SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

THOMAS JONES SYNOD COLLEGE

IAWMUSIANG JOWAI WEST JAINTIA HILLS DISTRICT
793150
www.tjsc.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2017

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 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 ever-changing scenario of higher education by improving the infrastructure and ICT facilities available in the college. The college is affiliated to the North-Eastern Hill University for its under graduate programmes in Arts and Commerce. 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 non-teaching staff.

Vision

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

Mission

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
- Adequate campus and building infrastructure, with good scope for expansion and development.
- Adequate infrastructural and academic facilities for both students and staff.
- 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.
- Large number of students securing low percentage in the qualifying exams
- Poor written and communication skills among students.
- Low number of Seminars, Workshops, Conferences and 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.
- Controlling the drop out rate of students.
- Encouraging faculty to take up research projects
- Bridging the gap between education and employability.
- Keeping up with the emerging trend in the educational scenario.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution ensures effective implementation of the curriculum through the Academic Committee. The college adheres to the guidelines of the affiliating University in regard to the number of hours required for each paper. This is reflected in the daily Academic Routine. In order to facilitate curriculum enrichment IT enabled

teaching and learling mechanism is implemented and supplementary accademic activities and enrichment courses are also included. To ensure effective curriculum delivery each teacher maintains Lesson Plans and are also encouraged to participate in quality enhancement teaching programmes. Moreover, a formal mechanism is also maintained to obtain feedback from students and stakeholders on the curriculum.

Teaching-learning and Evaluation

The College has a good team of qualified teachers. The Principal along with the IQAC, the Academic Committee and all teachers play a vital role in this area. To enhance the effectiveness of teaching-learning process, classrooms are equipped with LCD projectors and department rooms are provided with computers and internet facilities. The Library has adequate number of resources including computer and internet facilities for faculty and students. Teaching-learning process is also enhanced through the conduct of department workshops, seminars, Guest lectures, bridge courses and tutorial classes. The progress and performance of students are monitored through formative and summative evaluation. Besides, evaluation of teachers by the students is also carried out through the IQAC.

Research, Innovations and Extension

A Research Committee has been constituted to address the issues of research. The Governing Body has resolved to allocate seed money for the promotion of research activities. Efforts have also been made to collaborate with Government and non-Government agencies to obtain funds for research activities. The college also encourages its faculty to participate in National/International Seminars, Workshops and Conferences. Departments have taken the inititiative in this area by publishing Department Newsletters. Extension and outreach programmes are planned by different units of the Extension Activities Committtee.

Infrastructure and Learning Resources

The Governing Body is responsible for the creation and enhancement of infrastructure and learning resources of the college to meet the educational requirements of the students. It also ensures that the available infrastructure is in line with its academic growth and is optimally utilized. The college infrastructure and learning resources are upgraded from time to time depending on the availability of funds. There is a Library Advisory Committee which takes up important initiatives to improve and upgrade its learning resources. Use of ICT by faculty is also encouraged.

Student Support and Progression

Besides the support given to students in the academic area, the college also endeavours to provide free computer courses and skill development programmes. The college has constituted a number of committees cells and clubs - Student Welfare Committee, Anti-Ragging Cell, Prevention of Sexual Harrassment Cell, Counselling Cell, Grievance Redressal Cell, Carrier Guidance and Placement Cell and Medical Care Unit for the students' support and welfare. Students are also involved in different committees, cells and clubs. Students are given the opportunities to groom their leadership skills and increase thier confidence through their participation in co-curricular and extra-curricular activities. The College also has a registered Alumni Association which plays a significant role in student progression.

Governance, Leadership and Management

The institution follows a decentralized system of governance with the Governing Body at the apex. The Principal, who is also the Secretary of the Governing body, executes the resolutions of the Governing Body. A number of Committees, Cells and Clubs have been set up to streamline the management of the institution. Some of the important committees are - the IQAC, Academic Committee, Building Committee and Purchase Committee. These committees comprise of members from the Governing Body, staff and students. The functioning of these committees is monitored by the Principal.

