



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

THOMAS JONES SYNOD COLLEGE

**THOMAS JONES SYNOD COLLEGE, IAWMUSIANG, JOWAI
793150**

www.thomasjonesjowai.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Thomas Jones Synod College, Jowai named after Rev. Thomas Jones I a Welsh Presbyterian missionary, was established in 1997 by the Khasi Jaintia Presbyterian Synod. The college has successfully completed twenty-five years of service by providing quality education to the youth of the region. With the culmination of the silver jubilee, the college has also inaugurated the Science Block on 5th August, 2022. The college was established with the objective of providing quality education to the youth of the region especially those from economically disadvantaged section of society. In spite of financial constraints, the college has endeavoured to keep pace with the everchanging scenario of higher education by improving the infrastructure and has also implemented NEP 2020 from the current academic session. The college is affiliated to the North-Eastern Hill University for its under graduate programmes in Arts, Commerce and Science. Classes for the Arts streams are held in two shifts - morning and day. All of this has been made possible due to the combined efforts and cooperation of the college Governing Body and the teaching and nonteaching staff.

Vision

To provide education at the College level to young men and women who wish to have their education and prepare them to meet future challenges with courage and confidence.

Mission

To provide students with education of a high standard of scholarship and learning and to inspire them for selfless and dedicated service in any part of India as responsible citizens of the country.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The Strengths of the institutions are:

The College is centrally located in the District Headquarters which makes the institution accessible to students of the area and facilitates good linkages.

The college offers undergraduate programmes on three streams: Arts, Commerce and Science.

Adequate campus and building infrastructure, with good scope for expansion and development.

Ability to serve students from rural areas, first generation learners, economically backward, those already working/employed.

Good team of qualified faculty members and strong spirit of team work among the Governing Body, Staff and students.

Active students' participation in various co-curricular and extra-curricular activities.

Institutional Weakness

The Institutional Weaknesses are:

The College is not recognized under UGC Section 12B due to which we are unable to obtain funds for infrastructure and academic development.

The College does not receive any substantial funds from the State Government or other sources for payment of staff salary.

Low number of publications by faculty members.

No residential facilities for staff and students.

Institutional Opportunity

The Institutional Opportunities are:

Scope for development of physical and academic facilities.

Introduction of new programmes, Add-on Courses, Skill oriented programme, and other modes of education.

Organizing National/International Seminars and Workshops, and conduct of Major and Minor Research Projects.

Improvement of learning resources and IT infrastructure.

Setting up of more environment friendly projects and use of renewable energy systems.

Institutional Challenge

The Institutional Challenges are:

Development and maintenance of campus and building infrastructure.

Securing adequate funding for academic and infrastructural development.

Improvement in students' quality and progression.

Building linkages with industry, and placement agencies.

Encouraging faculty to take up research projects

Bridging the gap between education and employability.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum is being integrated by the affiliating university.

The college organised a Special Lecture on Value Education on 24th July 2023 to provide required information and enlighten the students on the importance of Value Education.

The NSS, NCC and RRC unit of the College usually organized programmes relating to Human Values like Swachhta Bharat Campaign, Blood Donation Camp, Awareness programme on Tobacco consumption and participated in a public rally as part of the Anti-Tobacco Day celebration.

Relating with gender issues, the Women Cell of the college also celebrated International Women's Day on the 17th March, 2023 on the theme: "Digital: Innovation and Technology for Gender Equality"

The Department of Philosophy, imparts knowledge to the students on professional ethics, a principle that governs the behavior of a person or group in such an environment. Like values, professional ethics are standards or codes of conduct set by people in specific professions. Professionals work together to try to uphold a good reputation.

The different departments make the students aware about the Human Development Index and Gender Related Development Index to understand the basic aspects of human development related with health, education and economic status.

Environmental Studies teaches students about value education in the context of our environment which is expected to bring about a new sustainable way of life.

Teaching-learning and Evaluation

- With a view to enhance the teaching, learning and evaluation process, necessary steps have been taken by respective departments and by the college as follows:
- The overall enrolment in the last five years has seen a steady progress.

- Programmes such as quizzes, story reviews, paper presentations and a host of other initiatives are conducted by different departments and comprehensive reports are being maintained by departments.
- Members of the faculty have participated in faculty development programmes and faculty induction programmes.
- In the last five years there has been an increase in the number of teachers with NET and Ph.D.
- With a view to ensure transparency in the evaluation process, the college has put in place a mechanism that addresses these issues and grievances in a prompt and timely manner.
- The college follows the curriculum developed by the university which the college is affiliated to. Further, the students' attainment is regularly assessed by the college.
- With the mentoring system in place and the regular involvement of teachers in the academic progress of students, the college has seen a steady increase in the pass percentage in the last five years.

Research, Innovations and Extension

This criterion assesses the institution's efforts in promoting and facilitating research activities, fostering innovation, and engaging with the community through extension programs.

Research: The institution has produced a noteworthy numbers of research papers that fall under the UGC CARE list. These workshops have provided a platform for the students to engage in meaningful discussions, exchange ideas, and foster collaborations, contributing to the overall research ecosystem.

Innovation: The College has embraced innovation by promoting the Swayam online course registration for its students. This initiative demonstrates the institution's commitment to providing modern and flexible learning opportunities to its students. Also, the Commerce Department of the College, in collaboration with the Meghalaya State Skill Development Society (MSSDS) has taken innovative steps to enhance practical skills and employability

NSS (National Service Scheme): The NSS has organized special camps that focus on various community development aspects such as health and hygiene awareness, literacy campaigns, and vocational training for underprivileged sections of society. In collaboration with local healthcare institutions, the NSS has conducted

blood donation drives, contributing to the noble cause of saving lives.

NCC (National Cadet Corps): The NCC unit at the college has been instrumental in fostering discipline, leadership, and community engagement among its cadets. NCC camps have enabled and emphasized physical fitness, disaster preparedness, and social responsibility. These activities have not only enriched the cadets' personal development but also instilled a sense of service to society.

RRC (Red Ribbon Club): The Red Ribbon Club has played an active role in spreading awareness about HIV/AIDS and promoting safe health practices. Various awareness programs, workshops, and seminars have been organized to educate students and the local community about the importance of preventing and combating the spread of HIV/AIDS.

Eco-Club: The Eco-Club has been dedicated to promoting environmental consciousness and sustainable practices. Tree plantation drives, waste management initiatives, and campaigns to reduce plastic usage have been central to the club's activities.

Women Cell: The Women Cell at the college has organized awareness programs addressing issues related to women's rights, gender equality, and safety through workshops, seminars, and discussions.

Infrastructure and Learning Resources

The institution covers a total area of 12.5 acres. It provides degree programmes in Arts, Science, and Commerce streams. The main building of the college is a four-story concrete structure. To provide abundant facilities for extra-curricular activities, the college campus has a basketball court, a badminton court, a volleyball court, and a college hall. The College Library which is located on the top floor of the College building is spread out over an area of 3594 sq. m, and has a spacious reading room. Presently, the Library has a collection of more than 10600 books, existing and bounded periodicals, a number of UGC Care list journals, two national and two local newspapers. One online newspaper is also subscribed for easy access. Library is automated using Library management software KOHA latest version (22:11) with barcoding facility. Library does subscribe to e-resources content through NList membership. Regarding the footfall and usage the library maintains a separate register and is optimally used by the faculty and students. With regards to IT infrastructure, the institution does frequently update its IT facilities by upgrading computers system and also provides internet connection through network of Wi-Fi. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & communication resources, offers students the facilities of email, Netsurfing, up/down loading of web based applications, besides helping them in preparing for projects & seminars. However, student-computer ratio as per the benchmark is 28:1 and it shows that more computers are needed as the number of enrolment is 1155. The installation of Projectors in classrooms has also made it easier for teachers to incorporate audio-visual learning tools into their lectures, giving students a better chance to understand and learn. Fingerprint based attendance for teaching and non-teaching staff is implemented in the

college. For security measures, CCTV has been installed in the College campus. Recently a new system of net monitoring the employees is installed. The college has also a website under the name <https://thomasjonesjowai.com/> for easy access and retrieval of information related to any academic purposes.

Student Support and Progression

The percentage of students benefited by scholarships and free-ship during the last five years is 42.14%. The relevant supporting documents are attached.

The College organized various capacity building and skills enhancement activities including soft skills, language and communication skills, life skills and ICT/Computing skills. Students were also encouraged to take part in other related programs and events.

The percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution during the last five years is 23.4%. Reports on various career counseling programs along with the attendance list are attached.

The percentage of placement of outgoing students and students progressing to higher education during the last five years is 15.5%.

