SELF STUDY REPORT (SSR)

**FOR ACCREDITATION OF JAINTIA EASTERN COLLEGE,
KHLIEHRIAT**

SUBMITTED

TO

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, P.O. BOX NO. 1075, NAGARBHAVI,**

BANGALORE – 560 072, INDIA

**JAINTIA EASTERN COLLEGE,
KHLIEHRIAT
EAST JAINTIA HILLS DISTRICT, MEGHALAYA,**

**Website: www.jecollege.org
Email: je_college@yahoo.co.in**

Jaintia Eastern College, Khliehriat

East Jaintia Hills, Meghalaya 793200
(*Affiliated to North Eastern Hill University*)
Ph. No. 03655 – 230003/09436115484
Email Id: je_college@yahoo.co.in

Ref.No.JEC/NAAC/Cycle-1/53/2015/3171   Dated Khliehriat, the 17/10/2015

From:-

      Dr. Phervision Nongtdu
      Principal
      Jaintia Eastern College, Khliehriat
      P.O. Khliehriat, East Jaintia Hills District (Meghalaya)
      Pin - 793200

To,

      The Director
      National Assessment and Accreditation Council
      P.O.Box No.1075, Nagarbhavi
      Bangalore, 560072

Subject: Uploading of Self Study Report for Accreditation (Cycle – 1).

Respected Sir,

     I have the honour to inform you that the Self Study Report for Accreditation (Cycle-1) of Jaintia Eastern College, Khliehriat is uploaded in the College website (www.jecollege.org) today on the 17th October, 2015.

     This is for your kind information and perusal.

      With regards

                 Yours faithfully

                 (Dr.P.Nongtdu)
                 Principal
               Jaintia Eastern College
                 Khliehriat
            TRACK ID: MLCOGN21737

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PREFACE

Jaintia Eastern College situated at Khliehriat, the headquarters of East Jaintia Hills District. The District constitutes at the eastern most part of Meghalaya covered a geographical area of 2115 sq.kms. It lies on the National Highway - 44 leading to Badarpur (Assam) and covering a distance of 97 kms from the state's capital (Shillong). It has inter-District border with West Jaintia Hills District, inter-state border with Assam and international border with Bangladesh. Besides, floating population, the District is inhabited by 1.22,436 persons in 206 villages with a literacy rate of 48.1% (DC Office, 2015). It is dwelt in by peoples of diverse castes, creeds, communities, tribal and ethnic groups who have their own distinct culture, religion and language.

The College is a Co-Educational institution established to provide higher education to the students who are mostly first generation readers and belonging to socially deprive and downtrodden families of the area. The College was started with an initiative of a few prominent spirited individuals, educationists, church leaders, the deprived parents, social workers and conscious public in the year 1992. It is the only premier institution of higher education in both Arts and Commerce streams in the District.

Since its inception, the College has been sincerely rendering service in imparting higher education at the Under Graduate level, and devotedly working for an all round development of students and performing community service as expected of a higher educational institution. The College not only caters to the need of the local students but also the students of the neighboring Districts and children of migrant coalmine workers. The active involvement of the College in disseminating knowledge and hard-working performance within the area has satisfied North Eastern Hill University, Shillong to extend permanent affiliation to the College on 3rd March 2005 for the ongoing Arts stream and provisional affiliation of Commerce stream in 2011 respectively. On the 24th August 2005, the College further obtained University Grants Commission's 2f and 12B recognition. In addition, the College was included under lump sum recurring grant-in-aid by Govt. of Meghalaya from 23rd Mar 2005.

For the development of the College, besides University Grants Commission (UGC) under different plan period, the College also obtained grants from the state Government and local bodies from time to time. These sources enable the College to improve academic and infrastructure facilities. Within a span of 23 years it has reached the present stage of development. However, there is a lot to be done and we do not take self complacency until our goals and visions are fulfilled.

The College has made all the efforts to keep pace with the new changes in education. Accordingly, new courses have been introduced, more constructions have been taken up, introduction of Information Communication Technology enabled classrooms and various mechanisms evolved for sustaining, enhancement of quality education and governance. In spite of having majority below average

students, the College has made optimum effort to improve their academic career. In this regard, the College has been successful to a great extent, though many are yet to be accomplished.

So far the infrastructure of the College is appreciable, though it has no separate administrative block. But it has adequate classrooms for different classes, conference hall and hostel for girls, to mention a few. The College is trying its best to acquire administrative block, separate compartment for each department and separate library building. The existing library having good number of books, journals, periodicals and reference books is temporarily housed at the first floor of the main building. The Computer laboratory is equipped with more than 22 desktop with internet connectivity and Wi-Fi facility enabled campus. Language lab facility installed in the computer laboratory for conducting Spoken English courses. In addition, the College is also equipped with teacher's common room with attached bathrooms and separate common rooms for students (for both boys and girls). A separate building for permanent College Canteen-cum-Student's common rooms (for both boys and girls) is under construction with financial aid from UGC schemes.

The College provides ample opportunities to students for performing and developing their talents in the educational, cultural and literary fields as well as in the fields of games and sports and other co-curricular activities. The College campus is not large enough to have a football field but it is using the local club football field on written request when required. Adequate space for basketball, badminton and volleyball courts is accommodated in the campus. Drinking water facilities are installed at various visible points within the College premises. The College installed suggestion boxes in the College premises for constructive suggestions from students, teachers and other stakeholders for all round development and improvement of the College.

The College is preparing for the Assessment and Accreditation by NAAC, Bangalore. In view of this, the Self Study Report (SSR) has been brought out with the rigorous efforts of teachers, administrative staff, Governing Body and students with an ambition to excel in whatever they do. The preparation of the Self Study is a new experience for the College and for enhancement of quality education. Lastly, I am thankful to NAAC for providing this opportunity for improving quality education at the undergraduate level.

I, therefore take this opportunity to congratulate and thank the Governing Body, the members of Steering Committee, administrative staff, various sub-committees members and the Internal Quality Assurance Cell (IQAC) for sharing the responsibility of drafting the SSR.

Principal
Jaintia Eastern College
Khliehriat

EXECUTIVE SUMMARY

The Society for Higher Education, a non-profit organization was founded in April 1992 by the prominent spirited individuals of erstwhile Khliehriat Civil Sub-Division (now East Jaintia Hills District). One of the motives of the Society is to bring College education within the reach of underprivileged people of this area. In this respect, Rev. T. Dkhar and Rev. S. W. Lyngdoh, the founder President and Secretary of the Society, initiated to establish a College at Khliehriat in the year 1992, which was named Jaintia Eastern College.

To begin with, the College have 60 (sixty) students and 7 (seven) lecturers, but at present it has 742 strength of students with 31 Assistant Professors associated with Arts and Commerce streams. For smooth functioning of the College administration 7 (seven) non-teaching staff are employed to assist the administration work. In these 23 years, the College has produced many eminent personalities who have excelled themselves in the field of politics, academics, bureaucracy, judiciary, etc.

To enhance quality assurance education, the College constituted IQAC in April 2014 as per UGC guidelines. This Cell made all the necessary arrangements to prepare action plan for assessment and accreditation of the College. On the 17th March 2015, Online LOI was applied and subsequently after its acceptance, the College applied for Online IEQA on 27th May 2015 and the same was accepted. In this connection, the College made all possible efforts for the preparation of Self Study Report (SSR) for submission of the same in stipulated time fixed by the NAAC, Bangalore.

Preparation of the Self Study Report (Cycle-1) has indeed been an enlightening experience. It has given us a deep insight into the development of the College through the years. It has made us realize our Strengths, Weaknesses, Opportunities and Challenges which can now be embarked upon with a renewed determination and vigour.

Vision

With the motto *"Education for All"* as the main focus, Jaintia Eastern College acts as per the principles set by its founders, to provide quality and affordable education to all sections of the people especially to the underprivileged students who could not afford for higher and quality education elsewhere.

Mission

The College is committed to serve the society by developing the young generation and the students to face the challenges of this contemporary world and to remain socio-economically alert**.** Through knowledge-based education, students are sensitized to be competent in the employment opportunities also. Apart from creating an atmosphere to promote all round development of an individual, the College also equipped them to become good citizens and to meet

the social needs of our nation, not just a mere job seekers. Through various College-activities, an awareness regarding preservation and restoration of the environment is also in the roadmap of the College.

Objectives of the College

➢ To impart higher and quality education in rural areas.
➢ To provide vocational training to the educated unemployed youths.
➢ To impart skills on Information Technology.
➢ To provide career guidance and counselling.
➢ To promote environmental awareness.
➢ To transform the young minds through moral and ethical education based on value system.

THE SWOC ANALYSIS OF THE INSTITUTION

The purpose of carrying out the SWOC analysis is to identify and locate the inherent strengths, weaknesses, opportunities and challenges faced by the College from the external environment for its journey to success. We would like to project these as the SWOC Analysis on the basis of criteria wise as stated below:

STRENGTH:

Over the last 23 years, the College has been involved in promoting higher education and catering to the needs of the youth in the District. The College has acquired number of strengths owing to its vision, mission and objectives and relentless efforts of the faculties and Governing Body has the following major strengths such as:

- The College has emerged as a brand of higher education which is situated in the remotest rural area of the state in East Jaintia Hills District Headquarter, a preferred choice of poor students and parents.

- As expected, students from different cultural and religious backgrounds are admitted in the College every year.

- The College has good infrastructures with a built-up area of 1452.6 sq.m.

- The lively activities of the College in which students from different backgrounds take part single mindedly reflects the willingness of the young people to lead a coexisting peaceful life as highway to National Integration.

- The College has been producing graduates in Arts and Commerce every year and these have either been employed in schools or Colleges in the state and District respectively. Some of them are employed in government offices elsewhere in the state and many as repute businessmen.

- With a determination, the College is looking forward to mould individuals who would cater to the needs of the society through NSS, RRC and other extra-curricular activities.

- At present the College has no mechanism to track the whereabouts of the past students. It is worthy to mention that some of them progressed successfully in life as government employees, social workers, and people representative. Particulars and names of some alumnae and their present status are given below:

  1. Prof. C. Bareh, Kerala University , Kerala
  2. Shri. C. Syrti, MPS, Addl.S.P. West Jaintia Hills District, Jowai
  3. Shri. Justine Dkhar, MLA, 6 - Khliehriat,
  4. Shri. Lasky Rymbai, MDC, JHADC, Jowai,
  5. Smt. Violet Lyngdoh, MDC, JHADC, Jowai (First Lady MDC in JHADC)
  6. Shri. Hopingstone Bareh, MDC, JHADC, Jowai
  7. Shri. Phazmon Dkhar, MDC, JHADC, Jowai
  8. Smt. Cheerful Syngkli, Asst. Professor, Bissau College, Shillong
  9. Shri. Niphri Rymbai, Asst. Professor, Jaintia Eastern College, Khliehriat.
  10. Shri. Mihsalan Pala, Accountant, Jaintia Eastern College, Khliehriat
  11. Smt. Roselyne Suchen, Office Assistant, Jaintia Eastern College, Khliehriat

- The teachers of the College are well qualified and experienced with diversified specializations, form the backbone of the College's academic environment. Out of 31 faculties, 30 are having more than 10 years work experience and 28 are having postgraduate degrees, 5 (Five) NET qualified, 3 (Three) M. Phil and 1 (One) Ph.D. Moreover, 1 (One) teacher have registered for Ph.D.

WEAKNESS:

- The academic performance of the students for the last five years is average. This has been influenced by the irregularity of students in attending classes and most of the students are below average. Migration of good students to other Districts and outside the state that have a wider range of studies, providing better job avenues are the other reasons.

- The College could have attracted more number of students if it had provided more attractive courses.

- The College could also have a better academic atmosphere if it has the support of the Government.

- The computer education needs to be upgraded with better facilities to impart better education in computer.

- The College is in need of residential quarters for teachers particularly for those coming from the far flung areas.

- The weaknesses are primarily related to research activities. At present it has no minor and major research projects.

- Library books are inadequate. Further, outputs in terms of book need to be improved.

- Only one faculty member is the alumni of the College itself.

OPPORTUNITY:

- With proper funding from funding agencies or external sources, the College can have buildings to house administrative block, store room, separate library building, etc.

- The economic, industrial, and academic environment offers number of opportunities to develop the College as a centre of excellence. There is a growing demand for managers and supervisors who possess sound knowledge of management and ability to work in existing cement industries in the District. The College can respond to this demand by focusing on imparting such skills to its graduates. Advanced and proper planning is needed for achieving quality education.

- There is an increased need of training industry professionals in the areas of technical, software, and soft skills, which can be catered using the acquired expertise of the College faculty.

- With the available space, the expansion and growth of the College can be materialized in a short span of time if a proper and scientific plan is executed.

CHALLENGES:

- The lack of proper planning in the State and University level brings about stagnancy and the courses offered by different Colleges in the State have become outdated and not relevant. This situation impaired with the chaotic environment of the society prompts the parents to send their wards to greener pastures elsewhere outside the state.

- The College offers courses permitted only by the affiliating University and the State Government is not yet taking up the decision of opening attractive courses in the Colleges of the State.

- This is high time for the College to take up befitting measures for bringing about a bold change in the educational scenario of the state.

- This state of affairs is very challenging to the College that has been imparting higher education to the youth from different sections of the society for so long.

- The College should use its resources for the horizontal and vertical expansion of the College building for accommodation of courses as per the needs of students.

- That the College should be strong enough to support itself for opening new and attractive course as desired by the new generation apart from the old traditional courses. This is easier to say but it takes a firm stand and strong will of the College. The challenging task before us is to make Jaintia Eastern College a professional College.

PROFILE OF THE COLLEGE

1. Name and Address of the College:

Name :		**JAINTIA EASTERN COLLEGE**
Address :		**KHLIEHRIAT**
City : KHLIEHRIAT	Pin :793200	**State : MEGHALAYA**
Website:		www.jecollege.org

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Phervision Nongtdu	O:03655-230003	9436115484	03655 230003	phervision@yahoo.com
Vice Principal	Davidson Diengdoh	O:03655-230003	9863279725		je_college@yahoo.co.in
Steering Committee Co-ordinator	Davidson Diengdoh	O:03655-230003	9863279725		je_college@yahoo.co.in

3. Status of the Institution:
    i.   Affiliated College
    ii.   Constituent College
    iii.   Any other (specify)

√

4. Type of Institution:
    a. By Gender

    i.   For Men
    ii.   For Women
    iii.   Co-education

√

    b. By Shift
    i.   Regular
    ii.   Day
    iii.   Evening

√
√

5. It is a recognized minority institution?
    i.   Yes
    ii.   No

√

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:
    Government
    Grant-in-aid
    Self-financing
    Any other

	√

7. a. Date of establishment of the College: **1ˢᵗ August 1992**
    b. University to which the College is affiliated/or which governs the College (If it is a constituent College)

    North Eastern Hill University, Shillong

    c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks (If any)
i. 2 (f)	24/08/2005	
ii. 12 (B)	24/08/2005	

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

    d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.): **Not Applicable**

Under Section/ Clause	Recognition/Approval details Institution/ Department Programme	Day,Month and Year (dd-mm-yyyy)	Validity	Remarks
i				
ii				
iii				
iv				

(Enclose the recognition/approval letter)

8. Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated Colleges?

    Yes [ ]   No [√]

    If yes, has the College applied for availing the autonomous status?

    Yes [ ]   No [√]

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

   Yes [ ]   No [√]

If yes, date of recognition: …………………… (dd/mm/yyyy)
   b. For its performance by any other governmental agency?