Institutional Values and Best Practices

The values of the institution are guided by its motto "Tip Bru Tip Blai" which means "Know Man and Know God." This motto was put in place by the founders of the institution and acts as a guiding principle for the staff and students. This motto calls upon one and all to be conscientious, humane, socially committed and spiritually inspired persons. In line with this, the college has organized a number of extension activities in collaboration with the community to fulfil its stated Vision and Mission. In addition to this, the college also conduct add-on courses to enhance the employability of students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THOMAS JONES SYNOD COLLEGE
Address	Iawmusiang Jowai West Jaintia Hills District
City	Jowai
State	Meghalaya
Pin	793150
Website	www.tjsc.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ryan Reid Kharkongor	03652-221459	9863100777	03652-220087	tjscjowai@gmail.com
IQAC Coordinator	Edmond Lamare	03652-220068	9615365206	-	tjsciqac@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	05-08-1997

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Meghalaya	North Eastern Hill University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	14-10-2005	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				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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	Iawmusiang Jowai West Jaintia Hills District	Urban	12.5	2843

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	12	HSSLC		120	120
UG	BA,Khasi	12	HSSLC		120	81
UG	BA,Political Science	12	HSSLC		120	80
UG	BA,Education	12	HSSLC		120	87
UG	BA,History	12	HSSLC		60	17
UG	BA,Philosophy	12	HSSLC		60	11
UG	BA,Economics	12	HSSLC		60	29
UG	BCom,Commerce	12	HSSLC		30	19

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				7
Recruited	0	0	0	0	0	0	0	0	2	5	0	7
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				31
Recruited	0	0	0	0	0	0	0	0	8	23	0	31
Yet to Recruit				0				0				0

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				21
Recruited	9	12	0	21
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				2
Recruited	0	2	0	2
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	8	24	0	32

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	1	0	1
PG	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	172	0	0	0	172
	Female	274	0	0	0	274
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	475	414	516	571
	Female	665	701	1183	845
	Others	0	0	0	0
OBC	Male	2	0	3	1
	Female	0	2	2	2
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1142	1117	1704	1419

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 8

Number of self-financed Programs offered by college

Response :

Number of new programmes introduced in the college during the last five years

Response : 5

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1478	1443	1345	1226	958

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

2016-17	2015-16	2014-15	2013-14	2012-13
1256	1226	1143	1042	837

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
184	119	181	261	118

Total number of outgoing / final year students

Response : 863

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
39	36	37	40	44

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	33	33	33	33

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

2016-17	2015-16	2014-15	2013-14	2012-13
36	33	33	33	33

Total experience of full-time teachers

Response : 289.6

Number of full time teachers worked in the institution during the last 5 years

Response : 43

3.4 Institution

Total number of classrooms and seminar halls

Response : 14

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
75.8	101.4	85.8	55.9	82.7

Number of computers

Response : 63

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.12

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.05

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The Institution ensures effective curriculum delivery through meetings of its Academic Committee comprising of the Pirncipal, Vice-Principal, Coordinator, IQAC and all the Heads of Departments. 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 the various Departments convene departmental meetings to allot and distribute sections of the syllabus among the teachers. The Heads of the various Departments also keep tract of the progress of the 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.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 14

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
3	5	2	2	2

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 17.86

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	0	0	1

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 62.5

1.2.1.1 How many new courses are introduced within the last five years

Response: 5

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 18.56

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
617	472	214	30	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Programmes on these issues are organized from time to time in the college with the objective of creating awareness among students on these pertinent issues. Students are also encouraged to participate in programmes related to these issues organized by the District Administration and other agencies on a regular basis.

Brainstorming Sessions, Panel Discussions and Awareness Programmes addressing gender issues are regularly held in the college. The students of the college also participate in cleaning drives, tree plantations and other similar activities through the NSS unit and Eco Club constituted for this purpose. Besides these, various competitions such as Drawing and Painting, Slogan Writing, Debate, Short Plays, Street Plays and such allied activities are organized within and outside the college by the NSS, RRC and Theatre Club. Such programmes are also organized by the college in collaboration with the District Administration and other non-governmental agencies. ICT related education is imparted through the NIELIT and SDI courses available in the college.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	[View Document]

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	[View Document]

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.08

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	0	0	0

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 84.2

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
449	616	428	404	518

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
660	660	520	520	520

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 44.6

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
446	616	423	402	516

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution identifies advanced learners through the marks they have secured at the qualifying examination and their performance in tests, assignments and examinations conducted by the College. They are also identified through their interaction during class lectures and other programmes held in the college. These students are encouraged to actively participate in a variety of programmes conducted by the government and other institutes within the district and the state. Such students are also given leadership responsibilities in important college events.