The percentage of students qualifying in state/national/ international level examinations during the last five years is 0.17%. Two students cleared the Management Aptitude Test (MAT) conducted by the Central Agency- All India Management Association.

The College won a total of nine (9) awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level during the last five years. The certificates supporting these awards are enclosed.

The total number of sporting events organized by the College during the last five years is 47, additionally, the students of the college participated in 2 sporting events organized by other institutions. The cultural programs in which students participated during the last five years are 9.

The Alumni Association of the College was established in the year 2014 and was registered in the same year. Since its establishment, the Alumni Association has made efforts in supporting the development of the institution in various areas. The Association holds regular meetings through which attempts are made to identify areas in which they can be of any assistance to the College and the Community.

Governance, Leadership and Management

The institution is sponsored by the Khasi Jaintia Prebyterian Synod Mihngi, partially aided by the State Government. Its management and organization are decided by the Governing Body.

The institute works to ensure, teaching learning, vocational courses, curriculum and feedback system is established and maintained. Institutional bodies such as cells and clubs function as per UGC guidelines. The

Constitution and Bye Laws has the service rules to govern its employees. A self appraisal is done annually by all teaching staff. The institute plans to enhance its infrastructure by establishing hostels, auditorium in the future.

The institution has effective welfare measures for its teaching and non teaching staff which includes employment provident fund (EPF), maternity leave, and concession of fees for the children of the college staff. The institution has a grievance cell to address the grievances of the staff. Faculty members are motivated to participate in the academic activities, training programs, refresher courses, orientation programs and faculty development programs to upgrade and update their knowledge. Apart from these, there are other facilities provided such as canteen, cafe, fresh drinking water and many more.

The Khasi Jaintia Presbyterian Synod Mihngi allocates the budget for the college, which is then disbursed by the principal to different departments and committees for purchasing college requirements. The college also generates funds from other funding agencies, donations and sponsorship from well wishers. The college is also dependent on students' fees and it makes all attempts to efficiently use its available resources.

The college has a well organized IQAC which plays a crucial role in taking developmental decisions of the college for academic development. The Principal is the supervisor of the IQAC. It also encourages the department to organize seminars and other academic programme to give both teachers and students a thorough overview on a variety of topics.

Institutional Values and Best Practices

The college was established in the year 1997 and has successfully completed 25 years of its service to the student community of the region. The college aims to provide education of a higher standard of scholarship and learning that will equip them to face challenges in life and capacitate them to evolve an independent and unbiased outlook towards life. Apart from providing academic knowledge the college also aims to train students in areas that increase their employability both in the private and public sectors. The college enrolls students from all sections of the society. As such it becomes important to consider the social background of the students. There are students who face financial constraints and also cannot procure the required facilities for academic and extracurricular activities.

The institution aims to provide all round development of the student and also provide help in any possible manner. The one area distinctive than the other practices in the institution is the **Student Support Mechanism**.

The institution has two best practices:

Parents-Teachers-Students Meeting: The college has initiated this practice since 2017. Meetings have been successfully conducted department wise. Parents enthusiastically participated and shared their opinions and views regarding various academic matters. This practice has contributed in student's performance and also regularity in attendance.

Online Quiz: Effective Curriculum Delivery Mechanism: The online quiz is conducted by individual teachers

and/or the department as a whole. Based on the response of the students the teacher can monitor whether the topic covered is comprehended by the student. The online quiz is conducted live in the classroom so that students can access the Wi-Fi connectivity in the college building. The result analysed by the app helps the teacher to understand the students learning capability and also improve the teaching-learning process.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THOMAS JONES SYNOD COLLEGE
Address	THOMAS JONES SYNOD COLLEGE, IAWMUSIANG, JOWAI
City	Jowai
State	Meghalaya
Pin	793150
Website	www.thomasjonesjowai.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dakynthimi G Lyngdoh	03652-221459	9863246794	-	tjscjowai@gmail.com
IQAC / CIQA coordinator	Collin Bapui	03652-299917	9774570902	-	collinbapui@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution

If it is a recognized minority institution

Yes

If Yes, Specify minority status

Religious

Christianity

Linguistic

Any Other

Establishment Details

State	University name	Document
Meghalaya	North Eastern Hill University	View Document
Meghalaya	North Eastern Hill University	No File Found

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	19-10-2005	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?

No

Is the College recognized for its performance by any other governmental agency?

No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	THOMAS JONES SYNOD COLLEGE, IAWMUSIANG, JOWAI	Semi-urban	12.5	2692

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English, HONS	36	Twelfth Pass	English	75	0
UG	BA,Khasi,HONS	36	Twelfth Pass	Khasi	75	0
UG	BA,Political Science,HONS	36	Twelfth Pass	English	70	0
UG	BA,Education,HONS	36	Twelfth Pass	English	70	0
UG	BA,History, HONS	36	Twelfth Pass	English	70	0
UG	BA,Philosophy,HONS	36	Twelfth Pass	English	70	0
UG	BA,Economics,HONS	36	Twelfth Pass	English	70	0
UG	BCom,Commerce,HONS	36	Twelfth Pass	English	70	0
UG	BSc,Botany, HONS	36	Twelfth Pass	English	10	0
UG	BSc,Zoology ,HONS	36	Twelfth Pass	English	10	0
UG	BSc,Chemistry,HONS	36	Twelfth Pass	English	10	0
UG	BSc,Physics, HONS	36	Twelfth Pass	English	10	0
UG	BSc,Mathematics,HONS	36	Twelfth Pass	English	10	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				48			
Recruited	0	0	0	0	0	0	0	0	16	29	0	45
Yet to Recruit	0				0				3			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				23
Recruited	8	15	0	23
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	1	0	5
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	11	26	0	37
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	6	0	11
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	141	0	0	0	141
	Female	250	3	0	0	253
	Others	0	0	0	0	0
Certificate / Awareness	Male	15	0	0	0	15
	Female	27	0	0	0	27
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	2	1	0	0
	Female	1	4	2	0
	Others	0	0	0	0
ST	Male	432	497	464	388
	Female	712	617	796	699
	Others	0	0	0	0
OBC	Male	1	3	3	3
	Female	2	2	1	8
	Others	0	0	0	0
General	Male	2	2	1	2
	Female	6	6	4	7
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	1	0	0	2
	Others	0	0	0	0
Total		1159	1132	1271	1109

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college has implemented NEP 2020 as per instructions from the affiliated university. As such the college offers multidisciplinary courses. Students can choose one course out of the courses offered by the institution. This is an opportunity for students of all streams (B. A, B. Com and B. Sc) to learn and enrich their knowledge on various courses which will enable in future prospects. Collaboration and cooperation in offering degree programmes in innovative ways is in the larger interests of aspiring students. Multidisciplinary learning enables teachers and learners to make connections across learning through exploring clear and relevant links across the curriculum.
2. Academic bank of credits (ABC):	The affiliated university has not yet notified any guideline for implantation of Academic Bank of Credits, hence the institution has not yet registered itself under the Academic Bank of Credits (ABC) to permit its learners to avail the benefit of multiple entries and exit during the chosen program. The institution is functioning under the norms and guidelines of NEP 2020. However, keeping in view, the policies of NEP 2020, the institution is looking forward to get registered under the Academic Bank of Credits so that efforts can be made for collaborating with other institutions and to enable credit transfer. The institution does not design its own curricular and pedagogical approaches.
3. Skill development:	The college provides soft skills through collaboration or sponsorship with different firms and government agencies. The college will engage in designing structure to ensure that all students take at least one vocational course and engage in certified skill courses.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution at present provides teaching in local language as part of Modern Indian Language (Khasi). There are also certain classes where delivery is made in bilingual mode of both English and vernacular language. However, the institution will further work on the plans of administering and developing the courses in accordance with the curriculum to provide and integrate the Indian Knowledge system. The current curriculum includes teachings on the Indian ancient traditional knowledge, Indian Arts and Indian culture and traditions. This can be enhanced and broadened further to provide and promote the Indian

	knowledge to the students.
5. Focus on Outcome based education (OBE):	The teaching-learning methods have transformed in time and therefore the institution makes initiatives to transform its curriculum. In the current academic session, the college has implemented NEP, as directed by the affiliating university. The teachers focus on helping students to develop their knowledge, personalities and also discover their talents and skills through mentoring system. Through this the teachers monitor, discuss and help students in identifying their strengths and weaknesses and also keep a track of their progression. Teachers help students in identifying their skills and guides them in improving the same.
6. Distance education/online education:	The affiliated university has not yet notified any guideline for implementation of distance or online education, therefore currently the institution does not offer any distance or online education. However, with the implementation of NEP there is scope and requirement to offer. In due course the college in consultation with the affiliated university will chalk out vocational or soft skills that can be offered as distance education.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, the college has set up an Electoral Literacy Club (ELC) on 8 November 2022.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The institution has the ELC functional with the following office bearers: 1. Name Smt. L. Lytan - Coordinator 2. IQAC Coordinator - Member 3. Smt. J. E. Langtang - Member 4. Ms. Trewasara Hadem - Student Representative 5. Mr. Tredamiki Dkhar - Student Representative
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender,	Initiatives undertaken by the ELC : 1. Students participation in electoral process to help senior citizens. 2. Awareness on promotion of ethical voting.