   Yes [ ]   No [√]

If yes, Name of the agency.………………………………………….…… and

Date of recognition: ……………………………………………. (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural, Tribal, Hilly Area
Campus area in sq. mts.	**8046**
Built up area in sq. mts.	**1452.632**

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.
    - Auditorium/seminar complex with infrastructural facilities: **Conference Hall**
    - Sports facilities
        * Play ground   √ (**Local Club**)
        * Swimming pool   No
        * Gymnasium   No
    - Hostel
        * Boy's Hostel
            i.   Numbers of Hostels   No
            ii. Number of inmates   No
            iii. Facilities (mention available facilities)   No
        * Girl's Hostel
            i.   Numbers of Hostels   One
            ii. Number of inmates   No
            iii. Facilities (mention available facilities)

(a) Visitor room:
(b) Running water
(c) Warder quarter

    * Working women's hostel   No
       i. Number of inmates
       ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise):   **5 (five) Male staff**
- Cafeteria   **Canteen**
- Health centre –   No

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance; **First Aid**
Health centre staff –

Qualified Doctor   Full time   [ ]   Part time   [ ]

Qualified Nurse   Full time   [ ]   Part time   [ ]

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal: √
- Generator or other facility for management/regulation of electricity and voltage: √
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the College (Give data for current academic year)

SI. No	Programme Level	Name of the Programme/Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student Strength	No. of student admitted
1	UG	B.A	3 yrs	+2	English	-	693
		B.Com	3yrs	+2	English	-	49
2	Certificate	Computer	1 Mths	X	English	50	30
3	Certificate	Computer	2 Mths	X	English	50	11
4	Diploma	Computer	6Mths	XII	English	50	35
5	Certificate	Music	6Mths	X	English	30	06
6	Any other (Specify provide details)	BPP and	6Mths	Class VIII	English	As decided by IGNOU	10
		BDP	3 yrs	+ 2	English	-	171

13. Does the College offer self-financed Programmes?

Yes √   No ☐

If yes how many? 2

14. New programmes introduced in the College during the last five years if any?

Yes	√	No		Number	1

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. English, Khasi, History, Political Science, Economics, Education, Commerce etc.)	UG	PG	Research
Arts	English, Khasi, History, Political Science, Economics, Education	B.A	-	-
Commerce	English, MIL (Khasi)/ Alternative English, Environmental Studies, Entrepreneurship Development, Financial Accounting, Principles & Practice of Management, Indian Financial System, Business Economics, Business Statistics, Information Technology in Business, Sale & Advertisement Management, Marketing Management, Cost & Management Accounting, Business Laws, Business Environment, Auditing and Taxation, Rural and Agricultural Marketing, Services Marketing, Financial Management, Auditing & Taxation, Financial Services, Corporate Accounting, Direct Tax Laws and Practice.	B.Com	-	-

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, and M.Com…)

a.	Annual system	2
b.	Semester system	2
c.	Trimester system	

17. Number of Programmes with

a. Choice Based Credit System	
b. Inter/Multidisciplinary Approach	07
c. Any other (specify and provides details)	

18. Does the College offer UG and/or PG programmes in Teacher Education?

Yes [　　]　　　　No [√]

If yes,

a. Year of Introduction of the programme(s)…………… (dd/mm/yyyy) and number of batches that completed the programme.

b. NCTE recognition details (if applicable)
Notification No..……………………………………………………………
Date: ……..………………………………………………. (dd/mm/yyyy)
Validity:………………………………………………………………

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes [　　]　　　　No [　　]

19. Does the College offer UG or PG programme in Physical Education?

Yes [　　]　　　　No [√]

If yes,

a. Year of Introduction of the programme(s)…………(dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)
Notification No.: ……………………………………………….
Date:……………………………………………..…..(dd/mm/yyyy)
Validity:……………………………………………………………….

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes [　　]　　　　No [√]

20. Number of teaching and non-teaching positions in the Institution:

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government *Recruited*										
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*	-	-	-	-	14	17	2	4	1	-
Yet to recruit										

   *M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.					-	1	1
M.Phil.					1	1	2
PG					13	13	26
Temporary teachers							
Ph.D.							
M.Phil.							
PG					-	2	2
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22.   Number of Visiting Faculty /Guest Faculty
      engaged with the College. | No |

23. Furnish the number of the students admitted to the College during the last four academic years.

Categories	2012-13		2013-14		2014-15		2015-16	
	Male	Female	Male	Female	Male	Female	Male	Female
SC					1		1	
ST	152	401	173	391	199	399	262	455
OBC								
General	10	11	20	11	13	9	10	14
Others								
Total	162	412	193	402	213	408	273	469

24. Details on students enrollment in the College during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the College is located	741				741
Students from other states of	1				1
NRI students					
Foreign students					
Total	742				742

25. Dropout rate in UG and PG (average of the last two batches)

UG | 2.16% | PG | |

26. Unit Cost of Education
   (Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)
   (a) Including the salary component   Rs.13069.0

   (b) Excluding the salary component   Rs.6494.00

27. Does the College offer any programmes in distance education mode (DEP)?

Yes | √ | No | |

If yes,
a). is it a registered centre for offering distance education programmes of another University.

Yes | √ | No | |

b). Name of the University which has granted such registration.

Indira Gandhi National Open University (IGNOU)

c) Number of programmes offered: **02**

d) Programmes carry the recognition of the Distance Education Council.

Yes √   No ☐

28. Provide Teacher-student ratio for each of the programme/course offered

Teachers - Students ratio: 1**:**24

29. Is the College applying for Accreditation

Cycle 1 √   Cycle 2 ☐   Cycle 3 ☐

Cycle 4 ☐   Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re assessment only): **NA**

31. Number of working days during the last academic year: **256**

32. Number of teaching days during the last academic year:
(Teaching days means days on which lectures were engaged excluding the examination days) **178**

33. Date of establishment of Internal Quality Assurance Cell (IQAC):

IQAC: 01/04/2014

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC: **NA**

35. Any other relevant data (not covered above) the College would like to include. (Do not include explanatory/descriptive information).

CRITERION I: CURRICULAR ASPECTS

1.1. Curriculum Planning and Implementation

1.1.1. State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision

With the motto *"Education for All"* as the main focus, Jaintia Eastern College acts as per the principles set by its founders, to provide quality and affordable education to all sections of the people especially to the underprivileged students who could not afford for higher and quality education elsewhere.

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Objectives of the College

- To impart higher and quality education in rural areas.
- To provide vocational training to the educated unemployed youths.
- To impart skills on Information Technology.
- To provide career guidance and counselling.
- To promote environmental awareness.
- To transform the young minds through moral and ethical education based on value system.

In order to accomplish its vision, mission and objectives and to communicate to different stakeholders viz. Governing Body, teachers, office staff, students, parents etc, the College adopted the method of issuing College prospectus - containing all information, organizing students orientation and induction programmes at the beginning of the session, holding parent-teachers and alumni meets, etc, displayed on the College website and through different internal sub - committees. In addition to academic programmes, the College also communicates its vision, mission and objectives to students through NSS, RRC and UGC sponsored programme.

1.1.2. How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example (s).

The College is affiliated to North Eastern Hill University, Shillong, and as an affiliated College, it follows the curriculum of Under Graduate course prepared by the affiliating University. The syllabus consists of detailed contents of the course, the lecture hours allotted to each unit, the recommended text and reference books for the concerned course. In this connection, the College conducts regular staff meetings to develop and deploy action plans for effective implementation of curriculum and hence various sub-committees formed and assigned with specific responsibility to perform as per time schedule. The Academic Committee prepares College Prospectus, Academic Calendar, General Time Table, Teacher's Manual-Cum–Record Book, etc. while teaching plan for allotment of topics and units to individual teacher is done by the heads of respective department. For timely implementation and execution of the syllabus the heads of department review the teaching plan and portion allotted to individual teacher at the departmental meetings. Moreover, an orientation and induction programme is organized on the first day of the academic session to provide effective academic guidance to students and other stakeholders.

1.1.3. What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The teachers received positive support from the affiliating University in dealing with any queries or required explanations on any academic and non – academic issues. The affiliating University encourages the teachers to join Faculty Development Programmes such as Refresher Course, Orientation Courses, etc. to enrich their knowledge.

Moreover, the College organizes Workshop and Training on Teaching Methodology for College teachers. Besides, the College provides facilities like text-books, reference books, journals, magazines, internet facilities, etc. to enhance effective teaching learning process. Teaching learning materials like models, conventional black boards, green board, white board; micro speaker, ICT equipments, etc. are also available.

1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

The specific initiatives taken up by the College for effective curriculum delivery and transaction on curriculum as provided by the affiliating University are: in the beginning of session, the Principal discusses the importance of the curriculum and the number of actual teaching days for annual system and semester system of examination respectively are discussed in the staff meeting.

The provisions for additional and extra classes for both the systems are to be arranged by the concerned department if need arise. Teacher's Manual-Cum-Record Book is distributed to the teachers for recording their teaching learning activities as per time scheduled in the Academic Calendar. The syllabus of respective subject is also provided to the heads of respective department for necessary implementation.

To make teaching learning process more effective and for smooth transaction of the Curriculum, the College organizes departmental seminars and other academic programmes related to the topic taught in class rooms. In these seminars, the teachers and students are encouraged to give PowerPoint Presentation. Moreover, various methods like lecturing, giving notes, group discussions, discussion of previous years question papers and home assignments for self learning as delivery methods for effective implementation of curriculum. Field study and educational tours inside and outside the state are also organized with the purpose of getting more exposure.

1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and the University in effective operationalization of the curriculum?

For effective operationalization of curriculum, the College has been maintaining close network with the affiliating University, keeping regular correspondence and interact the issues related with curriculum and examinations matters. The College also signed MoU with Jaintia Cement Manufacturing Association (JCMA) for financial assistance to start the Commerce Department and MoU with National Institute of Electronic and Information Technology (NIELIT), Shillong for Computer Literacy Programmes respectively. The College had also signed MoU with Indira Gandhi National Open University (IGNOU), Shillong for availing opportunity to the underprivileged and employed students to pursue higher education through distance mode.

1.1.6. What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the Board of Studies, student feed-back, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The College has not contributed much to the development of the curriculum by the University. But recently one teacher is nominated as member of the Board of Undergraduate Studies in the Department of Adult and Continuing Education, North Eastern Hill University, Shillong. Feedbacks from students and other stakeholders regarding course contents, teacher, library, infrastructures and administrative set up is collected to identity the area for improvement.

1.1.7. Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The College is affiliated to North Eastern Hill University, Shillong and the curriculum design and development is done by the members of the Board of Study of the affiliating University. Add-on Courses was introduced on Computer Education and Khasi Traditional Music for which the curriculum and syllabi are developed and planned by the College itself.

1.1.8. How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

For achieving the stated objectives of curriculum in the course of its implementation, the College believes that teaching and evaluation process should go hand in hand by conducting class test, unit test, oral test, and internal sessional examinations, etc. Except internal sessional tests conducted by the respective departmental examination committee, the other tests are conducted by the Evaluation Committee of the College. This process provides continuous assessment for students' progression. Moreover, the College provides proper guidance and counseling to students based on the outcomes of last University examination results.

Academic Flexibility

1.2.1. Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

Keeping in mind the vision, mission and objectives the College, it offered Add-on courses on Computer Applications and Khasi Traditional Music.

1.2.2. Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.

No

1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- **Range of Core / Elective options offered by the University and those opted by the College**

- **Choice Based Credit System and range of subject options**

- **Courses offered in modular form**
- **Credit transfer and accumulation facility**
- **Lateral and vertical mobility within and acrossprogrammes and courses**
- **Enrichment courses**

Range of Core / Elective options offered by the University and those opted by the College.

As an affiliated college, it does not have flexibility in the regular university offered curriculum other than having Arts and Commerce Courses. However, some flexibility is provided in the choice of subject combinations. The following are the range of core/elective options opted by the College:

Bachelor of Degree Arts

Course	Core Subjects	Honours Elective Subject	Elective Subjects (Any two from the following)
BA (Hons)	English, Environmental Studies, MIL(Khasi)/ Alternative English	Education, History, Elective Khasi, Political Science	Political Science, History, Elective Khasi, Economics, Education

Bachelor of Degree Arts

	Core Subjects	Elective Subjects: Any three subjects from the following
BA (Pass)	English, Environmental Studies, MIL (Khasi), Alternative English	Political Science, History, Elective Khasi Economics, Education

However, for the newly introduced semester system, some flexibility is provided in the choice of subject combinations. A student of Arts offering Major course shall have to choose an Honours subject from among these subjects, viz. English, Khasi, Education, History, Political Science and Economics. In addition to that, two optional subjects has to be chosen from either group – A or B. Whereas three core subjects namely General English, Khasi (MIL), English (Alternative) and Environmental Studies is added in the fourth, fifth and sixth semesters.

Annual System Bachelor of Degree Commerce

Course	Compulsory Papers	Elective Papers
B.Com (Pass)	English-Communication Skill, Environmental Studies, MIL (Khasi)/ Alternative English,	• Business Economics, • Principles & Practice of Management, • Financial Accounting, • Information Technology in Business, • Business Statistics, • Indian Financial System, • Business Laws, • Business Environment, • Auditing & Taxation, • Cost and Management Accounting,.

Annual System Bachelor of Commerce (Honours Course)

Course	Compulsory Papers	Elective Subjects	Honours (Optional Group)
B.Com (Hons)	English-Communication Skill, Environmental Studies,	• Business Economics, • Principles & Practice of Management, • Financial Accounting, • Information Technology in Business, • Business Statistics, • Indian Financial System, • Business Laws, • Business Environment, • Auditing & Taxation, • Cost and Management Accounting,	**Group-A** Accounting and Finance: *Corporate Accounting *Financial Management * Financial Service * Direct Tax Laws and Planning **Group-C** Marketing group: * Marketing Management * Sales & Advertisement Management * Rural & Agricultural Marketing * Service Marketing

Semester System Bachelor of Commerce (Honours)

First Semester	Second Semester
Business Environment	Business Economics
Principles & Practice of Management	Information Technology in Business
Financial Accounting	**Indian Financial System**
Third Semester	**Fourth Semester**
Business Statistics	Modern Indian Language/Alt English
Business Laws	Financial Management
Optional Group – A or D	**Optional Group – A or D**
Fifth Semester	**Sixth Semester**
Compulsory English	Environmental Studies
Cost Accounting	**Entrepreneurship Development**
Optional Group – A or D	**Optional Group – A or D**

The papers mentioned in bold letters are honours papers. The students shall be required to choose a group (A or D) of their choice in the Third Semester and they would continue with the group in the rest of the semesters.

Group A: Accounting & Finance Group	Group D: Marketing Group
Corporate Accounting Auditing Financial Services Direct Tax Laws & Practice	Marketing Management Sales & Advertisement Management Rural & Agricultural Marketing Services Marketing

Choice Based Credit System and range of subject options: As of now the College follows the marking system (numerical) in evaluation and assessment of the students' performances.

Courses offered in modular form: No courses offered in modular form in the affiliating University.

Credit transfer and accumulation facility: No credit transfer and accumulation facility offered in the present curriculum.

Lateral and vertical mobility within and across Programs and courses: No

Enrichment Course: Keeping in mind the vision, mission and objectives, the College organizes various programmes to create wider opportunities for students:

- Career guidance and Counseling programmes for imparting information to enable students for further studies and employment.
- Add-on courses to enrich the curriculum.
- Departmental Seminars for knowledge enrichment.
- Students' projects to inculcate the spirit of research.
- Educational tours for exposure to gain information and knowledge.

- The College convenes meetings with Alumni, parents and other stakeholders to seek suggestions and opinions for improvement.
- Senior teachers engage themselves as mentor to boost moral strength and enable students to achieve success.
- Coaching classes for entry into services to help students to face the various types of competitive examinations.
- Remedial Coaching Classes to enable student to perform well in the external examination.

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

As the College is private unaided, all Programmes offered are sponsored by the Management. Programmes run at Under Graduate level for Arts and Commerce and eligibility criteria for admission are:-

- The eligibility for getting admission into Three Year Degree Course in Arts and Commerce is a minimum 10+2 pass or equivalent examination from recognized board in India. Students are admitted based on the number of seats available in the respective courses and as per government and University norms.
- The eligibility for getting admission into Add-on courses are Class X (Ten) passed for certificate and Class XII for Diploma course.
- The salary of teachers is paid by the Governing Body met from admission fees and other sources. Other infrastructural expenditure is provided by the College management and from external sources.
- Optimum tuition fee is charged from the students as prescribed by the Governing Body and is subject to revision. Details of fees are published in the College Prospectus, etc. Concession is also given to the students on their course fees at the time of admission provided if they intimate in writing to the management for consideration.
- The College appoints well qualified teaching members who possess minimum qualification and good knowledge of the subject. Appointments are made by the Governing Body through Selection Committee as per University norms.
- The salary of the teaching and non-teaching staff is consolidated.