Each department of the college maintains a student's profile in the form of excel/word files where information like student's attendance, performance during the internal tests, project works and end semester examinations are recorded. Teachers of each department analyse the data regularly and identify students whose performance is not at par with the rest of the class and initiate corrective action for improvement. Tutorial classes are also conducted for the progress and benefit of these students.

2.2.2 Student - Full time teacher ratio

Response: 41.06

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.07

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

In consultation with the academic calendar each department works out class activities which include assignments, group discussions, projects and study tours to make learning more student-centric. Departments also conduct Student Seminars where students are made to present their assignments in the classroom and library visits are also organised from time to time. Interactive and collaborative learning is also encouraged. Students are also encouraged to actively participate and interact during class lectures. The students also contribute to the College Magazine which is published annually. Departments also regularly publish Department Newsletters where students' contribution in the form of reports or articles is solicited.

Students are also appointed as members of the various committees, clubs and cells providing a platform for them to freely express their innovative ideas and develop their leadership skills.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 47.22

2.3.2.1 Number of teachers using ICT

Response: 17

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 41.06

2.3.3.1 Number of mentors

Response: 36

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	

2.3.4 Innovation and creativity in teaching-learning

Response:

Along with the traditional method of teaching, the college is making efforts to introduce ICT enabled teaching. Classrooms are equipped with PCs and projectors to make the teaching-learning process more interactive and interesting. Teachers are encouraged to make use of audio-visual aids for screening subject related movies and documentaries. Students Seminars, assignments and project works are organized and given from time to time. Teachers also supervise library visits by the students and guide them with the collection of study materials and other relevant information. Tutorial classes are also arranged for the weaker students.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 1.21

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	1	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.04

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	[View Document]()

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 5.95

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	1

File Description	Document
Institutional data in prescribed format	[View Document]()

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0.61

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document]()

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Since the semester system has been newly introduced, the college has no specific reforms related to evaluation. However according to the newly introduced Semester system, 25 marks is allotted as the internal assessment (IA) component out of the total 100 marks. Although the university has not specified the number of tests to be conducted, the college in relation to evaluative reforms conducts two internal tests for 15 marks out of which the higher of the two is taken. Students are also given an assignment cum project work for 10 marks which they are expected to submit on a specific date before the end of the semester.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The College has always attempted to ensure rigor and transparency in the internal assessment over the years through the conduct of Pre-Selection and Selection examinations, after which results are promptly declared and displayed on the Notice Board. With the introduction of the Semester system in the year 2015 under which 25 per cent of the total marks is allotted for internal assessment. Students are informed about the dates of the internal assessment tests through the academic calendar. After the internal tests and assignments the marks are displayed on the Department Notice Boards.

The College does not have any definite provision for awarding weightage to students on their overall performance. However, the College does present awards such as the award for "Student of Year" to students which is based on their overall performance throughout the academic year.

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

Response:

Under the annual system of examination the college assesses the performance of the students during the conduct of class tests and the selection test before the year comes to an end. Results are declared after proper verification of marks. Students who are dissatisfied with their marks are free to approach individual teachers or the Department Heads.

Under the semester system students who are not satisfied with their internal marks have the freedom to meet their respective Heads of Departments for clarification.

The College also has a Grievance Redressal Cell which maintains a complaint / suggestion box which is used by students to settle their grievances. Students may also approach the members of the GRC directly if necessary.

The University has its own system for addressing grievances of students and students who are unhappy with their performance in the examinations may approach the University for re-evaluation of their scripts as per the procedure laid down by the University.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Before the commencement of each session the college prepares an academic calendar which features all the important dates such as the conduct of internal tests, and final examinations, and other important College events. This academic calendar regulates the academic affairs of the college from the start till the end of the year and is prepared in consultation with the information provided by the affiliating University.

Each department convenes a meeting at the beginning of each session for the allotment of units/sections of the syllabus. This is put up in the department notice board for students to refer to. The lecturers of each department also maintain Semester Lesson Plans for the classes that they are allotted. This Semester Lesson Plan is updated each day and is monitored by the Heads of the Departments.