commercial sex workers, disabled persons, senior citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The faculty of the college participates in electoral process and assists the district administration in conduct of poll.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	As per survey done by the ELC 80% of the students are enrolled as voters in the electoral roll. the ELC has plans to tie up with the district administration and conduct a registration camp in the college to help more students register as voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1155	1109	1271	1132	1159
File Description		Document		
Upload Supporting Document		View Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 40

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
40	35	33	36	36

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
127.21	91.88	36.78	68.93	72.07

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- The curriculum adopted by the institution is prescribed by the University and to ensure effective curriculum delivery, regular meetings are conducted by the Head of Departments along with the Principal, Vice Principal and the IQAC Coordinator. Staff meetings are held before the beginning of each Academic Session to chalk out plans and activities for the academic session after which the Heads of Departments convene departmental meetings to allot and distribute sections of the syllabus among the teachers along with departmental action plans. The Heads of Departments keep track of the progress of syllabus to ensure timely completion of the same. Besides this, the Academic Committee regularly assesses and evaluates the progress of the syllabus for each subject.
- The institution prepares Academic calendar in the beginning of the year to specify program for academic, extra-curricular activities and internal examinations as well. The routine committee prepares the routine for the semester classes and classes are being allotted equally for each course. Each teaching staff maintains a Teacher's diary/ Academic diary to record the topics taken. In order to keep track with the progress of the students the mentoring system is followed by the faculties of the different departments. Apart from the curriculum prescribed by the University, the college encourages students through the departments to enroll in different courses offered in SWAYAM portal relating to their respective streams. The examination branch in consultation with the Principal is entrusted with finalizing dates related to internal assessments and also takes care of the Semester examination under the supervision of the affiliating university. However, in the year 2020-2021 with the Pandemic, changes were made in the process of course completion, whereby a blended-mode of teaching was adopted by teachers of the various departments in order to ensure that syllabus are completed in time and also quality education is enhanced to the students. The IQAC in coordination with the departments, committees, clubs, cells and college administration monitors the teaching-learning process, results of each department and the overall requirements for effective curriculum delivery and documentation.
- For Continuous Internal Evaluation (CIE), tests were conducted by the examination branch in consultation with the Principal through different departments in a time bound manner. Assignments were also given by different departments to evaluate the progress of the students. The schedules of internal tests and assignments are being specified in the academic calendar and by the respective departments. Each department calculates the attendance of students every month and 5 marks consideration was given to students who secured 75% and above. Students' seminars, group discussions, paper presentations are also conducted by different departments for an effective teaching-learning process. In addition to the above, online quizzes are being conducted through an online platform "Quizizz" for a proper analysis of the students'

performance in their lessons.

- With regard to NEP 2020, the college formed a committee to facilitate the implementation of the same, and it came into effect from the 3rd August 2023, for the 1st Semester students.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 2

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

Other Upload Files

1	View Document
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1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 1.75

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
42	0	0	30	30

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The college organised a Special Lecture on Value Education on 24th July 2023 to provide required information and enlighten the students on the importance of Value Education. Dr. Jim Marak, Associate Prof, Department of Botany, UCC, Shillong was the resource person.

The NSS, NCC and RRC unit of the College usually organized programmes relating to Human Values like Swachhta Bharat Campaign, Blood Donation Camp, Awareness programme on Tobacco consumption and participated in a public rally as part of the Anti-Tobacco Day celebration. The Eco Club of the College also conducted a cleaning drive along the Myntdu river on the 22nd March, 2023 by collecting garbage and plastics.

Relating with gender issues, the Women Cell of the college also celebrated International Women's Day on the 17th March, 2023 by organising a Special Lecture on the theme: "Digital: Innovation and Technology for Gender Equality" and Smt. Pynbeit Bha Passah District Informatics Officer, West Jaintia Hills District was the resource person.

The Department of Philosophy, imparts knowledge to the students on professional ethics, a principle that governs the behavior of a person or group in such an environment. Like values, professional ethics are standards or codes of conduct set by people in specific professions. Professionals work together to try to uphold a good reputation.

The Department of Economics in the 2nd Semester on the paper "Development and Environmental Economics" makes the students aware about the Human Development Index and Gender Related Development Index to understand the basic aspects of human development related with health, education and economic status. It also explains the effects of the environmental damages arising from economic activities. The trade-off between the environment and development, how market failure occurs for public goods and the effects of pollution due to economic activities to living beings are being inculcated.

Environmental Studies is being taught in the 6th semester for the B.A and B.Com students where value education in the context of our environment is expected to bring about a new sustainable way of life. Value education also aims to foster a sense of responsibility and inspire students to become environmentally conscious, for instance, the knowledge on the importance and conservation of Sacred Grooves which are still plenty in Meghalaya helps in conservation of biodiversity.

The Department of Commerce conducted a one day special online lecture on the topic on Corporate Social Responsibility (CSR) during the Pandemic. The lecture, made the students aware of the importance of CSR as a key responsibility entrusted on the corporate and are expected to be delivered on the philanthropic, ethical, legal and economic front.

The Department of Political Science, in the 3rd semester and 6th Semester has papers on Gender related issues and students are being taught about Gender, Feminism, Gender Politics and Gender Movement.

File Description	Document
Upload Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 11.95

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 138

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 83.02

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
362	470	477	530	527

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
570	570	570	570	570

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 82.95

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
181	235	238	265	263

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
285	285	285	285	285

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 28.88

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

With a view to make the learning process more student centric, different departments have come up with various initiatives and programmes over the last five years. These initiatives have helped students to move away from the pattern of becoming mere listeners and spectators. Besides broadening their understanding of their own subjects, these programmes have also helped students to be more expressive and showcase their creativity. **Field trips** and **study tours** to historically important places are conducted regularly which prove to be a wonderful introduction to folklore, conservation, culture and history. **Group discussions** are also held in order to develop a strong sense of analysis and logic. These activities give the students the opportunity to solve problems and come up with creative solutions. These initiatives build the confidence of students and make them realize that their ideas are valuable and that they have a positive role to play in their institution and society in general. **Paper presentations** are made by students of different departments and the process proves to be beneficial for all of them. It gives students the chance to dive deeper into their individual topic. It also gives them the opportunity to exhibit their insight and originality. **Screening of documentaries and movie reviews** are done regularly so that students would be able to engage their senses and their intellect. These screenings and reviews are being conducted to make sure that the academic lessons remain fresh and interesting. **Recitals** are also conducted and students recite poems from memory with understanding and confidence. **Quiz competitions** on poetry, drama, fiction, *grammar* and *literary terms* are also conducted. **Online quizzes** are also conducted and the results also treated as feedback for both teachers and students to improve upon. **Power point presentations**, as well as **online classes** via Google classroom, Zoom, WhatsApp, etc., regularly being used. **Short story reviews** by students are also conducted. They note down their observations about the authors and their stories. Characters in the stories are analyzed and they try to learn what the story is about. Students deal with the turning points in these stories as well as analyzing the ending of each one. This academic exercise is designed to encourage independent reading and to help students to understand the depth of these great stories. **Enactment of plays** is also conducted to help students develop a greater appreciation for drama and the theatre. Students get a chance to perform in front of a live audience and this is useful in terms of looking at the world through the eyes of those characters. **Mock parliaments** are conducted regularly in order to help students gain a greater appreciation of the intrigues and nuances of politics. Further, **library visits, orientations and awareness programmes** and **workshops** on how to write assignments are also conducted. It may be noted that the newly established science stream will be conducting **field trips, study tours** and **practicals** during the ongoing academic session. With a view to further develop a strong support system, **parents–teachers meetings** are regularly conducted.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 89.11

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
48	43	37	37	37

File Description**Document**

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 27.78

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13	12	10	08	07

File Description**Document**

List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.