1.2.5. Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The College provides additional skill and jobs oriented programmes relevant to the employment market. Besides, Certificate and Diploma Courses on Computer Applications and Khasi Traditional Music, the College organizes Career Guidance and Counselling programmes.

1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No

1.3 Curriculum Enrichment

1.3.1. Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The academic programmes and college's goals are directly or indirectly related with the needs of the area. Efforts are being taken up by the College to supplement the University curriculum to ensure that the academic programmes and college's goals are integrated. Syllabus is primarily focused on fundamental aspects of respective stream of studies. However in spite of the sincere efforts made by the University, it is very much demanded that additional courses has to be provided to the students so as to equip them with additional skills relevant to the present scenario. Therefore, with a view to develop the students of the area, the College has organized skill developments programmes namely - Certificate/Diploma course in Computer Applications and in Khasi Traditional Music.

Departmental seminars on different topics in the fields of social, economic, political and culture are organized where students get lot of exposure to the different issues relating with academic and non- academic activities. Resource persons from the College and outside are invited. Alumni meet; parent teacher meeting, regular staff meetings and departmental meetings are organized for valuable suggestions and feedbacks.

1.3.2. What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

As an affiliated College, it is mandatory to follow the syllabi designed and developed by the affiliating University. To cope with the needs of the dynamic employment scenario, basic computer literacy programmes are conducted in the College. Career Guidance and Counseling Committee also organizes seminars - on job oriented topics to provide awareness about the trend of employment market. Recently, in collaboration with Government of Meghalaya, Skill Fest was organized at the College premises which provide information about different courses and programmes related to employment. Field trips and study tours for exposure of students to various aspects of the curriculum are arranged from time to time.

1.3.3. Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The College makes an effort to provide knowledge on emerging crosscutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT, etc. The College has taken certain steps to create awareness on these issues among the students and stakeholders. As to integrate it into curriculum, the College organized programmes on these cross cutting issues and participate other prorgammes related to the issues.

Gender: The College is a co-educational institution; all students have equal rights and privilege in the College. Women's Welfare Committee, Students' Welfare Committee, Disciplinary Committee are formed to provide guidance and counselling to the students to deal up with this issue. For creating awareness among students on various issues related to gender disparity, sexual harassment, the committee organized programmes - on women rights, women empowerment, women's role in well being of the family, etc.

Climate Change & Environmental Education: Environmental studies have been incorporated in the University curriculum at Under Graduate level as a compulsory Paper. In this paper, the basic components of Environment and its application are studied. The Principal and teachers from other departments are engaged to teach the paper. Apart from the above, the Extension Committee also organizes programmes on the issue of climate change and environmental education at the College and in the adopted villages and adjoining locality. 'World Environment Day, Wild Life Week, Green Campaign, Swachh Bharat Abbhiyan, etc. are observed and participated to create awareness on environmental protection.

Human Rights: To create awareness among the students and teachers, the college organizes lecture on Human Rights and its various issues. Resource person from the Department of Political Science is invited for the programme.

ICT: For effective teaching learning process, the college introduced ICT enabled classrooms for Commerce Department. Besides broadband internet connectivity, Wi-Fi facilities are also made available to all the stakeholders. To motivate the teachers and students for the good use of technology, the college conducts computer literacy programme for the students and teachers. Observation of Digital Week and signing of MoU with NIELIT are the steps taken up by the College for creating awareness on the importance of Information Technology.

National Integration: To promote National Integration, the College hosted National level Youth Exchange and Home Stay programmes, District Level NSS Meets, etc. and participated in various programmes and festivals beyond and within the region. Apart from that the Extension Committee and Cultural Committee organized various cultural programmes at College and adopted villages for promoting of sense of unity and oneness among the students.

1.3.4. What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- Moral and ethical values
- Employable and life skills
- Better career options
- Community orientation

Moral and ethical values:

The students enrolled in the College come from different faith and beliefs. They are disciplined and stay away from violent and conflicts. So far no such cases have been registered in the College campus. The College seriously looks into this aspect and verbally instructs the teachers to deliver talk on moral and ethical values at time of normal classes as to inculcate them amongst the students. Disciplinary Committee and Anti-Ragging Cell supervise and monitor the activities of the students in the campus. Besides that the programmes by Evangelical Union, Patanjali Yogpeeth, etc. are helpful to shape the moral and ethical values of the students. The programmes organized by the Extension Committee also help to add moral and ethical values to the students. The College Week, Orientation and Induction programmes, etc. are organized in the College to disseminate the teaching on moral and ethical values.

Employable and life skills and Better career options:

Apart from normal academic programmes, extra-curricular activity skill based programmes are also organized in the College like awareness programmes, workshops and training on job oriented programme and resource persons from different background are invited in the programmes. As such the College has introduced short term courses on Computer Applications to develop student's life skills and provide greater opportunity for career options and further studies. Some students are sent to attend the training on Entrepreneurship development training programmes organized by the office of Deputy Commissioner, Khliehriat. Besides that the College has facilitated the students to avail career oriented training through UGC sponsored schemes.

Community Orientation

Along with its academic programmes, the College encourages students to participate in various social work programmes organized within and outside the College. The students are engaged in social service in the College and adopted villages for promotion of community service. These activities help to educate students for community service at early stage of their College life, viz – Voluntary Blood Donation Camps, HIV/AIDS Awareness Programmes on Environment, Human Rights, Literacy, Cultural Exchange Programme and Cleaning Drives, construction of fixed assets, renovation of footpaths, drinking wells and washing ponds at adopted villages. Participation in festivals, celebrations/ youth camps, street plays on drug abuse, HIV/AIDS etc are also taken up.

1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The College collects feedback from students and other stakeholders for assessing the curriculum and its contents. The information obtained from the students are analyzed and found that more books and reference books should be added to the library. Job oriented short term courses should be introduced for wider career options. The outcomes are then communicated to the teachers in the staff meeting and Governing Body meeting for corrective measures.

1.3.6. How does the institution monitor and evaluate the quality of its enrichment programmes?

The College is eagerly interested in the quality enrichment programmes. In this regard the IQAC supervise and monitor the academic and non-academic activities in the College.

1.4 Feedback System

1.4.1. What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The regular curriculum is designed and developed by the affiliating University. Hence, the College has not contributed much to the design and development of the curriculum.

1.4.2. Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The College collects feedback from students and other stakeholders on the curriculum and its contents. So far, the college has not sent any feedback report to the affiliating university.

1.4.3. How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?) Any other relevant information regarding curricular aspects which the College would like to include.

To meet the ever-changing needs of the area, the College opens three year Degree programme in commerce in the year 2011. In addition, Add-on courses in Computer Application and Khasi Traditional Music courses are also introduced for the benefit of the students and society at large.

Rationale for Computer course:

Since, the College is located in the remotest part of the State, in which computer education is inadequate – due to non availability of qualified teachers, poor power supply, etc. In fact the Government has taken the initiative for the past few years, but due to some reasons there is no full fledged course in computer

application or elsewhere. To cope up with this problem the College started Add-on courses on computer applications.

Rationale for Khasi Traditional Music:

The area where the College is located is predominantly inhabited by the tribals who are deeply connected with folk songs and traditional Music. So, to integrate people from different work of life through culture, the College started Khasi Traditional Music course to promote National/Regional integration.

Rationale for Commerce course:

The College felt the present state of unemployment scenario which affect the educated youth of the area due to non-availability of professional courses with employment opportunities. To partially meet the demand of the underprivileged parents and students, the College opened Three Year Degree Course in Commerce in the year 2011 with an objective to train students in the area of entrepreneurship.

Any other relevant information regarding curricular aspects which the College would like to include.

The College tied up with NIELIT, Shillong to impart computer education to the youths of the area.

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1. Student enrolment and Profile

2.1.1. How does the College ensure publicity and transparency in the admission process?

The Academic Committee looks after the whole admission process in the College. After the declarations of the Higher Secondary School Leaving Certificate results by Meghalaya Board of School Education (MBOSE) and other boards, the College admission publicity is made through advertisement in the College Notice Board, College website and College Prospectus. Admission forms along with prospectus are issued on payment. At the time of admission process, some teachers are responsible to assist the College office. Admission is provided to all irrespective of caste, creed, sex, religion or community. Moreover, special consideration is made to differently-abled students and wards of underprivileged parents in the form of tuition fee exemption or fee concession.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programs of the Institution.

Prior to the implementation of semester system, the eligibility criteria for admission to the Three Year Degree Course in Arts and Commerce is that, the students should pass HSSLC above 30% and for those students seeking admission for Honours course he/she should secure at least second class with 45% and above in the subject he/she desires to opt. However, for those students who pass his/her qualify examination from other streams like Commerce and Science seeking admission for Honours subject in Arts should secure at least 50% aggregate marks. Students who meet the above eligibility criteria are admitted in the College in respective course and department. The rules and regulation pertaining to admission criteria are strictly followed as per norms of the affiliating University and Governments. With the introduction of semester system, the eligibility criteria for admission are 30% and above in any subject he/she desires.

The admission is primarily merit based, yet the College admitted students on first come first serve basis subjected to fulfillment of the criteria. Nonetheless, entrance tests or a personal interview has not been conducted for admission due to socio-economic and educational backwardness of the area. So far no student was denied admission in the College.

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the College and provide a comparison with other Colleges of the affiliating University within the city/District.

The minimum percentage of marks for admission at entry level for each programmes offered is 30% for pass course and 45% for Honours courses in

annual system and above 30% in the semester system. Moreover, the College does not impose anything about the maximum percentage of marks at entry level for each programme since it is the only College in the area. As of now, no comparison of marks at entry level has been made.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

There are no specific mechanisms to review the admission process and student profiles in the College. At the time of admission the College review and properly scrutinized the documents and eligibility criteria for admission. The College reviewed the admission process and student profile annually to ensure that the students are well prepared to face the University examinations by conducting regular class tests/unit tests, selection test, etc.

2.1.5. Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate / reflect the National commitment to diversity and inclusion

- SC/ST
- OBC
- Women
- Differently-abled
- Economically weaker sections
- Minority community
- Any other

The College is located in the District where population is predominant by the tribal, belonging to economically poor and illiterate background. The admission opportunity is provided to all these sections irrespective of caste, community, religion, sex etc. without any bias. With regards to women alike to male, the College provides equal opportunities to all students. The strength of Girls/women students is 63.7% and 36.3% is male.

To encourage students belonging to economically poor section, the College tuition fee is allowed to be paid in installments by all the students. Some students are also provided financial assistance in the form of conveyance fee funded by UGC as well as by the College. The enrolment of differently-abled students is quite low, though freedom for admission in the College is allowed, provided they meet the minimum criteria.

2.1.6. Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase/decrease and actions initiated for improvement.

The student's enrollment strength in the College for Arts and Commerce as well as Add-on courses of the last four years are:-

Programmes		Number of applications	Number of students Admitted	Demand Ratio
Under Graduate				
2012-13	B.A	549	549	1:1
	B.Com	25	25	1:1
2013-14	B.A	558	558	1:1
	B.Com	37	37	1:1
2014-15	B.A	576	576	1:1
	B.Com	45	45	1:1
2015-16	B.A	405	405	1:1
	B.Com	32	32	1:1
	B.A First Sem	288	288	1:1
	B.Com First Sem	17	17	1:1

The reasons for increase/decrease in the admissions are decided as follows:

Initiated for improvement:

Besides College Notice Board and College website, advertisement in local newspapers and local cable news channels need to be made. Introduction of job oriented courses and regular Placement training are necessary for improvement of admission in the College.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

The enrollment from differently-abled students is quite low. However, freedom for admission in the College is allowed, provided they meet the minimum criteria. Keeping in mind the motto of the College – *Education for All*, it has work-out action plans to provide all the necessary facilities for this section of students. Moreover, the College constituted Student Welfare Committee to look into their grievances and to ensure that policies and programmes pertaining to their needs are not deprived to them. Construction of ramps and other facilities for their easy access are underway. So far, there are no hearing impaired and visually impaired students seeking admission in the College. If so, the College is gracious enough to admit them in its fold and extends its best possible help and assistance to them.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the Programmes? If 'yes', give details on the process.

There is no specific mechanism to assess the students' needs in terms of knowledge and skills before the commencement of the Programmes. But after the

admission process is over, the College organized orientation class for new comers in which the Principal and other senior staff members deliver general lectures on the rules and regulations pertaining to affiliating University, College, Scholarship schemes, subject combinations, etc. The teacher in-charge of various sub-committees also highlights the action plans, programmes and schemes to be taken up by the College during the session. The Students' Welfare Committee and Student's Union organizes various competitions - quizzes, extempore speech, debates, drawing and paintings, etc. during College Week. Through these programmes, the College interacts with the students and assesses their knowledge and skills.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the Programme of their choice?

Since majority of the students enrolled in the College are below average, the College does not adopt any special strategy to identify weak and slow learners. The academic records of the last examinations are enough proof to identify their capability. On the basis of these records and performance in the internal tests and Remedial Coaching classes are conducted to bridge the knowledge gap of the enrolled students. Apart from that, coaching classes for entry into service and career guidance are also organized for the benefit of students. The College encourages students to participate and utilize library and other facilities, like broadband internet connectivity and Wi-Fi facilities in campus to enable them to cope up with the programme of their choice.

2.2.4 How does the College sensitize its staff and students on issues such as gender, inclusion, environment etc?

In addition to academic programmes, the College organized various activities for sensitizing staff and students in the area such as gender, inclusion and environment. The College formed various sub-committees, for example, Women Welfare Committee to deal with issues related to women such as sexual harassment, gender disparity and other relating issues. Awareness programmes on Sexual Harassment, Women Empowerment and Women's Rights are also organized in and outside the College. Induction programme/Fresher's social Meet, College Week and important Days are observed in the College. During the events of the programmes students come to know each other's cultures and beliefs in a better way. Students from all sections are welcome and respected and given equal opportunities.

To ensure, so that no students are left out on account of differences in faith, beliefs and ideological differences, the College constituted Grievances Redressal Cell, Anti Ragging Cell, Students' Welfare Committee, etc to look into the complaints and suggestions of students. Suggestion boxes are installed at all visible places in the College premises to drop in complaints and suggestions for redressal.

For enrichment of the environment, the College observed important Days like World Environment Day, Wild Life Week, Swachh Bharat Abhiyan, World AIDS Day, World No Tobacco Day, International Youth Day, International Day Against Drug Abuse and Illicit Trafficking, Blood Donation etc. The observation helps to sensitize students and other stakeholders about the importance of environment and its protection. Tree plantations, cleaning drives, painting and debate competitions are the activities during the observation/celebrations. In collaboration with Public Health Engineering, PHE Division, Jowai, organized seminars on ―Liquid-Solid Waste Management on the 5th June 2015. Mock drills on Disaster Management performed by NSS volunteers are also organized to sensitize students about the menace of natural calamities.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

At present, there is no such mechanism to identify and respond for special educational and learning needs of advanced learners. But, they are identified through their academic records performance in class tests, unit tests and selection test examination, etc. Besides that the first and second year University result is reviewed for identifying advance learners. These students are encouraged to take part in seminars, workshops and various co-curricular activities organized by College.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the Programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The College internally assessed and analyzed the students from daily attendance register, class test, unit tests and performance of the last University examinations. The interaction between teachers and students also help to assess their academic ability. Those students who are at risk of drop out, their names are being displayed and are advised to meet the Principal to explain the reasons for immediate help. The students belonging to disadvantaged sections of society, economically poor and differently-abled students are supported in various ways and means such as allowing payment of College tuition fees in installments and conveyance fee (funded by UGC) is availed to some selected students.

2.3 Teaching-Learning Process

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

The College plans and organizes the teaching learning and evaluation schedules in advanced. Prior to the beginning of the academic session, the Principal convenes staff meeting where the academic programmes and other

activities are discussed. The Academic Committee is responsible to prepare Academic Calendar, General Time Table, Admission procedures, Teacher Manual-Cum-Record Book and Self Appraisal for teachers. In conformity with the tentative schedules of the affiliating University, the Committee framed College Academic Calendar which contains all information and time schedules of the examinations, date of admission, working and teaching days, holidays, internal tests and schedules of various co-curricular activities.