The evaluation of scripts for the internal tests and assignments is promptly carried out. The marks secured by students during the tests are then displayed in the notice board (two weeks after the internal tests) for their convenient reference. The college gives the teachers a specific timeline and the examiners endeavour to finish their task within that period. The marks secured by Semester Students for the Internal Assessment is then sent to the Examination Committee for uploading into the university website before the specified date.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The Programme outcomes of each course is communicated to the students during orientation programmes and also through the College website. The Department profiles of each Department contain information about the programme/course outcomes and prospects of students after completion of the course. Information regarding the "*Conditionality for Certification of Completion of Under-Graduate Courses*" under the newly introduced Semester System is also uploaded on the website and printed in the Prospectus of the College.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

In order to achieve the intended learning outcomes various strategies have been developed by the institution. An Academic Committee has been formed to plan and develop strategies for improvement in the academic performance of both teachers and students. An IQAC has also been set up to assess and

improve the quality of the teaching-learning experience in the college. To enable ICT based teaching and learning, computers and projectors have been installed in the classrooms. Educational tours are carried out from time to time by various Departments of the college to give students an experiential knowledge of their subject. With the objective of making the students more employable, add-on courses in computers and Spoken English and Communicative Skills have also been introduced.

2.6.3 Average pass percentage of Students

Response: 50.32

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 863

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1715

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.02

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 2

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.50	0.75	0.75	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.12

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 5

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Although the College always encourages the development of innovative practices amongst its faculty and students, it, however, has not formally set up an an incubation centre or developed any such initiatives for the creation and transfer of knowledge. The College is in the process of registering itself with

SWAYAM and other platforms for Massive Open Online Courses (MOOCs) for the creation of such facilities for the faculty and students. The Governing Body of the College has approved the setting up of such a centre and facilities for creating and sharing video tutorials and other study materials will be put in place shortly.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	[View Document]

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

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

Response: 0.12

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	2	0	2

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College has an Extension Activities Committee comprising of the NSS, NCC, RRC and Eco-Club. It is through these committees and their activities that the institution-neighbourhood-community network is developed. The NSS unit, in particular, has been instrumental in promoting this institution – neighbourhood – community network and has been engaged in social activities in different areas of Jaintia Hills. The unit has adopted villages and has been involved in 'asset creation'. The institution also has a Theatre Club involved in performing street plays in collaboration with the District Administration and other governmental agencies to generate awareness on various socially relevant issues. Through these initiatives the College aims to contribute towards good citizenship, service orientation and holistic

development of students.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 16

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	2	3	1

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 34.22

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1162	463	112	421	170

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	0	1

File Description	**Document**
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The classrooms in the College are large, spacious and adequately equipped for effectively carrying out the teaching-learning process. All classrooms that are used for the undergraduate programmes are equipped with whiteboards, LCD projectors and adequate number of desks and benches.

The College has a Computer Laboratory with 32 computers, LAN and internet facility that is available for use by the students and teachers for academic purposes.

In addition to the computers and internet facility available in the Laboratory and Library, computers have also been installed in all the department rooms. The College has also subscribed to N-LIST, through which the students and teachers have access to INFLIBNET which is a useful resource for learning and research

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

Response:

The College has adequate facility for sports and games. A Basketball Court, a Volleyball Court and sufficient space for the conduct of other outdoor sports are available within the College Campus. Indoor games like Table Tennis, Carrom Board, Chess, Arm Wrestling, etc., are usually conducted within the College Building. A large Hall is available on the top floor of the College building for the conduct of other co-curricular activities like Debate, Quiz, and cultural activities such as Singing and Dancing. However, the college does not have a gymnasium or yoga centre.

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

Response: 57.14

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 44.94

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
65.0	40.5	28.4	24.0	19.0

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Yes, the Library is automated using Integrated Library Management System called KOHA which is a Linux based open source Library Management System. This system was installed in the Library in the year 2016. The Modules used under this system are - Cataloging, Circulation, Generation of Reports, and Online Public Access Catalogue (OPAC). For optimal use of this system all the computers in the Library are connected via LAN. A separate computer has also been installed for students and faculty for access to OPAC. Moreover, all Library holdings have been Bar Coded to enhance the efficiency of the service for the convenience of the students and faculty.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College was established in 1997 and at this stage the Library is endeavouring to fulfil the norms and requirements specified by the affiliating University in terms of Library holdings. As such, the Library has not been able to procure rare books, manuscripts and special reports, but efforts in this area will be made as and when resources are available. However, enrichment materials in the form of books, journals, magazines, Newspapers are available for use by both students and faculty. Besides, the Library also maintains and provides study materials for competitive examinations and general awareness. Online enrichment materials are also available through NLIST and NDL which the Library has subscribed to.