[View Document](#)

Institution data in the prescribed format

[View Document](#)

Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities

[View Document](#)

2.5 Evaluation Process and Reforms**2.5.1**

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

With regards to the **mechanism of internal assessment being transparent**, a notice featuring all relevant details is displayed by each department in their respective notice board. This notice is displayed after the proper evaluation of scripts for the test and assignment. **Details displayed include marks secured in the test and assignment** along with the total in the final column. This process is repeated at the end of each internal assessment and departments display the internal marks for students to view before the marks are submitted to the examination branch. This gives students the chance to bring to the notice of teachers any discrepancy they might find in the notice. This could be a spelling error in their name or marks missing from their individual column. Evaluated answer scripts for tests and assignments are properly maintained by the department for easy reference. In cases where students feel they have been given low marks, **teachers would review each case** on its merit and allow students to look at the mistakes they have made in their answers for the test or assignment. **Departments usually give students three to four days** to respond with their grievance if they have any. Once students approach the department with any grievance, the issue is dealt with promptly and the necessary correction is made without any delay. Further, a complaints box and a link taking students directly to the website (<https://thomasjonesjowai.com/grievance>) are also installed which students can use to formally lodge their grievances. This grievance redressal system is followed to ensure that no error creeps into the students' statements of marks before final submission to the examination branch of the college.

In connection to grievances dealing with external assessment, students would approach the **examination branch and grievance cell** of the college. A photo copy of their online mark sheet is required for students to submit to the grievance cell of the college accompanied by a letter stating clearly a problem which they would like to see get resolved. The application is then forwarded to the university. The North Eastern Hill University, to which the college is affiliated, usually gives students thirty days within which they need to notify or appeal the examination branch of the university with their grievance. Students approach the university through the college with grievances ranging from spelling errors in their name to re-evaluation of answer scripts in cases where students feel they have not been given the marks they deserve.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Since this aspect is so central to the academic life of the students, both the broader (**programme**) as well as specific (**course**) outcomes are given due attention. Different programmes have different core values and they were designed to develop key aspects of a student's life and personality. **The programmes aim**

to mould and shape students academically, professionally, morally and socially. Even though different programmes have different approaches, yet they all have a common objective. They introduce students to basic concepts, thus establishing a good foundation on which they can gradually build their understanding of the subject. They help students to realize that their subject is not isolated and that in fact it is intricately connected to other disciplines in higher education. These programmes further help students to acquire knowledge and develop their reasoning capability. Students are encouraged to be creative and taught how to develop a critical temperament. The programmes also equip students with skills to make good personal and profession decisions. They further challenge students to be inventive and entrepreneurial. Communication skill is also given adequate attention which undoubtedly proves to be essential in the way students interact personally as well as professionally. The programmes likewise create a lot of scope for students to put their knowledge of the subject into practical use. Exciting opportunities await students after graduation. This ranges from data analysis to poetry. These programmes ultimately help students to cultivate good moral and social sense. The goal is for students to be decent, moral and diligent in their daily and professional life. They aim to motivate students to be culturally and environmentally conscious since they cannot be separated from the culture and the physical environment they've been brought up in. The programmes further aim to familiarize students with significant developments that affect society at large. They introduce students to the use and importance of technology in their search for knowledge. They further challenge students to be historically conscious and to be keenly aware of current affairs such as economic and political developments which continue to rapidly shape and change the world. In the final analysis, what will really be beneficial for students is if these programmes eventually put students in a better position to secure a job in an increasingly challenging and competitive environment.

The **course outcomes** understandably take students to the roots and foundation of their individual subject. The **course is broadly divided into six semesters** over a period of three years. It introduces students to the **etymology, origin, genres, classifications** and **constant evolution** of their particular subject. It equips students with the tools which they'll eventually put to use during exams and later on at the workplace and in real life situations. The course assesses the ability of each student to define basic and primary concepts. It judges a student's capacity to decipher fairly advanced concepts within their particular subject. Their ability to grasp the basics and nuances of their subject and the outcome of this assessment are eventually revealed in the marks secured.

File Description	Document
Upload Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

With a view to help students see improvement and attain better grades, the college **adopts tried and tested methods** such as **conduct of tests and assignments** as well as other mechanisms in the form of

mentor – mentee programmes and parents – teachers meetings. To accomplish this task, the college is using the Internal Assessment and External Assessment Marks as indicators to understand the level and quality of the *programme outcome* attainment of a student. Internally, students' PO attainments are measured in the form of **internal tests, assignments and other modes of assessments** which different departments of the college have been using over a period of time. In keeping with the regular practice, these internal assessments are conducted before the students would appear for their end semester examinations. On the other hand, external PO attainments of students are measured through their end semester or external examinations' marks that the students have obtained from the exams that they have appeared. In order to further understand a student's level of PO attainment or incremental increase of the same (from the time they were initially enrolled in the college till the time they cleared their final semester examinations), the college through its various departments would compare a student's initial PO attainment (1st Semester results) against the corresponding latter PO attainment (6th Semester results). Through this comparison, evidence shows that there has been a substantial increase in a student's PO attainment levels from the time they were freshly enrolled in the college till the time they completed their three-year degree course. This incremental increase in the PO attainment of students from 1st semester to 6th semester strongly indicates that the efforts given by teachers towards the students through various modes of teaching and learning **have resulted in students' noticeable improvement in PO attainment levels.** It also shows that the efforts made by teachers in enriching the learning experience of students have not gone into waste but instead have definitely borne fruits. With regard to their development beyond graduation, the *course outcomes* understandably take students to the roots and foundation of their individual subject. The course is broadly divided into six semesters over a period of three years. It introduces students to the **etymology, origin, genres, classifications and constant evolution of their particular subject.** It equips students with the tools which they'll eventually put to use during exams and later on at the workplace and in real life situations. The course assesses the ability of each student to define basic and primary concepts. It judges a student's capacity to decipher fairly advanced concepts within their particular subject. With a view to create better chances for students to gain employment, seminars and workshops are conducted regularly. Exposure trips and programmes directly related to their subject are conducted frequently in order to prepare students for life after graduation. Their ability to grasp the basics and nuances of their subject and the outcome of this assessment are revealed in the employment they eventually secure.

File Description	Document
Upload Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 88.96

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
354	352	264	218	206

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
391	354	269	282	271

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.56

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0.84

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0.84

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Thomas Jones Synod College, Jowai has actively embraced this criterion by undertaking various initiatives to foster innovation and promote knowledge dissemination. One noteworthy step undertaken by the college is to sensitize students on SWAYAM courses by organising awareness programmes which provides access to high-quality learning materials and expands opportunities for acquiring knowledge and skills. Furthermore, Department of Commerce has taken a commendable step by initiating the Tally ERP Course in 2023 sponsored by the Meghalaya State Skills Development Society (MSSDS) for students of the college as well as for the students from other colleges. Tally is a widely used accounting software, and providing training in this field equips students with practical skills that are highly sought after in the job market. This initiative demonstrates the college's commitment to keeping pace with industry requirements and preparing students for professional success. Also, on 21 July, 2023, the Department of English, in collaboration with the office of the Deputy Commissioner, West Jaintia Hills District, organised a Fine Art program that is deeply rooted in the Indian Knowledge System. This

program aims to nurture the creative talents of our students while emphasizing the rich cultural heritage and artistic traditions of India. Through workshops, exhibitions, and interactive sessions, students will have the opportunity to explore various art forms, including traditional Indian painting styles, sculpture, and contemporary artistic expressions influenced by Indian culture.

In addition to the aforementioned initiatives, Thomas Jones Synod College has recently inaugurated a science stream. Adhering to the NEP requirements the college aims to introduce various skill programs in the coming years to promote practical learning and equip students with vocational skills that can lead to entrepreneurship or employment opportunities. These skill programs may include Mushroom Cultivation, Apiculture (Beekeeping), Fish Rearing, Soap Making, and Candle Making. By integrating practical training in diverse areas, the college ensures that students are not only academically proficient but also capable of applying their knowledge in real-world contexts. These skill programs not only enhance students' employability but also contribute to local entrepreneurship and sustainable development.

While the college has taken steps towards fostering innovation and knowledge transfer through various skill programs and other courses, it is yet to venture into the domain of research and development to the extent of filing patents or publishing articles. Moreover, the college currently lacks an incubation center facility. An incubation center provides a supportive environment for nurturing entrepreneurial ideas and innovations, helping students and faculty members transform their concepts into viable products or services. Despite not having an incubation center, the college can explore future possibilities to establish one, which could further enhance the ecosystem for innovation on the campus.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 3

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	0	0	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.38

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	3	4	2	4

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.08

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1	0	2

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The Extension Activity Committee of Thomas Jones Synod College Jowai, comprising the NCC unit, Eco-Club, NSS Unit and RRC, has conducted various events over the past five years. Their initiatives aim to create awareness, foster social consciousness, and engage students in community service, broadening their perspectives and critical thinking. Amid the challenging Covid-19 pandemic, the committee adapted by organizing online programs, effectively raising awareness and keeping students engaged. Their innovative measures ensured continuous support during these unprecedented times.