The rules and regulations of the College along with that of the affiliating University for admission process are incorporated in the College Prospectus. Further, to suit the teaching learning and evaluation process, the Evaluation Committee and Departmental Examination Committee are also formed. However, the heads of the respective department is responsible to allot units or portions from the syllabus to respective teachers. In the departmental meetings, they discussed the progress of the teaching learning and if problems arise such as incompletion of the syllabus within stipulate time, etc., the teachers are advised to organize additional or extra classes. The IQAC supervise and monitor the activity of various sub-committees for quality assurance. At the end of the term, the University conducts external examinations and evaluates the performance of the students.

2.3.2 How does IQAC contribute to improve the teaching–learning process?

The College constituted IQAC in April, 2014. Within a short span, the Cell has contributed a lot for improving teaching learning process comparing to the previous years. At the beginning of the academic session, the IQAC gave instructions to various sub-committees and heads of respective department to chalk-out action plans for smooth transaction of teaching learning process. Besides, frequent meetings with the Principal, the Cell also organizes various programmes such as seminars, workshop and training for improvement of teaching learning process. Feedbacks from students, alumni and other stakeholders on teaching learning process, course contents, library and administrative performance are obtained by the IQAC for identifying the area that needs further improvement.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

To make teaching learning more student-centric, the College conducts regular staff meeting, departmental meeting and meeting with various sub-committees to discuss on the issues of teaching learning process and its effectiveness. To this effect, the IQAC co-ordinates with all various sub-committees, heads of the departments and other stakeholders to create conducive environment for teaching learning in the College. Moreover, to make the students concentrate and attentive in the classroom, the teachers are always concerned and

adopt various techniques as per the situation demand. To develop the quality of students learning various programmes like - home assignments for self learning, group discussion on previous years question papers, question-answer at the end of each topic, departmental seminar, field visits and educational tour, etc. Library facilities, broadband Internet connectivity and Wi-Fi facilities are also provided in the campus for e-resources.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into lifelong learners and innovators?

To nurture critical thinking, creativity and scientific temper among the students and to transform them into lifelong learners, the College always teach and guide the students to see things critically. To develop the same, the College organizes/participates in various competitions like - debates, quizzes, extempore speech, essay writing, slogan writing, etc. Moreover, departmental seminars, cultural programmes, publication of College Annual Magazine are the practices to nurture creativity and scientific thinking among the students and other stakeholders.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g. Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The College encourages good use of technology for effective teaching learning by providing necessary infrastructure like computer laboratory with broadband internet connectivity and Wi-Fi enabled campus. Some teachers used open educational resources to make the subject easy to understand.

The College is a member of the National Library and Information Services Infrastructure for Scholarly Content (NLIST). LCD projectors and ICT based classroom for effective teaching are put in used for some classrooms. Earlier, the College had also the facility of the National Mission on Education through Information and Communication Technology (NME-ICT) but the same has stopped functioning for unknown reasons.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The students and teachers are exposed to advanced level of knowledge and skills by inviting experts and resource persons from outside the College to lecture and deliver paper presentation in the seminars, workshops and training, etc. Departmental seminars are organized to fulfill the requirement of course curriculum and formal discussion over the issues. Educational tours and industrial

visits are arranged to increase level of knowledge and skills of the students. The College encouraged teachers to attend workshops and trainings, refreshers and orientation course organized by affiliating University and other institutions for advancing level of knowledge. To widen the knowledge of teachers and students, the College organizes inter-disciplinary classes and publishes the College Annual Magazine. Participation in the Youth Exchange Programmes, National Integration Camp, Youth Festival, PRD Camp, etc. inside/outside the College and beyond the region helps to update the level of knowledge and skills of the students.

2.3.7 Detail (process and the number of students\benefited) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

The vision, mission and objective of the College is to impart education for all. With this objective in mind, the College has constituted Career Guidance and Counselling Committee to provide support to students by organizing counselling programmes on the academic, personal and psycho-social support and guidance services. The College also organizes various programmes for the development of entrepreneurship skills for self employment in collaboration with local authority. Moreover, coaching classes for entry into services are conducted with resource persons and expert professionals invited to impart necessary guidance and counselling.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The teaching methods adopted in the College is "chalk and talk", teaching aids like black boards, green boards, white boards, maps, lecture notes, text books, etc. Furthermore, to make teaching learning interesting and student centric, the College has adopted several innovative teaching practices such as lecture method, project works for certain subject (s), home assignments for self study, field works/trips, group discussions, departmental seminars and interdisciplinary approach for the last four years. In addition to that, the College encouraged the teachers to adopt new innovative approaches by providing suitable teaching aids like LCD Projectors, Laptops for ICT based teaching, broadband internet connectivity and Wi-Fi facilities for e-resources. After the introduction of ICT based teaching, the impact of innovative practices on students learning is encourage able and motivated teachers to adopt new methods of teaching as a tool to address the inadequacies of traditional teaching.

2.3.9 How are library resources used to augment the teaching learning process?

The Library resources are made available to teachers and students to enhance teaching-learning process. The College library is comparatively small with only 7500 plus books and 16 journals. It also has encyclopedias, dictionaries,

previous question papers, local and national magazines and newspapers. Every year, latest edition text and reference books are added. The library system has been partially computerized but due to some technical problems, it is temporarily kept in abeyance. The reading hall of the library is not so spacious to accommodate library users and efforts are being made to construct separate library building.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The College forfeited few classes on account of unexpected *bandh,* road blocks, etc called by various organizations in the state. But, so far no challenge faces in completing the curriculum within the planned time frame and Academic Calendar. In case of incompletion of curriculum/syllabus or likely to remain incomplete within the planned time frame, the department concerned is advised to conduct additional/extra classes at their own convenience especially in the morning or after normal class hour. However, as of now, the College has no problems with the curriculum of semester system as it is manageable within the stipulated time frame.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The College through IQAC monitors and evaluates the quality of teaching learning process in the College by instructing the various sub-committees to perform works and duties as assigned to them. The College conducts regular internal class tests, unit tests, selection tests, internal sessional examinations and maintenance of daily attendance register so as to enable monitor and evaluate the quality of teaching in the College. Apart from the above, the result of the last University examination is also reviewed to identify the performance of the student subject-wise. Teacher Manual-Cum-Record Book is periodically reviewed by the Principal to assess the performance of the teachers. Besides that, the equipments like teaching aids and infrastructural facilities are maintained and upgraded as per requirement for quality of teaching learning process.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

For appointment of teachers wide publicity is made through advertisements in the local newspapers inviting written application with required testimonials through proper process for interview. An interview committee/selection committee is constituted as per University norms for recruitment of teachers. The selection is made purely on the basis of merit and the

particular of selected candidate is approved by the Governing Body. For the posts of Temporary Teachers and Part time Teachers, recruitment is made by the Principal in consultation with the Governing Body.

Higher Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teacher							
D.Sc/D.Litt							
Ph. D					-	1	1
M. Phil					1	1	2
P.G					13	13	26
Temporary Teacher							
D.Sc/D.Litt							
Ph. D							
M. Phil							
P.G					-	2	2
Part-time Teacher							
D.Sc/D.Litt							
Ph. D							
M. Phil							
P.G							

Retention strategies: The College provides interest free loan, incentives and periodically revision of salary.

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

As of now the College does not face such problems for last three years.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

The vision, mission and objectives of the College are to impart education for all. Enhancement of the teachers' quality has always been the top priority of the College. The following teachers had joined the faculty development programmes organized by affiliating University.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated			
	2011-12	2012-13	2013-14	2014-15
Refresher courses		1		1
HRD programmes				
Orientation programmes				
Staff training conducted by the University				
Staff training conducted by other Institutions				
Summer/Winter schools, Workshops, etc.			2	

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching–learning.

- ❖ Teaching learning method/approaches
- ❖ Handling new curriculum
- ❖ Contents/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross-cutting issues
- ❖ Audio visual aid/multi media
- ❖ OER's
- ❖ Teaching learning materials selection and use

The College organized various faculty development programmes on teaching learning method/approaches.

- Workshops and Training on Methodology of teaching
- Workshop and Training on use of ICT.
- Basic Computer courses for teachers.
  - ❖ Handling new curriculum

The Principal on received of the new curriculum/syllabi, etc from the affiliating University or any other related matters with academic programme discussed the same in the staff meeting for smooth implementation.

- ❖ Contents/knowledge management

So far, the contents of knowledge for classrooms delivery are being maintained by the Assistant professors at the individual level.

❖ Selection, development and use of enrichment materials

No special mechanism is adopted in the College for selection, development and use of enrichment materials. Teaching materials are prepared by the concerned Assistant Professors at the individual level. However, 10 (ten) Days Computer literacy programmes for empowering teachers for the good use of various tools and technology for improved teaching learning process.

❖ Assessment

So far there is no specific training programmes arranged for teachers in assessment process.

❖ Cross-cutting issues

The College makes an effort to provide knowledge on emerging cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, etc. The College has taken certain steps to create awareness on these issues by organizing seminars on the above issues.

❖ Audio visual aid/multi media

As of now, the College teacher has got no training on the use of Audio visual aid/multi media.

❖ OER's

Most of the teachers obtained the teaching learning resources from the internet but specific training on this regard was provided for uses of e-resources during the 10 Days computer Literacy programme.

❖ Teaching learning materials selection and use

No specific training is made by the College for Teaching learning materials selection and use. But the teachers are utilizing the teaching materials at the individual level.

 c) **Percentage of faculty**

- **Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies.**

- **Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies.**

- **Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies.**

For the last four years the percentage of faculty who was invited/attended/participated in and outside as resource person/presented papers are:

	Invited as Resource Person in Workshops/ seminar/ conferences				Participated in Workshops/seminar / conferences				Presented paper in Workshops/seminar /conferences			
Year	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15
%	11	3	3	9	3	3	11	25	-	-	-	-

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc)

The College recharges teachers by organizing faculty development programmes like seminars/workshops and arrangement of class adjustment for participation in seminars, workshops, refreshers course outside the College. Besides that, study leave is granted for pursuing research work leading to M.Phil and Ph.D. Moreover, periodical revision of staff salary and distribution of Laptops and LCD Projectors to individual teacher of Commerce Department for ICT based teaching are the other practices put in by the College to recharge teachers.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

So far, the College has not received award for excellence in teaching for the last four years, but some seniors teachers received due recognition from the local dorbar of Khliehriat West village for their services. Apart from that College teacher and student received award from the affiliating University.

Recognition from Khliehriat West village
- Smt. R. Merika Nongtdu, Department of History
- Smt. Percia Phawa, Department of Khasi
- Shri. Davidson Diengdoh, Department of Khasi

University Award
- Best NSS Unit College Award, 2014
- Shri. Davidson Diengdoh, Best NSS Programme Officer Award, 2014.
- Shri. Royal Nongtdu, Best NSS Volunteer Award, 2014.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The College evaluates teacher performance from students' feedback but so far there is no external peers' evaluation is arranged. The feedback from students and other stakeholders is analyzed and discussed in the staff meeting for corrective measures. If need arise, the Principal calls individual teacher for consultation and rectification to improve their performance.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The patterns of evaluation processes and the rules pertaining to College and affiliating University is discussed in the staff meeting and orientation class prior to the start of new academic session. To ensure that no one is left uninformed about the process, the College communicates it through College Notice Board and in the classrooms.

2.5.2 What are the major evaluation reforms of the University that the institution has adopted and what are the reforms initiated by the institution on its own?

So far, no major evaluation reforms are taken up by the affiliating University prior to the introduction of semester system. However, under newly introduced system, a provision of 25 marks is allotted for each paper as internal sessional examination, subdivided into home assignment (10 marks) and theory (15 marks) for which the end-semester examination contains 75 marks against each paper. This is one of the major evaluation reforms of the affiliating University adopted by the College.

In the absence of provision for internal assessment in the annual system, the College on its own introduced internal evaluation process for which 20 marks is allotted against each paper subdivided into unit test, class test, project works, attendance, etc. whereas 80% of marks is for selection test examination. This internal assessment is taken for consideration of student selection for external examination.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own?

To ensure effective implementation of the evaluation reforms introduced by the affiliating University such as pattern of questions and modification of syllabi are adopted by the College in letter and spirit. Besides that, the College encourages and released teachers concerned to attend the University duty for setting question papers, evaluating answer scripts whenever called for and

assigned. The system of internal assessment in certain subjects i.e. for project works is taken into consideration and the scores are sent in time to the affiliating University for final evaluation.

Evaluation Committee and Departmental Examination Committee are formed for proper execution of the evaluation reforms in the College. Internal tests and assignments are planned in such a way as to balance between those of the College and of the affiliating University.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The formative evaluation adopted in the College is class tests/unit test, selection test, home assignments, project works (for certain subject), internal sessional examinations and daily attendance register are strictly maintained and conveyed to the students from time to time. To evaluate students, the teachers use different kinds of formative evaluation such as oral questions at the end of each lecture to see that students are familiar with the topic taught. Apart from that the College also arranges industrial visit for commerce students.

At the end of the course or semester, summative examination is conducted by the affiliating University. However, the final summative evaluation of the students'achievement is the prerogative of the University.

The formative and summative evaluation process has greatly helped in identifying the weakness and strength of the students and these have resulted in the improvement of their performance in the final examinations.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)

Significant improvements with due consideration for ensuring rigor and transparency in the internal assessment during the last four years and weight-age allotted for the overall development of students in class tests/unit test/monthly test (10 marks), regularity in attending class (5 marks), attendance in remedial and tutorial classes (3 marks) and attendance in College programmes (2 marks) for annual system was made. However, in the newly introduce semester system, provision for internal sessional assessment is provided on the basis of two examinations - home assignments for 10 marks and theory for 15 marks.

The internal mark scores are recorded by the concerned department and evaluated scripts of class test, assignments, project work are shown to the students for feedback to ensure transparency. This help to improve student's performance and progress.

2.5.6. What are the graduates attributes specified by the College/affiliating University? How does the College ensure the attainment of these by the students?

To ensure the fullest achievement of the College vision, mission and objectives or at least some of them, the College adopts various measures - implementation of the syllabus/curriculum prescribed by the affiliating University as per plan and time schedule in the Academic Calendar. Apart from its academic programmes, efforts are being made by the College to produce good graduates by organizing various programmes and activities for knowledge enrichment of the concerned subject, communication skills, leadership, game and sports, adventure, value of national integration, honesty, punctuality, discipline, social and civic responsibility and culture. The College also organized and participated in various programmes such as Voluntary Blood Donation Camps, Special Camping at adopted villages, hosting National level Youth Exchanged and Home Stay Programmes, NSS Festivals, Environmental awareness, Career Guidance and Counselling, Industrial visits, educational tour, etc. In these ways students are taught the values of brotherhood, charity, honesty, punctuality, discipline, integration, co-operation, etc for preparing graduates for social good in unknown future.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

The affiliating University offered degree to the students on the basis of the result of external examination through specified evaluation process. In case, the students dissatisfied over allotment of marks and for those grievances arising from the University, formal settlement is made as per the provisions contained in the rules. In this regard, students can apply for re-evaluation abides by the rules and regulations of the University.

The College has its own mechanisms for redressal of grievances with reference to evaluation. Grievance Redressal Cell (GRC) is formed to ease the students to approach the College for redressal. In case student's feels dissatisfied over allotment of internal marks in the internal assessment or any grievances they can drop their complaints/suggestions in the suggestion boxes or air their grievances directly to concerned department or GRC either in writing or orally for redressal.

2.6 Student Performance and Learning Outcomes:

2.6.1. Does the College have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The learning outcomes are mentioned in the vision, mission and objectives of the College and for studying Arts and Commerce streams are clearly stated in the course syllabi. The students, teachers and other stakeholders are made aware of these outcomes through College Prospectus, College websites and also

briefings by the Principal during Orientation class and Induction/Fresher meet programme usually held at the beginning of the academic session.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/Programme? Provide an analysis of the student's results/achievements (Program/course wise for last four years) and explain the differences if any and patterns of achievement across the programs/courses offered.