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.16

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.59	1.80	1.21	2.46	1.76

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.3

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 50

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Yes, the Institution frequently updates its IT facilities including Wi-Fi. In terms of updating its IT facilities the College makes efforts to increase the number of computers from time to time. Over the last few years computers have been purchased for classrooms, Department Rooms, the Computer Lab, the Library and the Administrative section. Projectors have also been installed in the classrooms for effective curriculum delivery. Internet connection along with Wi-Fi facilities are also made available for the Administrative section, Library, and Computer Lab. The college also has internet connectivity under the NME-ICT Scheme which was recently upgraded to Bundled Bandwidth of 10 mbps and is provided to the Department Rooms.

4.3.2 Student - Computer ratio

Response: 23.46

File Description	Document
Student - Computer ratio	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 71.76

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

2016-17	2015-16	2014-15	2013-14	2012-13
49.8	64.9	67.9	38.4	67.2

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	

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

Response:

The College has constituted a number of Committees such as the Building Committee, Purchase Committee, Infrastructure and Campus Maintenance Committee, Academic Committee, Library Advisory Commitee, IT and Website Committee, and Sports and Co-Curricular Activities Committee. These committees comprising of faculty members from the various Departments and Administrative staff along with the Principal are responsible for the maintenance and utilization of physical, academic and support facilities. The functioning of these committees is monitored by the Principal who keeps the Governing Body informed about all the important matters that need their approval.

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Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 100

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1478	1443	1345	1226	958

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

    1.For competitive examinations
    2.Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 6.62

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	94	150	189	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 6.39

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	214	158	30

File Description	Document
Details of the students benifitted by VET	[View Document]

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.57

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	6	26	9	0

File Description	Document
Details of student placement during the last five years	[View Document]

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 54.35

5.2.2.1 Number of outgoing students progressing to higher education

Response: 100

File Description	Document
Details of student progression to higher education	[View Document]

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 2

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	3	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
88	57	24	30	10

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document]

5.3 Student Participation and Activities

5.3.1 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) during the last five years.

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Yes, The College has an active Students' Welfare Committee. The Principal of the College is the Chairman of this committee and the members comprise of the elected class representatives. The Secretary and other office bearers are selected from among these class representatives. Student representatives are included in the following academic and administrative committees - IQAC< Discipline Committee, Library Advisory Committee, Boys and Girls' Common Room Committee, College Canteen Committee, Eco-Club, Sports and Co-Curricular Activities Committee, Music Club, Debate Club, Theatre Club, Cultural Club, Grievance Redressal Cell, Anti-Ragging Cell, Prevention of Sexual Harrassment Cell/Internal Complaints Committee and Health and Sanitation Committee.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 24.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	24	25	25	22

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

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. In this connection, the Alumni Association has contributed to the College by furnishing the Boys' and Girls' Common Rooms, donating dustbins and a Large Wall Clock. Besides this, the Association has also assisted the institution by providing and maintaining details on students' progression.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	3	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The College was established with the objective of providing education of a high standard to the youth of the area and to mould them into responsible citizens of the country who are able to meet challenges with courage and confidence. The Governing Body, therefore, endeavours to ensure that the students who graduate from the institution are equiped with the necessary skills. In order to achieve this the Governing Body insists upon the appoinment of competent and qualified teachers through proper precedures. It is also ensured that students are provided with the necessary physical and academic facilities for their overall development and these facilities are upgraded from time to time. In addition to the regular degree courses that students are enrolled for, the College also provides special certificate/short-term courses which are meant to enhance the skill sets of students who graduate from the institution.

6.1.2 The institution practices decentralization and participative management

Response:

The College aims to promote a system of participative management by following a decentralised form of internal management. The Principal is the head of the institution and the final authority on all matters. The Heads of the Departments are responsible for the smooth functioning of their departments. They are also members of the Academic Committee of the College thereby making them part of the decision making process. The Academic Committee has other sub-committees that function under it. Teachers are appointed as coordinators, conveners and members of various committees.