The NCC unit conducted various events including International Yoga Day, Swachh Bharat Campaign, Run for Unity, Har Ghar Tiranga and participation in state and national-level camps and events. They also hosted a Trekking cum Treasure Hunt program and conducted pollution awareness lectures. During the pandemic, they enrolled in the Arogya Setu program, participated in online programs, and volunteered to help the local administration. The unit also participated in various events organized by the 42 Meghalaya Bn NCC and received certificates of participation, including training camps, flag hoisting, 'C' certificate distribution, social service and community development programs.

The Eco-Club conducted various activities to promote environmental awareness and social responsibility. The club organized a tree plantation drive, Cleanliness Drive cum Beautification program, field trip, and Nature Walk. The Club also conducted a painting competition, a plastic waste awareness programme, and a study tour to Mawphlang Sacred Groove. In 2021, the club organized an online lecture, a Slogan Writing Competition, and Awareness program on Covid-19. The Eco-club and Environmental Studies Department conducted a cleaning drive in the Myntdu River area on World Water Day 2023, on the theme "Accelerating the change to solve the water and sanitation crisis."

The NSS Unit has been actively involved in social awareness and community engagement. The unit organized various programs like World Environment Day, International Yoga Day, International Day

against Drugs Abuse & Illicit Trafficking. The NSS volunteers also participated in the National Integration Camp in Gujarat and organized a special camp in adopted villages among other activities. The unit also organized events such as Swachhta Pakhwada and Fit India. During the pandemic, volunteers helped with COVID-19 awareness, mask-making, and sanitization. In 2019, the unit was honoured with the University Level NSS Award for being the Best NSS Unit.

The RRC of the college has been spreading awareness about HIV/AIDS and blood donation for the past five years. They held an Awareness Programme Cum Blood Donation Camp in 2018 and won the Red Ribbon Club Zonal Inter-College Quiz Competition in November 2020. They collaborated with Meghalaya AIDS Control Society in 2021-2022 to organize an online painting and slogan writing competition for World Blood Donor Day and a special webinar awareness program. They also participated in the Red Ribbon Club Zonal Inter-College Quiz Competition, one day state level capacity building training RRC/NSS nodal officer on New India @ 75 campaign and one day sensitization training for peer educators of RRC on New India @ 75 campaign.

File Description	Document
Upload Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college encourages students to participate in various extension activities which enhances the holistic development and also gives them a platform to display their talents. During the last five years various accomplishments were achieved by the students of the college.

1. In **2019**, the NSS unit of the College received the University Level NSS Award as the Best NSS Unit from North-Eastern Hill University NSS Shillong for their community service and commitment to social causes. They also received a certificate of appreciation from Meghalaya Aids Control Society Shillong for organizing Voluntary Non-Remunerated Blood Donation Camps and their dedication to the theme "Safe Blood for All" during 2018-2019. The cultural club of the College was awarded 2nd prize at a competition organized by the District Library on Independence Day 2019.
2. In **2020**, the college was awarded 2nd Prize in the District Level Quiz competition and 1st Prize in the Debate competition organized by the District Sports Office, West Jaintia Hills District. Also, in 2020, the Red Ribbon Club of the college was awarded 1st Prize in the Quiz competition 2020 Zonal Level organized by the Jaintia Eastern College, Khliehriat, in collaboration with the Meghalaya AIDS Control Society (MACS), Shillong.
3. In **2021**, Badahun Shisha Bang of Thomas Jones Synod College, Jowai was awarded first prize in the slogan writing competition organised by the Office of the Deputy Commissioner (Election) West Jaintia Hills District. Also, the NCC unit of the college was awarded All Round Best Performance (SD) at the Combined Annual Training Camp (CATC), organised by 42 Megh BN

NCC.

4. In **2022**, the Government of Meghalaya awarded a Certificate of Appreciation and a cash prize of Rs. 50,000 to the college for their encouraging support and wholehearted efforts in helping facilitate the Meghalaya@50 Youth Survey. Also, in 2022, the Principal of the college was awarded a memento on the Observation of Iconic Week from the 7th of March, 2022 to the 13th of March, 2022 under Azadi Ka Amrit Mahotsav by the Government of India, Ministry of Labour and Employment (DGE) National Career Service Centre for SC/ST, Jowai. In addition, the college was awarded a certificate of participation on “NASHE SE AZADI PAKHWADA” International Day against drug abuse and illicit trafficking 2022, organized by West Jaintia District Police in collaboration with Sein Kynjai. On the 15th of August, 2022, the college was awarded a certificate of participation by the Office of the Deputy Commissioner, West Jaintia Hills District, Jowai, as part of the celebration of Independence Day.
5. In **2023**, the NCC unit of the college was awarded All Round Best Performance (SD) on the Combined Annual Training Camp (CATC) at ARPS Laitkor, Shillong, from 1st to 8th Jan 2023, organised by 42 Megh BN NCC. Also, the college was awarded a certificate of appreciation by the District Administration West Jaintia Hills District, Jowai, on the 5th of June, 2023 for their participation in the Mission Life (Lifestyle for Environment).

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 14

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
07	01	00	03	03

File Description	Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 4

File Description	Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

1. Teaching – Learning, viz, classrooms, laboratories, computing equipment etc.

The total build up area of the College is 2696 Sq.Metre. The college's primary structure is a four-story concrete building of an area 1400 Sq.Metre that houses essential administrative and academic facilities. On the first floor is the principal and vice principal's offices, the Internal Quality Assurance Cell (IQAC) room, a conference room, the exam branch office, and the college administrative office. The college is equipped with 25 classrooms, each designed to facilitate effective teaching and learning. Furthermore, there are four equipped laboratories dedicated to physics, chemistry, zoology, and botany, providing hands-on scientific exploration opportunities for students. In addition, an area of 200.6 Sq. Metre is allotted for Additional Classroom (red – roof) with two rooms and 111.9 Sq. Metre for another Additional Science Classroom with three rooms.

For faculty members, departmental rooms are strategically placed throughout the building to foster collaboration and academic support. To ensure the comfort and convenience of our staff, separate restroom is available for both male and female. Extension room, a computer lab, and library, further enhancing our academic resources. Additionally, medical room is in place to respond to any medical emergencies.

A security booth is located on the right side of the main gate followed by a clear path that leads to the building entrance, surrounded by lush lawns where students can relax and socialize during their free periods. Adjacent to the main building, there is a basketball court and a badminton court. Fire extinguishers are installed on every floor in case of emergencies.

For students commuting by two-wheelers, a designated parking zone is provided. The campus has a canteen and a coffee shop offering a variety of meals and snacks. The chowkidar's residence is situated behind the college building. The construction of Girls' and Boys' Hostel is in the process that has an area of 985 Sq.Metre.

1. ICT- enabled facilities such as smart class, LMS etc. Facilities for Cultural and sports activities, yoga center, games (indoor, outdoor), gymnasium, auditorium etc.

The College currently houses 12 ICT-enabled rooms and is actively pursuing expansion opportunities.

Alongside its academic focus, the campus offers a diverse range of extracurricular facilities, including basketball and badminton courts, as well as a college hall where various activities thrive.

Behind the main academic building, a vibrant basketball court stands as a symbol of the college's dedication to physical well-being. Students engage in daily basketball games and participate in special events like college week and inter-college competitions, solidifying the college's reputation as a sports hub.

The college hall, situated atop the main building, serves as a dynamic cultural center. It hosts a wide array of activities, including singing, dancing, dramatic performances, debates, quizzes, fancy dress, and traditional competitions. These events provide a platform for students to showcase their talents, celebrate their culture, and contribute to the broader community.

Inside the college hall, board game enthusiasts gather for chess, draughts, and other games. The college also collaborates with external associations to host competitions, fostering a vibrant atmosphere for students to explore diverse sporting pursuits. Students actively engage in yoga and wellness practices on campus.