To monitor the student progress and performance through the duration of the course/programme, the College has internal mechanism of evaluation process which consists of class tests/unit class test, home assignment, project works for certain subject, etc. The external examinations results published by the affiliating University are also analyzed to assess student's performance. The students' progress and performance are communicated to the students by the heads of the respective department as well as to parents through Parent –Teacher meeting. The performance of the students in the University examinations programme-wise for the last 4 years:-

Result Analysis for Last Four Academic Years

ARTS

Class	Pass Percentage			
	2011-12	2012-13	2013-14	2014-15
TDC 1st Year	30	45	45	24
TDC 2nd Year	78	54	65	73
TDC 3rd Year	40	37	75	72
B.A 1st Sem.				

COMMERCE

Class	Pass Percentage			
	2011-12	2012-13	2013-14	2014-15
TDC 1st Year	-	50	50	43
TDC 2nd Year	-	-	75	100
TDC 3rd Year	-	-	100	100
B.A 1st Sem.				

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The College has adopted several strategies to facilitate the achievement of the intended learning outcomes. For providing academic leadership, the College constituted IQAC with various sub-committees that work to enhance the quality of teaching learning process and assessment strategies. ICT based innovative (for

Commerce Department) teaching methods are adopted to enhance participation of students in teaching learning process. Each and every strategy of the College is planned ahead by the College/IQAC. Feedback and analysis of student learning outcome enables to achieve the intended learning outcomes. Besides that every department keeps record on the performance of individual student in the internal test, home assignments, and departmental seminars. On the basis of these records individual students' learning outcome is identified for extra care for improvement.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (Student placements, entrepreneurship, innovation and research aptitude developed among students etc) of the courses offered?

The College adopted various measures and initiatives to enhance the social and economic relevance – entrepreneurship, innovation and research aptitude. The College constituted various sub-committees - Career Guidance and Counselling Committee to organize different programmes to inculcate skills of entrepreneurship and other job oriented programmes to enhance employability amongst the students. During the years, the College organizes various programmes of its own and in collaboration with local authority and other NGOs. Add-on courses are introduced as other measures to create more career options for student. Students are encouraged to take part in social programmes to develop a sense of social responsibilities.

Through various project works, field works, the College develops research aptitude amongst the students. A Research Committee publishes College Annual Magazine with an aim to motivate teachers and students to actively involve in writing articles, etc.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning overcoming barriers of learning?

The College ensures the success of its learning outcomes primarily base from the participation of students in different academic activities like class tests, unit test, internal project works, assignments and internal examinations. The College collects feedback from students and analyzed them. The analysis is discussed in the staff meeting for overcoming barriers of learning. Moreover, based on the report, the College plan and advised the teachers to improve the short coming.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The College monitors the academic and non-academic activities to ensure the achievement of learning outcomes. For this, the College constituted various sub-committees such as IQAC, Academic Committee, Evaluation Committee, Extension Committee, etc to perform tasks assigned to them. The Academic Committee looks after the entire academic activities and the Evaluation and

Departmental Examination Committee for evaluation and examination process. It also ensures regularity and progression of classes as per plans and time schedule. Besides, Extension Committee and other sub-committees organised non-academic activities to ensure the achievement of learning outcomes.

2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning for remedy. The College makes efforts as per the need of the course such as by designing teaching and lesson plan, lecture plan in conformity with the course objectives and adopts innovative teaching methods to achieve the positive result. The individual teacher assessed the students through his/her performance in the internal assignments and attendance registers for each subject.

Any other relevant information regarding Teaching-Learning and Evaluation which the College would like to include

No

<center>**CRITERION III: RESEARCH CONSULTANCY AND EXTENTION**</center>

3.1 Promotion of Research

3.1.1. Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

As of now the College has no Research Center recognized by the affiliating University or any other agency/organization.

3.1.2. Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Though the college does not have a Recognized Research Center, realizing its needs and important of having that, the College encourages research activities in the College by constituting Research Committee to address and monitor research activities initiates.

Composition of the Research Committee is mentioned below:-

Chairman:	Principal
Vice Chairman:	Vice Principal
Member Secretary:	Smt. R. Dkhar, Dept of Political Science
Members:	Shri Nishwa Rymbai, Dept of Political Science
	Shri. N. Sarkar, Dept of English
	Smt. E. A. Nongtraw, Dept of Education
	Smt. L. Nongtdu, Dept of Khasi
	Smt. D. P.Bareh, Dept of Economics
	Smt. P. S. Phawa, Dept of History
	Shri. C. Marngar, Dept of Commerce

To promote research activity among the stakeholders, the College publishes College Annual Magazine and regularly subscribes national research oriented journals in addition to textbooks to help in research activity. Accordingly the Committee recommended some projects related with research activities.

Recommendation of the Research Committee

Sr.No	Department	Areas of Research activities
1	History	Origin of Elaka Rymbai, East Jaintia Hills District, Khliehriat
2	Education	Primary Schools Drop-out with reference to Khliehriat C & RD Block, East Jaintia Hills District, Khliehriat

3.1.3. What are the measures taken by the institution to facilitate smooth progress and Implementation of research schemes/projects?

- Autonomy to the principal investigator
- Timely available or release of resources
- Adequate infrastructure and human resources
- Time-off reduce teaching load, special leave etc to teachers
- Support in terms of technology and information needs
- Facilitate timely auditing and submission of utilization certificate to the funding authorities

So far the College has no major or minor schemes/projects for research work

3.1.4. What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

To create and develop scientific temper, research culture and aptitude among students, the College takes the initiatives to organize various programmes like quiz competition, debates, drawing & paintings, extempore speech, games and sports, seminars, etc. Besides, hosting various programmes, the College also participates in programmes outside the College. Academic guidance like awareness on self employment and entrepreneurship development, coaching classes for entry into service has been conducted regularly. To this effect, resource persons from outside the College are invited to interact with the students.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

As the College is only at graduation level, so, teachers are actively involved in teaching learning process and other academic activities. No teacher is involved in guiding student or coaching on research activities leading to M.Phil and Ph.D.

3.1.6. Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The College conducted seminars and paper presentation on the following topics to sensitize the teachers and of the College for capacity building:-

- On Assessment and Accreditation of Colleges by Dr. M. Rani, Asst Professor and Co-Ordinator IQAC, Synod College Shillong,

- On Liquid and Solid Waste Management by Er. R. Nongtdu, PHE Electrical Division, Jowai.

- Paper presentation on "Human Rights - On the Basis of Democratic State" by Asst. Professor N. Rymbai, Department of Political Science, Jaintia Eastern College, Khliehriat

- On Consumer Behaviour and Service Marketing by Asst. Professor B. Papang, Department of Commerce, Jaintia Eastern College, Khliehriat

3.1.7 Provide details of prioritized research areas and the expertise available with the institution:

No

3.1.8. Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The College organizes seminars, workshops and training for which resource persons from outside the College are invited to deliver lectures. Details of some of the eminent personalities who visited the campus and interact with teachers and students are:

Sr. No	Name of visitor	Date	Detail of interaction/topic
1	Dr. B.P. Sahu, DACE, NEHU, Shillong	12.05.2012	Teaching Methodology – Stimulated Situations and Roles Plays
2	Dr. N.P. Goel, Department of Adult & Continuing Education, NEHU, Shillong	25.08.2012	Business statistic
3	Dr. B. P. Sahu, Department of Adult & Continuing Education, NEHU, Shillong	01.04.2014	Teaching Methodology – In Classrooms Teaching
4	Dr. D. Wanswett, Principal, Synod College, Shillong	22.04.2014	Assessment and Accreditation of the Colleges
5	Dr. M. Rani, Asst. Prof and Co-ordinator, IQAC, Synod College, Shillong	22.04.2014	Assessment and Accreditation of the Colleges
6	Shri. W. R. Lyngdoh, IAS, Deputy Commissioners, East Jaintia Hills District, Khliehriat	05.06.2014	World Environment Day
7	Shri. W. R. Lyngdoh, IAS, Deputy Commissioners, East Jaintia Hills District, Khliehriat	01.11.2014	Coaching Classes for Competitive Examinations
8	Prof. I. Shangpliang, St. Anthony's College, Shillong	09.05.2014	Using ICT based teaching

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The College grants leaves for the faculty for completion of research projects and Ph.D.

Program wise details of faculties who have availed the facility of completing PG/Ph. D. during service:

Sr. No	Department	Faculty pursuing Ph.D	Faculty Completed Ph.D
1	Education	1	1
2	Khasi	1	-

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

The initiative taken up by the College to create awareness/advocating/transfer of relative information to students and community for motivation are in the form of Industrial visits, Educational tour, seminars and through meetings organized by Extension committee.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

So far, the College has no separate fund earmarked for research activities. However, financial assistance is provided to teachers to pursue in-housed research. The College earmarked fund for publications of College Annual Magazine 1, 00,000/- (Rupees One lakh) only for the session 2015-16.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Till date the College has no provision to provide 'seed money' to the faculty for research purposes, but the College realizing its necessity has shown its concern in providing some amount to aspiring teachers for research work.

3.2.3 What are the financial provisions made available to support student research projects by students?

Separate financial provision is not made for student's projects. However, through Extension Committee financial support are provided to undertake field trips for project works.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing inter-disciplinary research.

As of now, the College has not undertaken any inter-disciplinary research in and outside the College.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

To ensure the optimal use of various equipments, effort is being made for development of research environment in the College by procuring new edition text books, journals and facilities - like broadband internet connectivity and Wi-Fi enable campus for free access to students to use for writing assignments and other purposes during and beyond working hours.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years?

No

3.3 Research Facilities

3.3.1. What are the research facilities available to the students and research scholars within the campus?

The facilities available to teachers, research scholars and students within the campus for research activities related with courses involved project works for certain subject (s) are: -.

- Library
- National and International Journals.
- Computer with Internet connectivity
- Wi-Fi facilities.

3.3.2. What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The College encourages teachers and students to undertake research works, hence the Research Committee was constituted for planning, upgrading and creating infrastructural facilities for research in the near future.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/facilities created during the last four years.

No

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

No

3.3.5 Provide details on the library/information resource centre or any other facilities available specifically for the researchers?

The College library besides having academic text-books, it has good number of reference books, National and International journals. These facilities are available to teachers and students for the research activities.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

No

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms

- Patents obtained and filed (process and product) – **Nil**
- Original research contributing to product improvement – **Nil**
- Research studies or surveys benefiting the community or improving the services – **Nil**
- Research inputs contributing to new initiatives and social development: **Nil**

3.4.2 Does the Institute publish or partner in publication of research journal (s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No

3.4.3 Give details of publications by the faculty and students:

- Publication per faculty: **Book Published by Deibormi Nongpoh**
- Number of papers published by faculty and students in peer reviewed journals (national / international)
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- Monographs
- Chapter in Books

- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

3.4.4 Provide details (if any) of:

- Research awards received by the faculty: **No**
- Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally: **No**
- Incentives given to faculty for receiving state, national and international recognitions for research contributions: **No**

3.5 Consultancy

3.5.1 Give details on the systems and strategies for establishing institute industry interface?

There are no systems and strategies for establishing institute-industry interface

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

No stated policy to promote consultancy. However, the College has policy of sharing its Computer laboratory, information resources and faculty expertise for the benefit of students and society at large.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The College always encourages the teachers and students to prove their expertise in different field of consultancy as a resource person for awareness programmes on social environment and any other programmes organized by the District authority and other NGOs.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

No

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The teacher does the consultancy and membership of various sub-committees of the College and at village level free of cost.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

Since its inception, the College has been working together with the community in promoting the College and its people in the area. For the development of College-neighborhood, the Extension Committee of the College work towards promoting a Community network to provide an opportunity to students for inculcating in them a sense of social responsibility. To enable them to develop leadership quality and creates an atmosphere of mutual understanding with fellow citizen, the College adopted villages for organizing various programmes such as Blood donation camps, Health and Sanitation, awareness programmes on HIV/AIDS, Environmental protection and flash mob which in turn promotes citizenship roles in the spirit of the students and other stakeholders and to gain experience of social life.

3.6.2. What is the Institutional mechanism to track students' involvement in various social movements/activities which promote citizenship roles?

The College keep track of student's involvement in various extra-curricular activities through attendance and signature sheets prepared by the respective sub-committees of the College. The College also identified the involvement of students in many social activities conducted by other institutions through production of certificates of participation.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The College always solicits from the students, parents, alumni and other eminent persons of the society on the overall performance and the quality of the College. They are invited to visit the College and interact with the teachers and students. The College obtained feedback and suggest attributes for improvement.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The College carries out survey of the areas/locality/villages prior to extension and outreach programmes and identifies the activities and relevant resource persons for the programmes. This helps to plan the outreach programmes. Apart from College fund, the College has no specific budget for the programmes to carry out the extension activities. However, for the last four years it receives Rs. 7, 99,065/-(Rupees: Seven lakh ninety nine and sixty five) only funds from NSS Cell, NEHU, Shillong for conducting the extension and outreach programmes. The activities conducted during extension and outreach programmes are – Voluntary Blood Donation Camps, environmental awareness, trekking, household visit, health and sanitation, literacy campaign, cleaning drives, free distribution of books to school going children

The impact on the overall development of students by attending the programmes as they gain experience of social work and also help them keep in touch with the community and develop a sense of social responsibility. From these activities it facilitates a network between learning and real life situation beyond classrooms.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

To carry out and promotes the extension activities and outreach programmes in and beyond the College, students are enrolled as NSS volunteer under the initiative of the Programme Officer. The Programme Officer organizes regular meetings with the students and teachers to motivate them to participate in the activities/celebrations of importance Days and other National/International programmes to be taken up by the College. The College communicates with the stakeholders through letter and informed them about the proposed programmes and also notified the date of the extension activities in the College Notice Board and in the classrooms for general information.

3.6.6 Give details of the social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society.

No proper social surveys, research or extension work is undertaken by the College prior to the start of the extension activities, but the College organizes meetings with the headmen and elders of the proposed villages for feedback before the programmes. The extension works carried out in the adopted villages and adjoining locality provides opportunities for students to participate. The activities conducted during extension and outreach programmes are - Blood Donation Camps, environmental awareness, household visit, health and sanitation, literacy campaign, cleaning drives, free distribution of books to school going children at the adopted villages as to empower students from under-privileged and vulnerable sections of the society.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The objective of the extension activities is to enable students to improve all round personality development along with academic learning. The College felt that teaching learning process in the confines of the four walls of the classroom will not help to achieve its vision, mission and objectives unless students are encouraged to be in touch with the community.

The expected outcomes of the extension activities organized by the College are to inspire student's academic learning experience and provide to the development of values and skills among the students. It is also expected to provide experience of social life, knowledge and quality based education, moral

and ethical values. And above all to develop a sense of responsibility, belongingness, sense of dignity and emotional integration amongst the students and community.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The College ensures the involvement of the community in its outreach programmes with the following initiatives - that prior to extension work (especially special camping) the headmen and elders of the proposed villages are invited in the meeting to obtain feedback and type of extension work suitable for the particular village. Their suggestions and advises are noted for onward transmission during the outreach programmes. Moreover, the teacher in-charge along with student leaders (NSS Volunteer) visited the proposed villages to be adopted and accordingly action plans are prepared.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities

The College under various NSS schemes organizes various extension and outreach activities in the College and beyond which is funded by NSS Cell, NEHU, Shillong. The College is able to forge strong and constructive relationship with locality in the form of emotional bonding, friendship, community responsibility, socialization and respect. Moreover, it helps to bridge the gap between uneducated villagers and the College.

3.6.10 Give details of the awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The College was awarded as Best NSS Unit, Best NSS Programme Officer and best NSS Volunteer in the year 2014 by the affiliating University. List of awardees are attached.

Award for the last four years:

S.No	Name of the Awardees	Award Extension/Reach-out activities	Year
1	Prof. Davidson Diengdoh	Best Programme Officer	2014
2	Shri. Royal Nongtdu	Best NSS Volunteer	2014

3.7 Collaboration

3.7.1. How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

At present there is no such collaboration

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The College signed MoU with Jaintia Cement Manufacturing Association (JCMA), a conglomeration of cement plants in the District for financing Commerce education in the College. Recently MoU is also signed with NIELIT, Shillong for imparting free computer education to the youth of the District.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/library/new technology/placement services etc.

The College and Jaintia Cement Manufacturing Association (JCMA) signed MoU to open Commerce stream in the College.