With the objective of working towards providing operational autonomy to the departments, the College have allotted separate department rooms equipped with computers and internet facility. While all departments are given some amount of autonomy in their day to day functioning they are however expected to adhere to the guidelines and the academic calendars of the University and the College.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Yes, the College has a Prospective/Strategic Plan for the development of the Institution. The aspects considered in this plan for infrastructural development are a science block, hostels for boys and girls, residential facilities for Principal and staff, a vocational training centre and an auditorium complex. On the Academic front, the institute is constantly striving to introduce new disciplines and streams. The College

has been granted affiliation for B.Com (Honours course) recently and also intends to introduce Bachelor of Computer Applications (BCA) from the next academic session. Other streams and courses will be introduced as and when adequate infrastructure is available. There is also a constant effort on the part of the Governing Body to improve and enhance the available infrastructural facilities. Classrooms in the College have been fitted with projectors to facilitate ICT enabled teaching and learning, and students and teachers have also been provided with internet access in the College.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The College follows a pyramidal structure for internal management. The Governing Body is at the apex of this structure with the Principal who carries out and implements its decisions. The College administrative office, the Departments, the IQAC and the various Cells, Clubs and Committees function under the Principal and are directly responsible to him. The conduct and discipline of the employees of the institution are governed by the Constitutions and Bye Laws of the College. Faculty and Staff of the College are recruited as per the regulations of the State Government, the UGC and the affiliating University. The College has a Grievance Redressal Cell which ensures that grievances/complaints are promptly attended to and resolved effectively.

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<u>View Document</u>

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

All bodies/cells/committees/clubs in the institution hold regular meetings and proceedings are recorded and maintained and the minutes of these meetings are circulated among all members. The Secretary/Convener/Coordinator is responsible for implementing the resolutions taken at the meeting. At the start of every meeting the minutes of the last meeting are read and confirmed, after which the action taken on the resolutions is conveyed to the members. The Principal/Governing Body are informed about pertinent issues and their consent is sought whenever necessary. This process is followed to ensure effective implementation of the resolutions taken by these bodies.

6.3 Faculty Empowerment Strategies

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

Response:

The College is almost wholly dependent on the fees realized from students in order to meet the salary requirements of the teaching and non-teaching staff. Only a meager amount is received from the State Government under the Lumpsum Grant-in-aid scheme along with the yearly sponsorship amounting to Rs. 1400000 from the Sponsoring Body. Due to this financial constraint the College has not been able to introduce any welfare schemes for the teaching and non-teaching staff. However, based on a request placed by the teaching and non-teaching staff, the Governing Body has given its consent to introduce a Welfare Scheme in the College.

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

Response: 2.83

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	1	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 17.37

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	5	2	14

File Description	Document
Details of teachers attending professional development programs during the last five years	

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The College does not have a well established Performance Appraisal System for teaching and non-teaching staff. Enhancement in salary are only given as part of the yearly increments due to the faculty and staff based on their seniority. The Governing Body, however, has decided to introduce a system of promotion and performance appraisal based on the 2010 UGC regulations. In this regard the IQAC has also distributed Self-Appraisal Format among the faculty and their performance appraisal will be based on the outcome of this Self-Apraisal Format which will be analysed by the IQAC and forwarded to the Governing Body for information and necessary action.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The accounts of the College are audited annually by the auditors from the Khasi Jaintia Presbyterian (KJP) Synod Mihngi, which is the sponsoring body of the College for the period from January to December. These audited statements are scrutinised by the Governing Body before they are forwarded to the sponsoring body for their necessary information. In addition to this, the College also conduct an external audit by a Chartered Accountant. The accounts of the college have been audited by the Chartered Accountant from the year 2012 onwards. There have been no major audit objections except for a few minor suggestions made by the auditors.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 68

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	54	4	3	7

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](View%20Document)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College is not recognized under section 12B of the UGC and is, therefore, not eligible for receiving UGC grants. However, efforts are made by the institution to mobilise funds from other funding agencies and through donations and sponsorships from well-wishers. Strategic linkages are also developed through which a certain amount of funds can be realized through the conduct of Add-on and Short Term courses. Apart from this, the College is wholly dependent on students' fees for its day to day functioning and since financial resources are limited, the college makes all attempts to make efficient use of the resources that are available. An annual budget is prepared at the beginning of the year and presented before the Governing Body for approval and 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. These are the institutional mechanisms to monitor effective and efficient use of the available financial resources.

