – II.

Part-C

Detail of the plans of the Institute for the next year from October 2011 to September 2012.

1. The Institute will strive to maintain the success rate in the North Eastern Hill University examinations through continuous monitoring and assessment. Assignments, tests (both closed book and open book), projects, case discussion, presentations, will be utilized for their observed benefits to the students.
2. To continue strengthening the infrastructure of the department by procuring new instruments and incorporation of new teaching aids.
3. To continue with the expansion and improvement of the museum.
4. To continue with the process of procuring books and journals for the departmental library.
5. To continue making the research laboratory well equipped for research.
6. To continue with existing programme for the holistic development of the students.

7. The Institute has earmarked additional funds to further strengthen its library by procuring and adding more books to its existing collection and also subscribing to new journals. It has also chalked out plans to start a students' book bank where students can borrow specific number of books that can be retained by them for one whole academic year. Another plan to bar code all its books will take shape this coming academic year. The library will also have a photocopying section for students.
8. To Invite resource people from research institutions, Universities, and the private sector to interact with P.G. and U.G. students, to expose and update them on advancements in various fields and to sensitize them about the scope in those respective fields.
9. Every department will be encouraged to organize and conduct student seminars whereby they will be exposed to new ideas and also enhance their communication and presentation skills. In this connection, the institute will organize, coordinate and conduct National workshops and seminars on various important areas and topic.
10. The Institute plans to improve Multimedia Teaching Aids centre with laptops, LCD projectors, Overhead projectors.
11. Through a full-time placement coordinator for help and assistance to enlighten our graduate and post graduate students in gaining employment to various reputed firms and institutions.
12. One of the institute's endeavors has always been to provide value education to students. In this regard, the institute will continue a holistic training centre known as SILOAM to impart relevant life skills to both student and teacher alike. Services rendered by SILOAM will also be available to the community at large.
13. The examination system will be fully computerized and also integrated with the students' admission system for keeping and storing student data.
 - o The Computer department is planning to organize a workshop on Spoken Tutorial with the help of IIT Mumbai in the coming year. This could be attended by the staff of the college and other institutes. The IEEE Conference being organized will be made into an International one in the year 2013. We plan to introduce the E-platform for course management deploying Moodle. Two of the faculty will see to the set up and management of the same. The department plans to study the possibility of introducing certifications in VMware, Postgres SQL etc. One of the faculties is looking into this area. We also plan to set up Intra mail server for the college. In addition to the existing short term courses, we

plan to start more courses on multimedia related programmes like, Maya, 3D Max and other Video related courses. The department is planning to make the facility of the computer lab available for the students of an evening school of the town. The students of the Cyber Club have agreed to guide these poor kids with the experience of learning the basics of computers, which otherwise they are not able to afford or have. We plan to start an orientation course in programming with Java, with view to helping the school students who find it difficult with programming concepts. Department decided to make visits to the SOS village or to the Mother Theresa's home with students and faculty and spend some time and means with the less privileged.

14. To conduct the remaining activities associated with the Celebration of the International Year of Chemistry- 2011 and 70 years of the Department of Chemistry. Propose to hold **Intra -- Departmental students' Seminar** in October 2012. Propose to hold "**Inter College Students' Chemistry Seminar**, as a part of celebration of International Year of Chemistry in November, 2011.
15. The department of English is making preparations to host Guest Lectures, Inter departmental activities, drama Workshop, poetry Reading session, a National Level Seminar, English language Remedial courses for students of the state, Debate and release of Literary Journal.



Dr. H. G. Lyngdoh
Co-ordinator