3.7.4 Highlights the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

There are no such national and international conferences hosted and organized in the College for last four years. The eminent personalities who have visited the college are -

Name of Resource Persons	Designation	Date	Topics/Training
Shri. Murari Ratnam	Director, Central Soil & Material Research Station, Govt of India, New Delhi	17.05.2013	Observation of World Water Day
Shri.P. Lyngwa	Chief Engineer, Dept of Water Resources, Meghalaya	17.05.2013	Observation of World Water Day
Shri. Justine Dkhar, MLA	Parliamentary Secretary i/c Education	13th May - 25th June, 2013	Career Guidance for entry into services
Shri. Hopeful Bamon, MLA	Chairman, MTC	13th May - 25th June, 2013	Career Guidance for entry into services
Shri. A. Bhagotia, IAS	Deputy Commissioner, East Jaintia Hills, Khliehriat	26.06.2013	Observes the International Day Against Drug Abuse and Illicit Trafficking
Prof. L. Kma	Co-Ordinator, NSS, Cell, NEHU, Shillong	2nd Dec 2014	District Level NSS Meet, 2014
Dr. H. Iangrai	Liason Officer, NSS Cell, Higher and Technical Education, Shillong	3rd Dec 2014	Volunteerism and Youth
Shri. W.R.Lyngdoh, IAS	Deputy Commissioner, East Jaintia Hills, Khliehriat	05.02.2015	Chief Minister, Career Guidance for entry into services

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated-

a. **Curriculum development/enrichment:** No
b. **Internship/On-the-job training:** No
c. **Summer placement:** No
d. **Faculty exchange and professional development:** The College teachers are invited for expert lectures and training in various academic and non-academic activities in the programmes arranged by other institutions.

e. **Research:** The College encourages teachers and other stakeholders to take research related issues by publishing College Annual Magazine.

f. **Consultancy:** The College provides consultancy to teachers and students for furthering the learning outcomes and also provided consultancy to adopted villages for developmental activities, etc.

g. **Extension:** The College has substantially contributed towards extension work and outreach programmes by organizing various awareness campaigns on various academic and non-academic issues.

h. **Publications:** No
i. **Student Placement:** There is no specific Cell for student placement but the College in collaboration with Government agency organized Skill Fest cum Job Fair – 2015. Besides that various job oriented programmes are organized in the College.

j. **Twinning programmes:** No
k. **Introduction of new course:** The College introduced Commerce stream at Degree level in 2011 and Add-on courses on Computer Applications and Khasi Traditional Music in 2014 respectively.

l. **Student Exchange:** The College encourages the teachers and students to participate in the youth festivals - Youth Exchanged and Home Stay programmes in and outside the College.

m. **Any other:** There are no such linkages with other institution except MoUs signed with JCMA for Commerce Education and NIELIT for Computer Literacy Programme. These linkages are established to enhance and facilitate academic programme in the College.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Efforts are being made by the College to maintain and implement the initiatives of the linkages with other institutions by constituting various sub-committees to assist the college for systematic planning.

Any other relevant information regarding Research, Consultancy and Extension which the College would like to include. No

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

This is the only College in the District started in year 1992. Since its inception, the construction and development of infrastructure is being carried out so as to provide the basic infrastructure facilities to meet the emerging needs. Besides receiving fund from public representatives (M.P and MLAs) and from students as College tuition fee, the College received financial assistance from the UGC under various schemes in a given plan periods and from North Eastern Council. The Governing Body formulates policy over infrastructure on priority basis and the main focus of the policy remains in providing required facility in teaching learning process to develop better academic atmosphere for all round development of student. However, within its limitation, the College is able to provide minimum requisite infrastructure in terms of curricular and co curricular activities. The Building Committee and Planning Board are formed with an objective to plan and implement the needs and requirements of the College. The sub-committees have left no stone unturned to develop of infrastructure of the College.

4.1.2 Detail the facilities available for

(a) **Curricular and co-curricular activities - classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, specialized facilities and equipment for teaching, learning and research etc.**

The basic facilities available for curricular and co curricular activities are as detailed below:-

Class Rooms: The College has beautiful and well maintained building infrastructure with sufficient numbers of classrooms for smooth and uninterrupted conduction of classes. There are 14 Nos of classrooms for Degree Arts and Commerce. Though there is a limited classroom for Honours papers (annual system) yet it is well adjusted. All classrooms of Commerce Department are facilitated with ICT based teaching. In addition, the College has it separate rooms for seminar and workshops and a hall to hold meeting or annual gathering.

Technology- enabled learning spaces: With the assistance from UGC and State Government, the College has been equipped with a Computer Laboratory with 22 desktop having LAN connectivity, Internet with Wi-Fi facilities. For the sophistication of teaching learning process three classrooms and seminar room have been digitalized. To make the teaching learning process more effective the College Library and teacher's common room have provided with computer and broadband internet connectivity for e-resources.

Seminar Halls: The College has 1(One) Seminar room with a capacity of 50 (sixty) seats which is used for conducting seminars, workshops and other academic activities. For the celebrations of bigger events the College has a Conference Hall with a capacity of 250 seats.

Laboratories: There are separate computer laboratory with required equipments with 22 (Twenty two) desktops having LAN and internet connectivity accessible to students for academic purposes. LCD Projector is available for effective teaching.

Tutorial spaces: The College classrooms are event utilized for tutorial (if any) and remedial coaching after the normal classes is over.

Botanical Garden: The NSS Unit of the College has planted and nurtured trees and flowers within the available space of the college premises.

Animal House: No such facility has been maintained in the College till date.

Specialized facilities and equipment for teaching learning and research: Besides computer and internet facilities, efforts are being made by the College Library Advisory Committee to upgrade the Library by adding more text books on regular basis. Recently three classrooms and seminar room are facilitated with ICT based teaching and one classroom with voice amplifier for effective teaching learning. In addition to that Wi-Fi facility is available in the College campus.

Research Committee in the College is formed to motivate teachers and students to undertake research work activities. To encourage the teachers, the College provides "seed money" to carry on in-housed research work within its capacity.

b) **Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

Sports, outdoor and indoor games: The College organizes games and sports during College week for which a separate sub-committee is formed to look into extra-curricular activities. Outdoor games like football, cricket, and other indoor sports activity are conducted. The College also encourages students to participate in various games and sports like chess, basketball, football, badminton, table tennis, volleyball, extempore-speech, quizzes, essay, cultural, etc., organizes etc organized by the affiliating University, local authority and other institutions.

Gymnasium: no not available

Auditorium: No

NSS: The extension activities are organizes in the College and beyond by the Extension Committee. The NSS volunteers are the active members of the committee. Through this sub-committee, the NSS unit of the College adopted villages in the District for extension works.

Cultural activities: the Cultural Committee supervises the cultural activities in the College. Under the initiation of the Committee, the College participates in various cultural programmes/competitions organized by the local authority and other institutions. The participation of the College students in the celebrations of the important Days of the country is mentionable.

Public speaking, communication skill development: To enhance public speaking among students, a committee in charge of Student Welfare comprising of students, often organize extempore speech, quizzes, etc. The students are also encouraged to interact in the departmental seminars. To develop communication skills the College conducts programmes for which resource persons are invited from outside the College.

Yoga: The College has no such facilities for Yoga practice but Yoga Day was observed in the College on the 21st June 2015 enthusiastically.

Health and Hygiene: Health and Sanitation Committee is very much concerned with the health and hygienic environment in the College premises. The College is located near the Community Health Centre and hence in case of any emergencies relating to sickness of students and staff, the patient is brought to the CHC at the conveyance arrange by the College with no extra cost charges to them.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).

The College is aware of the limitations of space in the campus. For the development of infrastructural facilities, the Building Committee meticulously plans to work out on the same with the advised of experts and refers the matter to the Governing Body for approval.

The College with the adequate available infrastructure has optimally utilized various academic programmes as per plans and time schedule in the Academic Calendar. IGNOU and Higher Secondary Section housed in the same building without any interruption for years. The College building is also utilized by public undertaking such as Government Organizations/Departments/NGOs to conduct activities during off seasons. Moreover, the college is also utilized by the Government for elections purposes.

In last four years, the facilities developed/augmented and the amount spent by the College to meet the requirement and also for effective implementation of academics programmes are below:-

Sr.No.	Years	Infrastructure	Amount (Rs.)
1	2011-12	Construction of Women Hostel	19,61,500
		Construction/Extension 1st, 2nd & 3rd yr B.Com Classrooms	23,17,760
		Equipments	5,00,000
		Books & Journals	5,01,200
2	2012 - 13	Books	1,09,060
3	2013 - 14	Books	1,43,059
		Equipments	1,07,000
4	2014-15	Construction of canteen cum students common room	14,01,000
		Construction of ramp (toilet)	38,000
		Completion of women hostel	
		Equipment	4,42,700
		Books & Journals	2,80,566
		Modification of teacher room/toilets & office room	2,81,000
		College website	4,250
		Admission software	28,000
5	2015-16	Equipments	1,08,297
		Furniture IQAC	10,600
		Total	82,33,992

Master Plan of the College: Attached an Annexure -

Future planned expansion:

- Library building
- Administrative blocks
- Seminar hall,
- Departmental rooms.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

So far, there are meager numbers of students with physical disabilities. The College premises are barrier free (somehow). Efforts are being made by the College to construct ramps at appropriate location for differently-abled students.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility –Accommodation available:** The College has newly constructed Women Hostel with 40 seats capacity. Basic facility like water and electricity are available. Arrangement has been made to open the hostel and to acquire necessary facilities.

- **Recreation facilities, gymnasium, yoga centre, etc:** Nil
- **Computer facility including access to internet in hostel:** Nil
- **Facilities for medical emergencies:** Nil
- **Library facilities in the hostel:** Nil
- **Internet and Wi-Fi facilities:** Nil
- **Recreation facilities-common room, audio-visual equipments:** Nil
- **Available residential facility for the staff and occupancy constant supply of safe drinking water: Basically there is not residential facility for teaching and non-teaching staff:** Temporary residential facility is provided to male teachers in the College premises with constant safe drinking facilities.
- **Security:** Nil

4.1.6 What are the provisions made available to students and staffs in terms of health care on the campus and off the campus?

At present the College provides First Aids facilities in the College premises. But if the nature of sickness or injure is serious the matter is brought nearby Community Health Centre which located at a distance of 100 Mts. So far, no facilities of health care are given for off campus, but if such matter comes to the notice of the College, immediate step is being taken accordingly.

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal Unit, Women's cell, counselling and Career Guidance, Placement unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The IQAC is allotted with a separate room equipped with computer set, printer, steel alimirah and office furniture. The Cell is looked after by the Co-ordinator, appointed from and amongst the teaching staff. At present, for the Grievance Redressal Cell, Women Welfare Committee, Career Guidance and Counselling Committee has no separate room to function but it is temporarily managed by the respective member secretary.

For time being, the College does not have a separate Placement Unit but to meet the needs, the Career Guidance and Counselling Committee is entrusted with the responsibility.

Health Centre: Nil

Canteen: The College canteen is temporarily housed in the campus. An effort is made to complete the construction of new building for permanent canteen which is underway.

There are common rooms for teachers and students (both boys' and girl), parking lot for the teachers. The minimum requirements for recreational spaces are made available. Besides providing mineral safe drinking water, the College

has running water facility in the campus. There is no separate Auditorium for the College activities. But to meet the same the College utilized Conference hall which has 250 seats capacity.

4.2 Library as a Learning Resource:

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The Library Advisory Committee under the chairmanship of the Principal supervises and monitors the activities of the College library. The Committee regularly met to address issues related with library and its requirements of the library users.

To ensure smooth and effective functioning of the library, efforts are being made to acquire latest editions of text books, reference books, journals, daily newspapers and other library resources. Besides that the Committee makes rules and regulation pertaining to library and suggested text books, journals, etc, to be procured by the Purchase Committee. Book bank facilities is yet to be incorporated in the College Library, yet in its absent, the library lending book, etc., to students and teachers.

Composition of Library Advisory Committee

Chairman:	Principal
Vice-Chairman:	Vice Principal
Member Secretary:	**Shri. W. Gassah, Librarian**
Members:	Smt. R. M. Nongtdu, Dept of History
	Smt. A. G. Lapasam, Dept of English
	Smt. E. A. Nongtraw, Dept of Education
	Shri. L. Nongtdu, Dept of Khasi
	Smt. R. Pde, Dept of Economics
	Shri. Nishwa, Rymbai, Dept of Political Science
	Shri. C. Marngar, Dept of Commerce

4.2.2 Provide details of the following:

At present the Library is house at the first floor of the main building; efforts are being made to have separate College Library building. Information of the College library is given below:-

- Total area of the library: 40 X 25 = 1000 sq.m

- Total seat capacity in the library: 20.

     However, a separate reading room for teachers is provided adjacent to the library room.

- Working hours (Working days, on holiday, before examination days, during examination days, during vacation).

Working days: 9.00. am to 4.30 pm.

Before and during examinations: 9.00 am to 4.30 pm

During vacation: 10.00 am to 2.00 pm.

On winter vacation the library is open on receiving of request from library users.

- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources): Lounge area for relaxed reading is available in the College Library. Broadband Internet connectivity and Wi-Fi enabled campus for accessing e-resources. Students and teachers can also use the computer facilities available in computer laboratory for browsing and search e-resources for self learning. Computer with internet connectivity in teachers' common room is provided for the same.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Library Advisory Committee in consultation with the various departments and individual teacher made list of title for new purchase and forwarded to Purchase Committee for procuring of the same. The College purchased and procured books, journals, etc during the last four years:

Library Holdings	2011-12		2012-13		2013-14		2014-15	
	Number	Total cost	Number	Total Cost	Number	Total cost	Number	Total cost
Text books	1352		364		532		736	
Reference books	267	501200	172	109060	212	143059	86	280566
Journals/ Periodical	03	3600	03	4370	01	2855	01	1000
e-resources	-	-	-	-	-	-	-	-
Any other (specify)	-	-	-	-	-	-	-	-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

Keeping in mind the importance of ICT in the present day education, the College has provided ICT facility in the form of Internet in the computer laboratory for which the library users can avail the facility for e-resources learning. Besides that three classrooms have been digitalized.

- OPAC: **Nil**
- Electronic Resource Management package for e-journals: **Nil**

- Federated searching tools to search articles in multiple database: Nil
- Library Website: **Nil**
- In-house/remote access to e-publications: **Nil**
- Library automation: **Nil**
- Total Number of Computers for public access: **Nil**
- Total numbers of Printers for public access: Nil
- Internet band width/speed: **BSNL 100Mbps**
- Institutional Repository: It includes students'projects, College Magazine,
- Content management system for e-learning: **Nil**
- Participation in Resource sharing networks/consortia (INFLIBNET): **Nil**

4.2.5 Provide details on the following terms:

- Average number of walk-ins: **18**
- Average number of books issued/returned: **1802/2815**
- Ratio of library books to students enrolled:**12:1**
- Average number of books added during last three years: **541**
- Average number of login to OPAC: **NA**
- Average number of login to e-resources: **Nil**
- Average number of e-resources downloaded/printed: **Nil**
- Number of information literacy trainings organized: **Nil**
- Details of "weeding out" of books and other materials: **Nil**

4.2.6   Give details of the specialized services provided by the library

- Manuscripts: Nil
- Reference: A separate reference section with rich collection of handbook, manuals is available in the library.
- Reprography: There are two (2) Xerox machines in the College office for photocopy students can avail help at a nominal rate for users.
- ILL (Inter Library Loan Service): Nil
- Information deployment and notification (Information Deployment and Notification): The library notices/circulars are displayed of new arrivals to aware the user and for any information, notification, advertisement for library users.
- Download: Nil
- Printing: Nil
- Reading list/Bibliography compilation: NIL
- In-house/remote access to e-resources: Nil
- User Orientation and awareness: NIL
- Assistance in searching Databases: Nil
- INFLIBNET/IUC facilities: Nil

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the College.

The Library staff support the students and teachers by providing them the necessary information and guidance for enrollment in the Library and procedures for issue and return of library books. The College Library issues 3 books for each student at a time for 7 days and 5 books for teaching staff. Besides that it also maintain the records for issuing and return of books by the students and teachers.

4.2.8 What are the special facilities offered by the Library to the visually/physically challenged persons? Give details.