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 54.27

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
8.4	37.7	38.5	99.4	31.4

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The College Library which is located on the top floor of the College building is spread out over an area of 3594 sq. m, and has a spacious reading room. It started functioning in 1997 when the College was established and began with a modest collection of books, magazines and newspapers. Presently, the Library has a collection of more than 10600 books, existing and bounded periodicals, a number of UGC Care list journals, two national and two local newspapers. One online newspaper is also subscribe for easy access. The Library is automated using Library Management System called KOHA (latest version) which is a linux based open source system. It is installed for the effective functioning of the services provided by the library. Barcoding system is used for the Circulation of books to enhance the efficiency of the service. A separate Computer has also been installed for students and faculties for access to OPAC (Online Public Access Cataloging) facility. The College has subscribed to NList platform to access e-resources content. For security measures, CCTV has been installed in the library. With the objective to create awareness on library resources and services, Library Orientation programme is organized from time to time. The aim of the programme is to allow the students to use the system effectively and efficiently. This programme focus on the library rules, in- house resources and services. The usage of library by the students and teachers are recorded and maintained through a gate register. As an initiative to support student and to create a healthy and clean environment, the library advisory committee took the step to implement a practice called “Earn while you learn”. In this practice students are given the opportunity to maintain cleanliness and arrangement of books as per the instruction of the Librarian and are also able to earn a certain amount of money (i.e. 50/- per hour). A College has a library policy to look into the smooth functioning and maintenance of the library.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Computers are currently housed in the Computer lab, Library, Office, Principal room, Vice Principal room, IQAC room and departmental rooms. The introduction of IT in Business as one of the course content in the Commerce Department provides students with opportunities to learn more about computers, through an array of theory and practical classes. The introduction of FORTRAN programming to the recently established Physics department will greatly aid students' comprehension of the programming world. On the College campus, Wi-Fi facilities with a speed of 50 Mbps has been installed. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & communication resources, offers students the facilities of email, Netsurfing, up/down loading of web based applications, besides helping them in preparing for projects & seminars. The installation of Projectors in classrooms has also made it easier for teachers to incorporate audio-visual learning tools into their lectures, giving students a better chance to understand and learn. Fingerprint base attendance for teaching and non-teaching staff is implemented in the college. The Library is automated using Library Management System called KOHA (latest version) which is a Linux based open source system. It is installed for the effective functioning of the services provided by the library. Barcoding system is used for the Circulation of books to enhance the efficiency of the service. A separate Computer has also been installed for students and faculties for access to OPAC (Online Public Access Cataloging) facility. For security measures, CCTV has been installed in the College Campus. Recently a new system of net monitoring the employees is installed. The college has also a website under the name <https://thomasjonesjowai.com/> for easy access and retrieval of information related to any academic purposes.

File Description	Document
Upload Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 27.5

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 42

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 14.96

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

2022-23	2021-22	2020-21	2019-20	2018-19
30.3	17.6	0.76	3.6	7.1

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 42.14

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	913	967	301	274

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 23.4

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
251	394	36	145	537

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: C. 2 of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 13.63

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
50	61	35	23	21

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
354	352	264	218	206

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.17

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	0	1	0

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.3.2**

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 6.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7	5	1	9	10

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.4 Alumni Engagement****5.4.1**

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

Response:

The Alumni Association of the College was formed on 3rd March 2015 and was registered on 18th August 2015 under the Meghalaya Societies Registration Act XII of 1983 of 2015 and the latest renewal was done on 2nd August 2023 and is valid upto 2nd August 2026 under the registration number NO.SR/WJH/TJSCAA-1607/100 of 2015.

The present members are: -

President: Rev. L. O. Garod (Church Minister, KJP Synod Mihngi)

Vice- President: Mr. S. Plain (Assistant Professor, Department of History, Thomas Jones Synod College, Jowai)

General Secretary: Mr. T. Laloo (Stenographer, Court of District and Sessions Judge, Jowai)

Asst. Secretary: Ms. A. Lyngdoh (Assistant Lecturer in History, Thomas Jones Synod College, Jowai)

Treasurer: Mrs. B. Bareh (Assistant Professor, Department of Education, Thomas Jones Synod College, Jowai)

Auditor: Mrs. R. Dkhar (Assistant Professor, Department of Economics, Thomas Jones Synod College, Jowai)

Editor: Mr. Lionel Theodore War (Assistant Teacher, Govt. Lower Primary School, Ialong)

Executive Members: -

Mr. F. Lamare

Mr. M. Pachiang

Mrs. R. Talang

Mrs. L. Passah

Mrs. W. Myllemngap

Mrs. R. Sumer

Ms. R. S. Biate

Mrs. A. Tongper

Mrs. W. Lakiang

Ms. W. Slong

Since its establishment, the Association has diligently dedicated itself to advancing the institution in multifarious dimensions. The Association convenes regular meetings to discern avenues where they can extend their support to both the College and the broader community.

Over the past five years, the Alumni Association has contributed to the College's enrichment, which includes initiatives such as sampling plantation, organizing a one-day Career Counseling & Guidance Seminar in collaboration with Sacred Heart Academy, Shillong, and maintenance of comprehensive student progression records.

Furthermore, the Alumni have meticulously devised an array of forthcoming activities designed to elevate the College as a whole. The association has also contributed by providing books to the College Library, a top hung wall shelf, a set of desk and chair, center table. The Alumni Association has also conducted reunion programme for generating a sense of unity and also discuss on various ways to promote and support the college in the future.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

- The governance and leadership of the institution is guided by its vision to impart education for the youth of the town and enable them to face challenges in life courageously. The mission to impart academic excellence and provide service for one's country and countrymen is reflected in well thought out plans and implementations in the college.
- The college, as per the direction of its affiliating university, implemented the NEP in 2023. In line with this, an NEP Cell was constituted to overlook and ensure desired goals are reached for full implementation. The cell undertook the responsibility of organizing an orientation programme for the new batch of students so that they understand its implication.
- The management of the institution is such that its Sponsoring Body, the Khasi Jaintia Presbyterian Synod Mihngi, is the sole authority. The college is also partially aided by the government of Meghalaya. The Sponsoring Body governs the college through a Governing Body in which the Principal is the secretary. This administrative body is responsible for decision making and implementation of its resolutions. The Principal manages the daily business of the college with the Vice Principal assisting him to ensure the smooth functioning of all college related matters. The IQAC functions with the Principal as the chairperson. Its work is to oversee, initiate and plan various activities which are necessary to raise the quality of learning imparted in the college. To fully achieve a decentralized form of management, different academic departments function with some autonomy under the leadership of Heads of Departments.
- All Heads of Departments are members of the Academic Committee which works and discusses various measures to further improve learning and curriculum in the college. Apart from this, there are various committees, cells and clubs viz Admission Committee, Add-On Course Committee, Anti-Ragging Cell, Building Committee, Discipline Committee Library Advisory Committee, Sports and Co-Curricular Activities Committee, Students Welfare Council, Grievance Redressal Cell and Women Cell to name a few. These set up are given the liberty to plan and organize different programs within the college that will benefit the student community. However, they are expected to adhere to the guidelines and academic calendar of the university and the college.
- To reach a high level of education the college has Institutional Perspective Plans which will be carried out with the availability of resources and funds. A few of them includes establishment of courses for soft skills, vocational courses, introduction of more departments and hostel facilities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

- The institution has a perspective plan that will enable it to grow with the requirements of the time. These plans are short and long term in nature. They are executed with the guidance of the Principal and the assistance of the IQAC.
- For the functioning of institutional bodies, various policies are adopted and implemented. These policies are taken from the UGC and are also drafted by conveners of different cells and clubs. The bodies viz. Anti-Ragging Cell, Eco Club, Grievance Redressal Cell, Library, function under the purview of such guidelines.
- As per the organogram, administration of the college is such that the Khasi Jaintia Presbyterian Synod Mihngi is the sole authority. The college is governed by the Governing Body in which the Principal is its secretary. The Principal is responsible for communicating and carrying out its decisions and ideas. The Vice Principal assists in administrative work and the IQAC oversee matters related to the growth and development of the college. There are also academic departments which function with some freedom in its respective work and are led by Heads of Departments to ensure that its duty is fulfilled. Directly under and in a linear manner, are the non-teaching staff, admission committee, and library and examination branch. There are also different cells, clubs and committees of the college that works to ensure extra-curricular activities are duly performed and completed.
- In the appointment of the staff, the college follows the regulations of the State government, affiliating university and the UGC. Appointment for faculty is through selection by the Selection Committee in conformity to the rules of the affiliating university. The Constitution and Bye Laws of the college contains the service rules which judge the conduct of all its employees. A self-appraisal is done at the end of every academic year by the faculty to assess their performance and growth.
- The institution has attained an affiliation in 2023 for the recently introduced Science Stream. The college has initiated SWAYAM in the college through awareness programmes and a link in the college website. The college also offers soft skills like communicative skills and tally certificate courses. There are also plans to introduce other courses and streams to meet the requirements of the National Education Policy.
- To improve and enhance its infrastructure, construction of hostels for boys and girls is in the process. In due course and with availability of resources, the college will set up vocational training centers and an auditorium complex. In order to maintain an eco-friendly environment, the

college adopts the practice of campus cleaning drive and is doing this regularly.