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

Response:

Although the College has not been accredited as yet, an Internal Quality Assurance Cell (IQAC) has already been established and has started functioning from 13th April, 2014. The entire body of the IQAC meets once every quarter while the internal faculty members meet whenever required. The members review the progress of the activities of the various Committees, Clubs and Cells, and also evaluate the measures that have been adopted by the institution for improvement in various areas. The IQAC has also held some faculty development programmes aimed at the improvement of the teaching learning process.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC was set up in the College in the year 2014 and its membership is as per the guidelines of the NAAC. The IQAC is responsible for maintenance and enhancement of quality in the institution and reviews various processes including the teaching-learning process. In order to facilitate the system of reviewing the teaching learning process, all teachers in the College maintain Lesson Plans for teaching which are monitored by the Heads of Departments and reviewed by the IQAC and the Principal from time to time. Further, to evaluate the outcome of this process, internal tests and assignments are given to students, and tutorial classes are also arranged whenever needed. This acts as a good indicator of the effectiveness and improvement of teaching learning process.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document]

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document]

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

A number of steps have been taken for the improvement of quality in the institution. Over the last five years the number of computers have been increased. Department Rooms are now equiped with computers and internet facilities. Computers have also been installed in the Library and the Computer Lab. Classrooms have also been equipped with computers and LCD projectors for effective curriculum delivery. Wi-Fi facilities are also available in the Library and the College building. Short Term Courses for enhancement of employability have also been introduced over the last five years. The infrastructure of the Library and its holdings have been improved and enhanced with a special grant under the MPLAD Scheme.

The IQAC has also played a significant role in improving quality throughout the institution. All faculty members have been asked to maintain Lesson Plans and also make use of the IT infrastructure available in the college. Training Programmes for enhancement of IT skills and improving curriculum delivery have also been organized by the IQAC. In order to assess the performance of the students and understand the general perception of all stakeholders about the institution a feedback mechanism has been introduced.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	2	0	0

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

   1. **Institution shows gender sensitivity in providing facilities such as:**
        1. **Safety and Security**
        2. **Counselling**
        3. **Common Room**

Response:

The institution is deeply concerned about the safety and security of its students. In this regard, a Medical Care Unit has been set up in the college in collaboration with the Dr. Norman Tunnel Hospital, Jowai. A few faculty and students have also been trained to handle medical emergencies. A Counselling Cell has also been set up for personal and academic counselling of students. An Anti-Ragging Cell has been put in place to discourage the menace of ragging. Boys and Girls have also been given separate Common Rooms and a cell for Prevention of Sexual Harrassment has also been set up for the safety and security of the students in the college.

7.1.3 Alternate Energy initiatives such as:

   1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)	
7.1.3.2 Total annual power requirement (in KWH) Response: 10	
File Description	**Document**
Details of power requirement of the Institution met by renewable energy sources	<u>View Document</u>

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
7.1.4.2 Annual lighting power requirement (in KWH) Response: 10	
File Description	**Document**
Details of lighting power requirements met through LED bulbs	<u>View Document</u>

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Necessary efforts are being made in the institution to effectively manage the waste generated in the college. Organic/Biodegradable waste is segregated from inorganic/non-biodegredable waste. Organic waste is allowed to decompose so that it may be reused as manure for gardening. Paper and Plastic waste generated by the college is collected by the Municipal truck on a regular basis. The college has a proper drainage system for management of liquid waste. A system for treatment of liquid waste, however, has not been put in place. The college has not yet generated any significant amount of e-waste and as such a system for e-waste mangement has been developed.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A rain water hasvesting system has been installed in the College campus in collaboration with the Department of Soil and Water Conservation, West Jaintia Hills District. Rainwater is harvested on the roof of the college building and collected in a reservoir before it is pumped up to a second reservoir for utilization. This rain water is utilized mainly for all toilets in the college building. It is also utilized for watering the plants in the poly house located in the college campus and other gardening purposes.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The geographical location of the college does not make it feasible for students to use bicycles. However, students and staff of the college use the public transport that is available in the area. A large number of students and staff who may be staying in the vicinity of the college come to college on foot through the available footpaths. Students and staff are also discouraged from using low density plastic bags and the college itself does not provide any material wraped in plastics. Faculty and staff of the college are also encouraged to utilize their email addresses and other forms of digital communication for correspondence in order to avoid excessive use of paper. A Whatsapp group has also been created for quick and effective communication among the members of the staff. Efforts have also been made to beautify the campus through landscape.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.18