So far, there are no special facilities available to the differently-abled students.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

So far, no separate feedbacks means for library is collected from the users/students. Yet feedbacks on course contents, performance of the College, including library are obtained from students and analyzed thoroughly for redress. On account of the suggestion received, Reading room facility was improved, new books were added, besides addition of journals and Reference books.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with configuration (Provide actual number with exact configuration of each available system):

- Computer student ratio:

- Stand alone facility: Nil

- LAN facility: LAN facility is both wired and wireless available.

- Wi-Fi facility: The College campus is Wi-Fi enabled.

- Licensed software: Window XP, Window 7, Window 8, Admission Database software

- Number of nodes/computers with internet facility: 19 Nos. of computer systems are provided with wired Internet facility and Wi-Fi enabled.

- Any other:

4.3.2 Detail on the computer and Internet facility made available to the faculty and students on the campus and off-campus?

The College provides one Laptop and LCD projectors to teachers of Commerce Department for ICT based teaching. All Desktops in Computer

laboratory with broadband Internet connectivity are made available for both teachers and students. The College campus is Wi-Fi enabled for students. Desktops in Principal room, teacher's common room and College office are broadband internet connectivity. The students and the society are informed about the services through the College website (www. jecollege.org).

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The College vision, mission and objectives are to impart quality education to all and bring quality in teaching learning process. To this effect, the College upgrades its Computer System and other related IT tools from time to time. The College provides some fund for repairing, maintaining and up-gradation of computer. Non-functioning computer hardware components are used as models for demonstration during the practical classes.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the Institution (Year wise for last four years)

The provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the College for last four years copies are enclosed (w.e.f: 2011-12; 2012-13; 2013-14 and 2014-15)

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

The College facilitates extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students in classrooms teaching, 10 (Ten) days computer literacy for teachers is organized from the 9th – 19th June 2014. Besides, workshop and training on the effective use of ICT resources, the College also conducts computer education in the College for students. In addition to that, broadband Internet connectivity and Wi-Fi enabled campus for e-resources.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The College is possessing adequate classrooms for implementation of the teaching learning process. In commerce stream of study ICT based teaching had also been introduced though the process of teaching, majority of it is teacher centre with intention to complete the prescribed curriculum, there is also the deployment of other methods of teaching like group discussion, oral tests, etc. in

which the students actively participated whereas the teacher is merely facilitating the process. Besides that internet access for all teachers and students in the computer laboratory and Wi-Fi facilities enabled campus are provided for accessing e-resources and to use their own technology devices.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of?

Though the College is enrolled as member of NLIST in the year 2013, the service of NLIST is not access by the College stakeholders. The College can only avail internet facility using LAN, Broadband, Wi-Fi facilities, etc.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The main sources of the College income are from students as College tuition fees and financial assistance from the UGC schemes. Based on the above sources the College plans and allocated fund for maintenance and upkeep the existing College infrastructures. However, 100% of its income (from students' fees) is incurred only for payment of staff salary. Therefore, it is usually left with little resources to plan and maintain its resources for developmental activities. Therefore, the College is dependent on the UGC assistance for infrastructural development. Overall the available facilities in the College have been optimally used. The optimal allocation of the available financial resources for maintenance and upkeep of the facilities during the last four years are mentioned as under:-

	Particulars	**2011-12**	**2012-13**	**2013-14**	**2014-15**
a	Building	42,79,260	-	-	17,20,000
b	Furniture	-	-	-	-
c	Equipment	3,00,000	-	1,07,000	-
d	Computers	2,00,000	-	-	4,42,700
e	Vehicles	-	-	-	-
f	Any other	-	-	-	-

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

The College has various sub-committees with the responsibilities to oversee for maintenance and upkeep of the infrastructure, facilities and equipments of the College. The committees also support the cleaning staffs to ensure daily maintenance and cleanliness of the College premises and its campus. Teacher of Computer section having professional knowledge and experience is responsible for the overall developmental and maintenance of the ICT

infrastructure with the service of personnel from outside the College is working under him whenever required.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

The calibration of selective ICT equipment and other precision measures is undertaken periodically by the teacher of Computer section and trained personnel for calibration and precision measurement of equipments. Suppliers give demonstration to the staff at the time of installations of the equipments for maintaining of computers and networking facilities. A qualified technical person is identified for the same and it is ensured that they are available at short notice.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

To upkeep and maintain the sensitive equipments which is caused by voltage fluctuations, etc. are a serious threat to sensitive equipments. In this regard, the College installed UPS to safeguard such equipments. Only trained personnel are hired at any time for overhauling, apart from emergency services. To ensure constant supply of water, provision is made for supply of clean and pure drinking water from its own source. The College installed 3 (three) water tank at the roof top of the building. Besides that clean and pure drinking water is provided for teachers and students.

Any other relevant information regarding Infrastructure and Learning Resources which the College would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support:

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The College published its updated prospectus annually for smooth transaction of the curriculum and effective implementation of academic programmes and extra-curricular activities. The College Prospectus contains information of the College's vision, mission and objectives, eligibility criteria for admission, courses offered, subject combinations, rules and regulations of the College and affiliating University and fees structure. In addition to that the prospectus contains information of other academic activities like career-oriented courses, library, co-curricular activities, scholarships, games and sports and cultural activities to be conducted and/or organized by the College during the academic session. Information related to Grievance Redressal Cell, Anti-Ragging Cell, etc are also incorporated in the College Prospectus.

5.1.2 Specify the type, number and amount of institutional scholarships /free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

There are no specific scholarships provided by the College, but it provides students with information about the dates and availability of the Post Matric Scholarship (PMS)/Free Studentship, Book grants, Border Area scholarship and UGC Special Scholarship from Governments through the College Notice Board. Students received Scholarship/Financial Assistance/Conveyance fee Scholarships for the last four years.

Type of Scholarship	Agency	No. of Students those have received Scholarship/Financial Assistance/ Conveyance fee			
		2011-12	**2012-13**	**2013-14**	**2014-15**
PMS	Government	270	334	385	402
Book Grant	Government	01	-	-	02
Free Studentship	Government	08	24	17	06
PwD	District Social Welfare	-	-	-	01
Conveyance fee	UGC	120	120	-	49
Border Area Scholarship	Government	-	16	23	26
Fee Exemption	College	-	-	-	04

5.1.3 What percentages of students receive financial assistance from state government, central government and other national agencies?

The percentages of students that received financial assistance from state government, central government and other national agencies in the form of scholarships, etc are mentioned as under:-

Sr. No	Years	Particulars	Agency	Tribe/ class	%
1	2014-15	PMS	State Govt.	ST	402/100
		Border Area Scholarship	State Govt.	ST	26/100
		Book Grant-	State Govt.	ST	02/100
		Free Studentship	State Govt.	ST	06/100
		UGC scholarship	-	-	-
		Social Welfare	State Govt.	ST	01/100

5.1.4 What are the specific support services/facilities available for?

The specific support services/facilities available for all-round development of student are as follows:

- **Students from SC/ST/OBC and economically weaker sections:** Besides receiving Post Matric Scholarship from the State Government, the College also helps students by allowing them to pay College tuition fee in installment. Some selected few students are also given financial aid funded by UGC and the College.

- **Students with physical disabilities:** The College is concerned for students with physical disabilities- Students' Welfare Committee for their well-being is formed to sensitize the students about the benefits of various scholarships meant for them.

- **Overseas students:**
  No

- **Students to participate in various competitions/National and International:** Students are encouraged to participate in various competitions at National and International levels if invited. If such events come to the notice of the College, it is immediately forwarded to the concern sub-committees and notified in the College Notice Board for general information.

- **Medical assistance to students health centre, health insurance, etc:** First aid facilities are provided for emergency needs. The College is situated near to Community Health Centre (CHC), if any need so arises; it is brought to the CHC.

- **Organizing coaching classes for competitive examinations:** The College arranged free coaching classes for entry into services, Career Guidance and Counselling on various job oriented programmes during the academic session.

- **Skill development (spoken English, computer literacy, etc):** The College organized 10 (Ten) days computer literacy programme for teachers and students as to cope up with the present scenario. Add-on Course in Computer Applications and Music are also introduced to partially meet the demand of employment market. Workshops and training on Spoken English, Soft Skills, and Communication Skills are also organized.

- **Support for "slow learners":** Majority of the students in the College are below average and to ensure that they get all the facilities – extra reading materials by way of simplified notes are given. To bridge their progress if needed additional/extra classes are conducted at the end of normal classes by the concerned department.

- **Exposure of students to other institution of higher learning/corporate/business house etc:** To ensure that the students are well acquainting with the courses taught in the classrooms, the College organizes exposure trips inside and outside the state. Besides that, seminars, workshops and training are also arranged with resource persons from other institution.

- **Publication of student magazine:** The College encourages students to showcase their talents and come forward to support the initiative in the form of writing articles, poems, etc. in the College Annual Magazine.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

Apart from academic activities, efforts are being made to facilitate entrepreneurial skills, among the students. The College conducts training for self employed by introducing Certificate and Diploma Course in Computer Applications. Skill Fest cum Job Fair is also organized in the College in collaboration with the state Government.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extra-curricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

* Additional academic support, flexibility in examinations
* Special dietary requirements, sports uniform and materials
* Any other

The strategies adopted by the College to promote participation of students in extra-curricular and co-curricular activities are sports & games, quiz competitions and debate, cultural activities etc. The College also organizes College Week and participation in various programmes of the affiliating

University and other institutions. Besides that various sub-committees also encouraged participation of students by providing them incentives.

* **Additional academic support, flexibility in examinations**: As of now the College has no provision for additional academic support and flexibility in external examination for students participating in extra-curricular and co-curricular activities. But, participating students are treated as deputation on College work and issue certificate of participation. Flexibility of internal tests/examinations for participants and academic guidance facility is extended to the students by arranging special classes and special tests if necessary.

* **Special dietary requirements, sports uniform and materials:** The students are provided dietary during the practice sessions for participation in the tournaments, special camping, etc. Allowance like TA/DA, Registration fees, additional expenses, sports kits and sports material to students who participate for different activities - games and sports, cultural programmes, etc. are also provided.

* **Any other:** To promote the students participation in the extra-curricular activities, the College constructed a permanent basketball court and temporary badminton court and volley ball court at the College premises.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT /GRE /TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The Career Guidance and Counselling Committee supports and guides the students for preparing various types of competitive examinations such as State services and District level examinations, etc. The Committee organize/participate in various programmes in the College with resource persons invited to interact with the students.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

The Career Guidance and Counselling Committee co-ordinates meetings with students and discuss academic performance and their progress. Various programmes on career guidance are organized to render guidance in studies, career planning and also address personal and psycho-social issues. However, if personal problem arises, the students are encouraged to meet the teacher individually or in groups to receive counseling to overcome such problems. And for the issues of poor attendance, poor marks in the internal/external examinations, teachers and heads of the concerned department counsel the students.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

There is no specific structured mechanism for career guidance and placement in the College. But at present the only mechanism available in the College is Career Guidance and Counselling Committee. This Committee guides, identify job opportunities, provide information about various scopes and opportunities related to their subjects with the help of the teachers and prepare students for the tasks by organizing awareness programmes from time to time. Skill Fest cum Job Fair was organized in the College in collaboration with Government agencies for training and placement of students.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The Grievance Redressal Cell (GRC) is formed to address grievances/complaints/suggestions of the students and other stakeholders such as admission process, admission documents, infrastructural facilities, Library, etc. The Cell installed two suggestion boxes at visible places within the College premises to drop their comments, suggestions and grievances. The Cell in consultation with the Principal took necessary steps to solve the grievances and paid heed to the suggestions for redressal.

Sr. No	Year	Grievances Reported	Grievances Redressed
1	2011-12	-	-
2	2012 -13	-	-
3	2013 -14	-	-
4	2014-15	Spoken English Class at the end of regular academic programme	
		Extension of parking place	
		Construction of store room	
		Timely payment of staff salary	
		Beautification of college campus	

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Women Welfare Committee address issues related with women teachers and students in and off the College campus. Programmes on women related issues such as sexual harassment, women's rights, discrimination against

women, etc. are organized in the College and at the adjacent villages. So far, there are no such cases of sexual harassment that has been reported in the College.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

The Anti-Ragging Cell in the College is formed to deal with the issues of ragging of new comers or minority students and this Cell comprises members from the students' community. With the objective to stop the evil practice of harassing junior/new comers, the teacher in-charge of the Cell gave lectures during the orientation class held prior to the start of academic session. An affidavit is obtained from the students and parents at the time of admission. To this effect, the Discipline Committee is also formed to look into the general discipline in the College. So far there is no report of ragging in the College. Anti-Ragging Cell members are displayed in College Prospectus and College Notice Board along with their mobile phone numbers as precaution.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

There are no specific schemes for students but at the time of admission they are permitted to pay the College tuition fees in installments. Apart from that the College provides financial assistance to the selected few students belonging to economically backward and Differently-abled students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

So far the College does not have registered Alumni Association. But, Alumni Committee is formed to sustain networks with the past students. The Committee organizes "Get Together" programmes by inviting all the past students. The Alumni Committee has rendered its generous contribution by donating one reading table to the College library.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.

There are no such mechanism to trace out the student after passing from the College but so far very few students joined Post Graduates in the affiliating University and other higher educational institutions. Regarding employment, the College has not maintained records but efforts are to be made in the near future. Nevertheless, considerable numbers of students are employed in public and private sectors.

Years	Student Progression	%
2011-12	UG to PG	NA
2012-13		NA
2013-14		NA
2014-15		NA
	PG to M.Phil PG to Ph.D	NA
2011-12	Employed	NA
	• Campus Selection: • Other than campus recruitment:	NA
2212-13	Employed	NA
	• Campus Selection: • Other than campus recruitment:	NA
2013-14	Employed	NA
	• Campus Selection: • Other than campus recruitment:	NA
2014-15	Employed	NA
	• Campus Selection: • Other than campus recruitment:	NA

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the College of the affiliating University within the city/District.

In fact, majority of the students are below average in terms of their last examination performance and academic ability, but the College has always accommodated these students as it is the only College in the entire District. The results of their performance and pass percentage and completion rate for the last four years are as follow:-

2011-12

Class	College Pass Percentage	University Pass Percentage	Completion rate for
BA – I (Pass)	43	40.35	
BA- I (Honours)	50	77.67	
BA - II (Pass)	60	65.69	
BA- II (Honours)	66	81.84	
BA – III (Pass)	37	63.72	
BA- III (Honours)	50	85.65	43.5%
B.Com – I (Pass)	50	83.09	
B.Com- I (Honours)	-	83.47	
B.Com – II (Pass)	-	51.51	
B.Com- II (Honours)	-	72.24	
B.Com – III (Pass)	-	44.06	
B.Com- III (Honours)	-	83.09	

2012-13

Class	College Pass Percentage	University Pass Percentage	Completion rate for
BA – I (Pass)	44	40.35	
BA- I (Honours)	66	77.67	
BA – II (Pass)	65	68.69	
BA- II (Honours)	-	81.84	
BA – III (Pass)	76	58.76	
BA- III (Honours)	66	84.65	71%
B.Com – I (Pass)	50	35.42	
B.Com- I (Honours)	-	70.19	
B.Com – II (Pass)	75	65.06	
B.Com- II (Honours)	-	73.24	
B.Com – III (Pass)	-	62.33	
B.Com- III (Honours)	-	91.41	

2013-14

Class	College Pass Percentage	University Pass Percentage	Completion rate for
BA – I (Pass)	37	45.38	
BA- I (Honours)	66	77.01	
BA – II (Pass)	77	70.09	
BA- II (Honours)	87	86.83	
BA – III (Pass)	80	72.42	
BA- III (Honours)	100	89.91	90%
B.Com – I (Pass)	37	48.00	
B.Com- I (Honours)	30	68.79	
B.Com – II (Pass)	100	72.77	
B.Com- II (Honours)	100	72.38	
B.Com – III (Pass)	100	68.61	100%
B.Com- III (Honours)	-	84.96	

2014-15

Class	College Pass Percentage	University Pass Percentage	Completion rate for
BA – I (Pass)	70	51.29	
BA- I (Honours)	100	80.98	
BA – II (Pass)	83	64.52	
BA - II (Honours)	60	86.99	
BA – III (Pass)	85	66.53	
BA- III (Honours)	100	88.58	92.5%
B.Com – I (Pass)	95	49.73	
B.Com- I (Honours)	100	77.57	
B.Com – II (Pass)	71	69.54	
B.Com- II (Honours)	100	73.86	
B.Com – III (Pass)	100	65.69	100%
B.Com- III (Honours)	-	85.68	

Detail comparison the previous performance of the College and that of the Colleges of the affiliating University within the District for the last four years enclosed in annexure to be produced at time of peer team visit

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

Majority of the students are from rural-base schools for which the sense of competitiveness of the students and parents are very poor. Their consciousness on learning facilities and employment opportunities are very meager. To facilitate students' progression to higher level education and towards employment, the College informed all important dates of various examinations conducted by various agencies for employment, higher studies by displaying in the College Notice Board.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The College encourages students/parents to approach teachers and Principal to address the problems they face in the College. The students belonging to economically poor sections, at risk of failure and drop-out are provided with counseling to motivate them by allowing paying the College tuition fees in installments and providing text-books from College Library. For those students who failed in term or annual examinations and are at risk of drop-out for psychological reasons are counseled for continuity. Further, their parents are informed about the performance of their ward and invited to discuss the reasons for best possible solutions.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extra-curricular activities available to students. Provide details of participation and program calendar.