- As per the direction of the affiliating university, the college has implemented the Four Year Undergraduate Programme (FYUP) of the New Education Policy 2020 from the academic session 2023-24. The college also organized an orientation programme and department parent-teacher meetings to sensitize students and parents on the NEP implementation. The institution ensures that students reach their desired goals through the education and curriculum that is offered.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

- The institution regulates a transparent method for checking and keeping track of the

performance of the teaching and non-teaching staff. This is done through a Self-Appraisal. The IQAC distributes the Self Appraisal format among the faculty members which is duly filled and submitted annually.

- The institution has effective welfare measures for both teaching and non-teaching staff. It grants the children of the faculty a 50% discount on tuition which was initiated in October 2022. Additionally, the institution grants a three-month Maternity Leave for its staff. The college also offers the Employees Provident Fund to both teaching and non-teaching employee starting in the year 2019.
- Furthermore, the college provides canteen facility, one coffee-shop, up-to-date library facilities and clean drinking water within the campus. Department rooms and a desktop computer are allotted to every department for better functioning. Sanitation and wash-room facility are provided in each floor of the college building.
- The institution installed CCTV in the college building and specific areas in the campus and Wi-Fi connectivity is also available in the building.
- The institutional bodies, cells, committees, and clubs conduct regular meetings. The proceedings of these meetings are documented and kept on file, and are also distributed to all members. Every meeting begins with the reading and confirmation of the previous meeting's minutes, after which the members are informed of the action taken. When required, the Principal and Governing Body are consulted for consent to guarantee that the resolutions adopted by these bodies are implemented effectively. To convey any concerns or grievances to the Governing Body, two teachers are chosen to serve as Staff Representatives.
- Under the Lump Sum Grant-in-aid scheme, the college receives a considerate amount in addition to the Sponsoring Body's annual sponsorship. The financial constraint hinders the smooth implementation of additional projects in the college.
- The principal convenes a General Staff Meeting annually at the beginning of the academic session and before the end of the session. In the meetings, various issues are discussed to suggest as well as make improvements on the shortcomings and requirements of the staff and departments.
- Both the teaching and non-teaching staff can submit their grievances through a 'Drop-Box' in the college and through a link of the Grievance Cell in the college website.
- The institution encourages its staff to undergo various training and development programmes such as Orientation programme, Refresher course, Professional courses and others in hybrid mode.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 3.33

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	2	2	2

File Description	Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 8.19

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6	5	2	7	3

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
26	26	19	15	15

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institution follows an effective mechanism to monitor effective and efficient use of available financial resources.

- The college conducts an annual internal audit and the report of the same is forwarded to the Khasi Jaintia Presbyterian Synod Mihngi. These audited statements are scrutinized by the Governing Body before they are forwarded to the Sponsoring Body. The college also conducts an external audit through a Chartered Accountant within a financial year. In this regard, the college maintains its account manually in Cash Book, Ledger, Stock Register and Voucher for keeping records. From the year 2022-2023, the college has maintained a Tally Software used for recording day-to-day transactions. The Synod grant, Lump-sum grant of the government of Meghalaya is utilized for salary of the teaching and non-teaching staff. The RUSA grant is used for construction of classrooms and laboratories of the Science Stream. The Project Implementation Committee and the Purchasing Committee manages such matters and ensure full utilization of funds. Semester fees are utilized for the salary and other expenditure incurred by the college.
- Efforts are made by the institution to mobilize funds from other funding agencies. Apart from this, the College is wholly dependent on students' fees in which they pay their Session and Examination Fees through NEHU portal and SBI Collect. The college makes all attempts to efficiently use its available resources.
- An annual budget is prepared at the beginning of the year and presented before the Governing Body for approval. The financial expenditure of the institution is guided by this budget. Apart from the yearly recurring expenditure for staff salary and office equipment, all major expenditure is carried out with the prior approval of the Governing Body.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

- The Internal Quality Assurance Cell (IQAC) was established in the College, in 2014 in accordance with NAAC requirements. The IQAC in accordance with its aims and objectives makes a continuous effort in maintaining, improving and evaluating the institution's quality, including the efficiency of the teaching and learning process.
- All teachers retain diaries for their classes, which are overseen by department heads and frequently evaluated by the IQAC and the Principal. This is to facilitate the mechanism for reviewing the teaching and learning process. Students are also given internal tests and assignments, and tutorial classes are also taken as necessary, to reflect and evaluate the effectiveness and progress of the teaching and learning process. The mentoring system also contributes to the overall development of the students.
- The IQAC hosts seminars and orientation programmes from time to time. For instance, the Department of Education and the IQAC collaborated to organize a Special online lecture to commemorate World Literacy Day on the theme "Literacy for a Human Centred Recovery: Narrowing the Digital Divide" on the 8th September 2021 and the Department of History and the IQAC collaborated to host a Special Lecture on World Heritage Day on April 19th 2022. A regional seminar on "Waste Management in Jaintia Hills" was successfully organized by the IQAC on June 29th 2022 and a National Webinar on "Cyber Crime and Cyber Security" was held on November 1st 2022. The IQAC also looks into the holistic development of the students for which programmes like value education is organized.
- The IQAC also encourages departments to host Seminars and invite Guest Lecturers to give both teachers and students a thorough overview on a variety of topics. The IQAC has made a substantial contribution to the institution's overall quality improvement. The faculty is encouraged to utilize the ICT resources offered by the college. The IQAC also suggests training programmes for the faculty as well as students on important issues like MOOCs to enhance learning and develop IT skills. This is done to motivate the students to undergo online certification programs and career guidance programs.
- Feedback is collected and action taken reports are maintained to evaluate the teaching-learning performance and comprehend the overall opinion of all stakeholders of the college. Students can also give their feedback and suggestions on teaching and administrative performance through the 'Suggestion Box' located near the principal's room.
- A number of actions are also in motion to raise the institutional standard of excellence. Computers and internet access are available in department rooms. More computers have been added in the computer lab and library. Likewise, LCD projectors are used in classrooms for efficient content delivery. The college building and the library have Wi-Fi capabilities. The library's holdings and infrastructure have also been upgraded.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

To imbibe a sense of respect for all without discrimination, regardless of gender the college ensures that students and faculty are provided equal treatment in the administrative as well as in co-curricular activities. College Admission is opened for both male and female students to safeguard the right to higher education of female students.

Certain standard measures that the college follows to provide equal facilities and opportunity to the students and faculty are: Separate common rooms are provided for boys and girls to ensure privacy and comfort especially for the female students. The College has separate washroom for male and female. A security guard is stationed at the entrance of the college to ensure the safety of students at the entry and exit point particularly the female students. One female and one male Class Representatives are selected for each class to ensure that female students shall have a voice in the affairs of the college.

The institute is committed to provide safe academic and working environment to all students and its employees by preventing, prohibiting and redressing acts of sexual harassment against them. Therefore the college drafted the sexual harassment policy in accordance with the guidelines of UGC, an Anti-Sexual Harassment Policy and Internal Complaint Committee (ICC) has been established by the College, to provide a healthy and congenial atmosphere to the staff and students of the college. A Women's Cell is also instituted in the college. It was established in the year 2016. In 2023, the cell has been named "Latympang" (Latympang was the queen of Manar Kingdom in Jaintia Hills, the name signifies and upholds the dignity and strength of a woman). The women cell organizes various awareness programmes and also contributes in the form of charity to orphanage homes.

The Grievance Redressal Cell was formed in 2016 in the college as per the University Grants Commission Act, 1956 (3 of 1956) to create a platform to express problems regarding academic and non-academic matters faced by the students and the staffs (teaching and non-teaching) of the college. The students and the staffs of the college may approach the cell to voice their grievances regarding the educational environment and other related issues. To make the procedure safe, secure and private the college provides a grievance redressal box fixed at a specific place and also redressal can be sent through email which will directly be addressed to the principal of the college.

There is also an Anti Ragging Cell in the college which was established in the year 2016 which ensures that there is no ragging in and around the campus. Ragging in any form is totally prohibited in this institution. Every student is expected to register online in the anti-ragging cell under UGC Guidelines. The college also takes initiative in spreading awareness on various issues of health and hygiene, energy

conservation as well as waste management.

File Description	Document
Upload Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

Response: B. Any 3 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institution makes continuous and rigorous effort in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens. The institution has students and staff from different communities belonging to diverse ethnic groups and proclaiming diverse faith. To develop and strengthen unity and also create a sense of harmony the college celebrates various commemorative days in the college campus.