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.29	0.01	0.42	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 2

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	1	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last

five years (Not addressed elsewhere)

Response: 6

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	1	0	0	0

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document](#)

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 16

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institution makes efforts to organize programmes on national festivals and birth/death aniversaries of great Indian personalities. Whenever possible these events are organized by the college itself and the college also collaborates with the District Administration when such programmes are organized. Over the last few years the college has organized cleaning drives on the 2nd October to commemorate the birth anniversary of Mahatma Gandhi. The College also ensures that the National flag is hoisted on the Republic and Independence Days along with a small programme and the singing of the National Anthem. Students of the college also participate in the parades held by the District Administration on these significant days.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Yes, the institution maintains transparency in its financial, academic, administrative and auxiliary

functions. Regular annual auditing, both internal and external, ensures that transparency is maintained in all financial matters. The college also has a Purchase Committee and a Building Committee to ensure that the financial aspects of purchase and construction are fair and transparent. Academically the college ensures that all faculty are appointed in a fair and impartial manner and through a properly constituted selection committee. The admission of students into the various programmes is carried and fair and transparent manner through the publicaiton of merit lists containing the percentage secured by the students at the time of admission. Once admitted, students are also kept informed about their performance in the internal assessment tests and assignments by displaying the marks' lists on the Department Notice Boards. All other administrative and auxiliary functions are carried out with the knowledge of the Governing Body which also has representatives from the teaching staff. This ensures tranparency in these matters as well.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1:

Title: Spreading Computer Literary

Goal: To equip students with computer knowledge in order to increase and enhance their employability in the present day job scenario.

The Context: Collaboration with the Directorate of Employment and Craftsmen Training (DGET) under the Skill Development Initiative (SDI) Scheme and National Institute of Electronics and Information Technology (NIELIT)

The Practice: Courses in Office Automation, DTP and Tally

Evidence of Success: 423 students successfully completed the courses offered.

Problems encountered and Resources Required: High drop-out rate and frequent power cut and adequate financial resources needed.

Best Practice 2

Title: Community Service

Goal: To engage with the community in the District and to identify areas where the college can intervene and bring about a positive change that will benefit the community and society

The Context: Collobration with the community

The Practice: The Extension activities carried out through NSS, NCC, RRC, Eco-Club and Theatre Club.

Evidence of Success: Construction of footpaths, Free Medical and Free Eye Camps, and awareness programmes.

Problems Encountered and Resources Required: Time and financial constraints.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The priority and thrust of the college is to produce graduates who are employable and willing to serve in any part of the country as responsible citizens and face any challenges with courage and confidence. The college has, therefore, introduced a number of courses to ensure that those who graduate from the institution have atleast the basic skills and qualifications to fulfil this vision. In this regard, courses in Spoken English and Communication Skills, Computer Fundamentals, Office Automation and Desktop Publishing have been introduced over the last few years. A large number of students have enrolled and benefited from these courses. In addition to this, the college through the NSS unit attempts to instill a sense of duty and responsibility towards the community and the nation as a whole. The NSS also encourages and helps students develop a spirit of team work which will be a benefit to all that have been apart of these programmes.

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. In this regard regular staff meetings, Department meetings and meetings of the Academic Committee are held. The college has also constituted a Parent-Teacher Committee which has initiated the conduct of regular Department Parent-Teacher Meetings to appraise the parents about various aspects relating to the performance of their wards. A number of other initiatives have also been put in place like proper monitoring of students' attendance and performance in order to ensure better results.

Concluding Remarks :

The preparation of the Self Study Report has been an enriching experience as 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 process has immensely helped the college in identifying its Strengths, Weaknesses, Opportunities and Challenges. This will help the Institution capitalize on its strenghts and opportunities and work towards addressing and overcoming its weakness and challenges.