The Extension Activity Committee of the college like National Service Scheme (NSS), National Cadet Core (NCC), Red Ribbon Club (RRC) actively participates and makes such programmes a success through various extension activities.

The NSS continuously organises activities that involves students' participation which sensitizes and connects them to community service. To communicate and contribute to the local community the NSS organizes special camps which are held in the adopted villages.

The college takes part in Republic Day and Independence Day celebration where NCC Cadets of the college participates in the marchpast which inculcates a sense of discipline and encourages the students to become responsible citizens.

The college has an Electoral Literacy Club which encourages and sensitizes students on constitutional rights and duties through various programmes and participation in electoral process. The faculty of the college participates in electoral process and assists the district administration in conduct of poll. Students also participate and volunteer in various electoral process during election like providing assistance to the senior citizens.

Students are encouraged to participate in various programmes and sports organized by the college as well as other institutions and organizations to inculcate a sense of oneness.

Lectures and activities are also conducted to create awareness on important occasion and national events like World Environment Day, World Blood Donor Day, World Heritage Day, International Yoga Day, Anti-Tobacco Day, International Women's Day, Har Ghar Tiranga, Puneet Sagar Social Service and Community Development, Swachh Bharat, Fit India Movement and many more.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

1. Title of the Practice

PARENT-TEACHER-STUDENT MEETING

1. Objectives of the Practice

Parents play a pivotal role in the upbringing, progress and growth of a child. Teachers are second parents to students. Therefore, communication and understanding between teachers and parents is a must. The objective of this meeting is to create awareness among parents about the changing scenario in education. The meeting helps parents to openly discuss the academic challenges faced by students. Since the college enrolls many students from the rural areas, it is a challenge to prepare students to face the present world. This practice will enable to clarify the educational curriculum and also encourage parents to be part of the educational journey of their wards.

2. The Context

The college has initiated this practice since 2017. Meetings have been successfully conducted department wise. Parents enthusiastically participated and shared their opinions and views regarding various academic matters. This practice has contributed in student's performance and also regularity in attendance.

3. The Practice

The college has instituted this practice to imbibe a sense of responsibility and parenthood for both teachers and parents. To make the meeting systematic, the various departments conduct the meeting before the commencement of classes for the new academic session or before the start of Internal Assessment. The departments ensure that parents understand the Semester system, the importance of Internal Assessment and also Attendance. Students need to secure 75% of attendance to secure 5 marks

for Internal Assessment. Sharing of the required knowledge for the growth of a student is a practice that the college strives for.

4. Evidence of Success

Departments have organized one meeting for each academic session. The department has maintained reports with the attendance and pictures of the meetings held. Parents have well cooperated and this extends to the family support received on the end of the student and the teacher.

5. Problems Encountered and Resources Required

a) There were times when parents of every ward could not attend the meeting. Few cases were of parents who were from neighboring or distant villages. They could not attend. Nevertheless, the department ensures that at any given time convenient to the parents, they can meet faculty of the respective department to gather information on the prior meeting held for parents.

b) Due to time constraint the meeting can be conducted only once a year.

2. Title of the Practice

Online Quiz: Effective Curriculum Delivery Mechanism

1. Objectives of the Practice

- a) To check the course delivered in the classroom benefits the students.
- b) To use ICT friendly methods in the classroom.
- c) To know the understanding level of the student on the curriculum.
- d) To digitize delivery of curriculum through online mode.
- e) To motivate every student to master the respective curriculum.

2. The Context

The online quiz is a set of questions on the topic covered by the teachers in the classroom. The link for the quiz is <https://quizizz.com>. The teacher creates the online quiz and provides the entry code to students.

3. The Practice

The online quiz is conducted by individual teachers and/or the department as a whole. Based on the response of the students the teacher can monitor whether the topic covered is comprehended by the student. The online quiz is conducted live in the classroom so that students can access the Wi-Fi connectivity in the college building. The result analysed by the app helps the teacher to understand the students learning capability and also improve the teaching-learning process.

4. Evidence of Success

- a) The online quiz has created ICT friendly learning method among the students.
- b) It has helped teachers to improve ICT enabled academic practice in the delivery of curriculum.
- c) The ICT is being updated from time to time to meet the needs of the students and teachers.
- d) The examination result has proved how the practice becomes efficient, beneficial and effective in delivery of curriculum.

5. Problems Encountered and Resources Required

1. ICT gadgets may not be available to some students whereby offline mode has addressed the need.
2. Internet connectivity sometimes creates deficiency in meeting the needs effectively.
3. Students staying in areas with no access to internet cannot easily participate for which departments have to arrange the quiz in the college to overcome the problem.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The college was established in the year 1997 and has successfully completed 25 years of its service to the student community of the region. The college aims to provide education of a higher standard of scholarship and learning that will equip them to face challenges in life and capacitate them to evolve an independent and unbiased outlook towards life. Apart from providing academic knowledge the college also aims to train students in areas that increase their employability both in the private and public sectors. The college enrolls students from all sections of the society. As such it becomes important to consider the social background of the students. There are students who face financial constraints and also cannot procure the required facilities for academic and extracurricular activities.

The institution aims to provide all round development of the student and also provide help in any possible manner. The one area distinctive than the other practices in the institution is the **Student Support Mechanism**. Over the years the college has tried to consider ways and means to support the students. The student support mechanism can be explained through the various methods implemented by the college.

- 1. *Earn while you learn*:** This is an initiative by the library of the college. The library has adequate number of books, infrastructure and space to introduce the scheme on “Earn while you learn”. The library department introduced the scheme as a student support for those who need financial help. During their free hours selected students work in the library for arranging the books and cleaning the book shelf for which they are paid Rupees 50 (Fifty) per hour. Ten students are selected from each department to work one hour once in a month. The objective of this practice is to encourage students to grasp idea on management of books in the library and also boost their morale to undertake any kind of labor that is offered.
- 2. *Concession on payment of fees*:** This is an initiative by the college to support children of the staff of the college. The college is a private institution adding to the financial constraint faced by the faculty. Therefore, the college appealed to the Governing Body of the college to consider the fees of the children of the staff who are enrolled in this college. The proposal was approved by the Governing Body and it was notified to the faculty (teaching and non-teaching) that there will be a discount of 50% on the payment of fees for their children enrolled in this institution.
- 3. *Inclusiveness*:** The College aims to provide education to students enrolling from all sections of the society. To consider gender equity admission is open for both male and female students. There are cases where students who are physically challenged also apply for admission. Such students are admitted and welcomed by the admission committee. The respective departments are also informed of such cases so that teachers can monitor their learning process and guide them. This attitude of acceptance allows students and faculty as well to respect individual abilities and promote inclusiveness.

- 4. Value education:** With the development in technology and also the emergence of ICT in classroom learning becomes more technical. The youth of today are more interested in the world of social media and the trending modern issues. In order to inculcate a spirit of value-based learning, the college has taken initiative to organize lectures and programmes to educate students on moral and ethical values which helps in molding the students. This is an initiative to strengthen student support in a holistic manner with respect to the motto of the college “Tip Briew, tip Blei” (Know man, know God).
- 5. Code of conduct:** The institution adheres to certain set of rules and restrictions for the students and the faculty as a whole. The constitution of the college clearly rules out the code of conduct for the students. Yet in order to remind the students to maintain their general behaviour within the campus, the code of conduct is forwarded to students. There is also the grievance cell and discipline committee that monitors and handles issues pertaining to the maintenance of discipline in the college.
- 6. Social responsibility:** For the overall development of the students there are various activities conducted through the Extension Committee of the College. Students participation in activities like cleaning drive organized by Eco Club, NSS and NCC unit of the college helps students to imbibe a sense of social responsibility.
- 7. Megha Health Insurance Scheme (MHIS):** The IQAC initiated further support to students by organizing MHIS Card Registration in the College Campus to enable students register and access the benefits of the scheme.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

In order to fulfill the stated Vision and Mission of the institution attempts are being made to improve the all round services of the college. With the changes in the educational scenario, the college has implemented the National Education Policy 2020. Currently the institution offers Under Graduate programmes in three streams Bachelor of Arts, Bachelor of Commerce and Bachelor of Science. With the available human resources and the present infrastructure, the college implements the curriculum of the affiliated university. In due course with availability of proper funding and increase in the faculties, the college will try to introduce more skill development courses and departments.

Concluding Remarks :

The preparation of the Self Study Report has been an enriching experience. The process has helped us in identifying the strengths and weaknesses of the college. It has enabled us to make an in-depth analysis and gain a wider and comprehensive understanding of the different aspects of the institution. This will help the Institution capitalize on the various challenges that the college will have to face and overcome with requirements as demanded by the new educational policy.