Apart from academic activities, efforts are being made by the College for all-round development of the students in extra-curricular activities. Games and sports (football for men and women, chess, cultural, debates, field trips, educational tours, etc) are paid due recognition and respect. Facilities such as sports kits, etc. are provided to motivate them to participate in the competitions.

5.3.2 Furnish the details of major student achievements in co-curricular, extra-curricular and cultural activities at different levels: University /State/Zonal/National/International, etc. for the previous four years.

The College participated in various competitions in extra-curricular activities like games and sports, etc. The achievements of the College in games and sports, cultural programmes, etc for the last four years are as follow:-

Years	Activities	Level	Prizes
2011-12	-	-	-
2012-13	-	-	-
2013-14	Badminton	District	Runner's Up
	Chess	District	Winner's
	Football (Men)	University	Runner's Up
2014-15	Folk song (Group)	Block	1st
	Folk song (Solo)	Block	2nd

5.3.3 How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The College seeks and uses the feedback from out-going students, alumni and staff for improving the performance and quality of the College. Oral and questionnaire format feedback are obtained and analysed and its outcomes are discussed in the staff meeting for corrective measures.

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, Institute magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The Research Committee is formed to encourage teachers and students to publish and showcase their creativity through writing articles, poetry, stories, etc. Besides that, to ensure students participation, the College conducts various activities such as drawing, painting, extempore speech, slogan writings, etc. during Annual College Week, World Environment Day Celebrations, NSS programmes are given due recognition with certificate of appreciation. Some contributions by the students have been reflected in the Annual College Magazine as follows:-

Sr. No	Name	Class	Years	Write-ups
1	Miss.Eulad Dkhar	2nd yr BA (Hons)	2014	Three Questions of Life
2	Mr.Poophang K Khonglah	1st yr BA	2014	The best is yet to be
3	Mr.Suraj Rai	3rd yr BCom	2014	Jaintia Eastern College
4	Miss Monita K Swer	Past Student	2014	Dear Teacher with love
5	Mr.Juhilang Chyrmang	Past Student	2014	The Greatest Gift (A poem in Prose)
6	Mr.Ebaris Phawa	Past Student	2014	Parents to Children
7	Miss Kyntiewlang Siangshai	Past Student	2014	Easy Vrs difficult
8	Mr.Phrangsngi Siangshai	1st yr BA	2014	U Khulom Ksiar
9	Mr.Pynroilang Ksoo	2nd yr BA	2014	Ri Hyiew Trep
10	Mr.Thywill Bedone Swer	Past Student	2014	Pyrkhat Arsien
11	Mr. Arki Lyngdoh	3rd yr BA	2014	Joke

5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The College formed Jaintia Eastern College Students' Union and Student Welfare Committee for the welfare of the students. The Students' Union is elected in the General meeting held every year by voice vote for every post. Election is conducted by teacher in-charge as Presiding Officer with the help of other teachers. Students enrolled in the College are eligible to contest in the election and the candidates should have cleared the last examination with good academic performance. Prior to the election, meeting is held with the existing office bearers of the union, teacher in-charge, class representatives and Principal to frame the rules and regulations and fix the date pertaining to the election. The Students' Union constitutes the different posts, viz. Vice President, General Secretary, Assistant General Secretary, Secretaries in-charge - Discipline, Health and Sanitation, Canteen, Common rooms, Art and Culture, Games and Sports and Quiz and Debate while Principal is the ex-officio President of the Students' Union. All activities of the Students' Union are funded by the College.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The College involves some selected students in the various sub-committees as member, representatives or as co-opt members to ensure their participation in the teaching learning process and extra-curricular activities organized by the College and other institutions. The following sub-committees where student members are included viz. Extension Committee, Disciplinary Committee, Health and Sanitation Committee, Grievance Redressal Cell and Anti- Ragging Cell.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The Alumni Committee is constituted to maintain network with the past students. So far there is a good understanding between the Alumni and the College. But contact with former teachers of the College is meager. In all important events or activities of the College, the alumni are also invited to be a part of the programmes.

Any other relevant information regarding Students Support and Progression which the College would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision

With the motto *"Education for All"* as the main focus, Jaintia Eastern College acts as per the principles set by its founders, to provide quality and affordable education to all sections of the people especially to the underprivileged students who could not afford for higher and quality education elsewhere.

Mission

The College is committed to serve the society by developing the young generation and the students to face the challenges of this contemporary world and to remain socio-economically alert. Through knowledge-based education, students are sensitized to be competent in the employment opportunities also. Apart from creating an atmosphere to promote all round development of an individual, the College also equipped them to become good citizens and to meet the social needs of our nation, not just a mere job seekers. Through various College-activities, an awareness regarding preservation and restoration of the environment is also in the roadmap of the College.

Objectives of the College

- ➢ To impart higher and quality education in rural areas.
- ➢ To provide vocational training to the educated unemployed youths.
- ➢ To impart skills on Information Technology.
- ➢ To provide career guidance and counselling.
- ➢ To promote environmental awareness.
- ➢ To transform the young minds through moral and ethical education based on value system.

The mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.

For overall development of the college, few committees have been constituted such as Cultural Committee, Extension Committee, Students' Union, Career Guidance and Counseling Committee, Research Committee, Grievance Redressal Cell, Women Welfare Committee, etc. For implementation of curricular, co-curricular and extracurricular activities and realization of its vision, mission and objectives in to action the various sub-committees organize social gathering and awareness programmes periodically which includes Voluntary

Blood Donation Camps, Cleaning Drives, HIV/AIDS, Environmental Protection, World AIDS Day, No Tobacco Day, etc. Accordingly the IQAC is monitoring and coordinating the sub-committees and different departments of the college.

In these two decades the college has grown up with its vision, mission and objectives. The college works is to see that the students are well equipped to serve the society by encouraging and motivating the young generation to face the challenges of time and to remain socio-economically alert, have strong moral and ethical values. Looking into the market requirements and the individual's aptitude, the college offers short term courses in Computer Applications and training programmes for career guidance.

The various sub-committees submit action plan containing entire activity for fruitful execution of work and time schedule is prepared as per academic calendar.

6.1.2 What is the role of top management, Principal and Faculty in the design and implementation of its quality policy and plans?

The quality policy of the College is well conveyed from the vision, mission and objectives of the College which have been designed and planned by the Governing Body. For effective implementation of the policy, the Governing Body, Principal, teachers and various sub-committees collectively prepared action plans related with academic and non-academic activities of the College.

Role of the Top Management:

The Governing Body is the apex body in the College. It is composed of local educationist/prominent persons, donor members, representatives from teaching and non-teaching staff including women. Besides, two members are nominated by the affiliating University. The Governing Body is formally approved by the State Government and the Principal as its Secretary.

The Governing Body prepared budget for each required item as per the policy such as budget for the new infrastructure, for maintenance and improvement of infrastructure, recruitment, development of teaching-learning process, etc. It also formed policies and programmes and gave approval for onward transmission. For smooth functioning of the College, the Governing Body formed various sub-committees (like Building Committee, Selection Committee, Planning Board, etc) to frame plans for action. It periodically interacts with the Principal and staff to review the implementation of its policies and programmes for transparency.

Role of the Principal:

The Principal is the Executive Head and Drawing Disbursing Officer of the College. The Principal is not only an active member in policy making but also in implementing the action plan of the College. He provides directions to the teachers and staff and coordinates them wherever necessary. During the

implementation of the quality policy, the Principal communicates the opinions of the Governing Body to the stakeholders in the staff meeting. For effective implementation of the policy, the Principal is assisted by the various committees. The Principal keeps record of the activities of the College and if any problems or difficulties arise during the execution of the programmes and policies, the Principal brought it to the notice of the staff and Governing Body for amicable solution. The IQAC is constituted under the chairmanship of the Principal as tools for assessing the quality of the College. The Principal updated himself of the development of education at national and international scenario and takes initiatives to develop link with the eminent academicians, industries and professionals which directly or indirectly helps in implementing the quality policy. The Principal gives important feedback to the teachers and the students and motivates them to work hard to achieve quality in their works.

Role of the faculty:

Teachers of the College play an important role in the execution of the quality policy and decisions of the Governing Body. They utilize their experience and knowledge while executing policy for quality teaching learning process. For delivering academic programmes, they prepared action plan in accordance with the prescribed curriculum as per time scheduled in the Academic Calendar. Apart from teaching, they assist the College in administrative work like examinations and in-charge various sub-committees. They are also responsible in organizing extra-curricular, extension activities, seminars, etc. and plays vital roles in the implementation of quality and action plans of the College while curriculum delivery are the major role of the teachers.

6.1.3 What is the involvement of the leadership in ensuring:

- The policy statements and action plans for fulfillment of the stated mission.
- Formulation of action plans for all operations and incorporation of the scheme into the institutional strategic plan.
- Interaction with the stakeholders.
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.
- Reinforcing the culture of excellence.
- Champion the organization change.

The College under the leadership of the Principal plays a proactive role in ensuring the following: -

* The policy statements and action plans for fulfillment of the stated mission:

The Principal is a mediator and coordinator between the teachers and Governing Body. As a leader, the Principal is actively involved in preparing flexible action plans and policy statements for fulfilling the vision, mission and

objectives of the College. For planning and implementing the quality policy and identifying the areas which need to improve for the fulfillment of the policy statements, the Principal assigned competent staff as members and leader of various sub-committees.

The IQAC is responsible in monitoring the activities of various sub-committees/heads of respective departments for fulfillment of the stated mission. The teaching and non-teaching staff is assigned with different tasks to excel in the overall development of the College. The Principal obtained feedbacks, suggestions and opinions from IQAC wherever necessary for proper implementation of the policy and action plans. Discussion for refinement and modification of the action plans are done in the staff/departmental meetings.

* Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

The Principal convenes staff meetings; inter departmental meetings and frequent meeting with the respective sub-committees to discuss the ways and means to identify the areas for improvement. Based on the suggestions and opinions, the Principal discusses issues and means to overcome the challenges faced by the College.

* Interaction with stakeholders

Under the leadership of the Principal interaction with other stakeholders through Parents-Teacher Committee, Students' Union, Alumni Committee, Women Welfare Committee, etc. strives for the improvement and development of the College. The Principal ensures that students and other stakeholders are informed and notified of the relevant decisions taken by the College in its course of implementation.

* **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

Feedbacks were taken seriously by the Principal in terms of the College programmes and performances. Suggestions and advices for rectification of the all-round development of the College is discussed.

* Reinforcing the culture of excellence:

The respective heads of the department are responsible that classes are regularly taken by individual teacher and to ensure the completion of the portion or topic allotted within the stipulated time. The progress of the classes is review in the monthly staff meetings and departmental meetings. In case of any vacancy due to long leave and resignation of teachers concerned, the College appoints teachers on a part time basis so that no classes are missed out during the academic session.

The College frequently organizes departmental seminars and talk on the relevant topic taught in class so as to widen the knowledge-base of the teachers

and students in emerging fields. As majority of the students enrolled in the College are below average, remedial coaching classes is conducted wherever necessary at the end of normal hour.

* Champion organizational change

Under the leadership of the Principal, the teachers and heads of various sub-committees are equally assigned responsibilities who undertook the tasks of organizing seminars/workshops, etc. so as to create a feeling of attachment towards the College. Hence, promoting the leadership quality amongst the staff and take them into confidence to champion the organizational changes.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The procedures adopted by the College to monitor and evaluate policies and plans for effective implementation and improvement from time to time - the Governing Body prepares annual budgets, policies and reviewed the implementation of the programmes. The Principal conveyed the policies and plans of the College to the teachers in the staff meetings. For effective implementation and improvement, monthly departmental meeting is held to discuss action plans as per time scheduled. The decisions of the meetings and the suggestions from the various committees are actively acted upon to monitor and evaluate the policies and plans of the College.

6.1.5 Give the details of academic leadership provided to the faculty by the top management.

For ensuring proper functioning, the Governing Body empowers the teachers with additional responsibilities apart from their academic programmes so as to enhance their leadership skill. The respective head departments are the member secretary of the Departmental Examination Committee, besides that, the other teachers are also appointed as member secretary of the various sub-committees. They play a key role with regards to decision making in academic and non-academic aspects. Moreover, they are responsible to design the various internal assessment tasks and project works for certain subject (s). They are encouraged to participate and organise workshops/seminars etc. so as to develop their leadership quality in regard to research activities, etc. The extension activities like NSS, RRC, etc. are monitored by the Programme Officer. The heads of the respective departments plays vital roles in bridging the gap between the administration and the academic affairs of the College.

6.1.6 How does the College groom leadership at various levels?

The College grooms leaders at various levels by encouraging its staff to attend training programs and workshops in and outside the College to cope up with new changes. The College also identifies teachers through their

skills/interests and delegating responsibilities to them accordingly. They are facilitated by assigning responsibilities to carry out specific tasks. To this effect, the College formed sub-committees and appoint individual teachers as Co-ordinator, Member Secretary and members of various sub-committees to frame plans and execute them. Moreover, the Principal also allotted work to non-teaching staff. Besides, the College also nominates students as members of various sub-committees and leaders in Students' Union, NSS, RRC units of the College.

6.1.7 How does the College delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

For effective implementation of the policy, the College delegates work and provide operational autonomy to teachers by assigning works to them on various aspects of teaching learning process, extra and co-curricular activities. At the same time, the teachers are nominated as head of respective departments, Co-ordinator of IQAC and in-charge of various sub-committees. However, to maintain its transparency, the decisions proposed at various levels are discussed in the staff meeting at the beginning of the academic session, where the calendar is chalked out and other decisions are made. Besides that, the respective head of the departments regularly conduct departmental meetings in which important aspects of the requirements are discussed and proposed to the Principal for necessary action who in turn convey it to the Governing Body for amicable action.

6.1.8: Does the College promote a culture of participative management? If yes, indicate the levels of participative management.

To promote a culture of participative management, the College nominated teaching, non-teaching staff and other stakeholders as representatives in the Governing Body and in other sub-committees. Efforts are being made to include parents, students, as representative in various sub-committees to ensure that they are not left out of the decision making process. The teachers/ members of various sub-committees and respective head of the departments meet the Principal frequently whenever need arises regarding the implementation of the responsibilities entrusted to them.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The vision, mission and objectives of the College is to impart higher education to the rural underprivileged students. Efforts are being made by the College to develop, drive, deploy and review the quality of education offered by the College. Action plans are designed in such a way that the quality policy is driven and deployed during every process. At the beginning of the session, the College empowers teacher and students with essential knowledge by organizing

an orientation class for the newly enrolled students. The College monitors and reviews the quality through result analysis, performance of the staff and students. Apart from that the College constituted various sub-committees for enhancing the quality of teaching learning process. To ensure that the stated policy is achieved, the College introduced Commerce stream, add-on courses and signed MoU with local cement industries and NIELIT to help improve the standard of education in the area.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The Governing Body, Principal, Heads of the departments, IQAC and various sub-committees suggestions and opinions are considered for inclusion in the plan for development of the College. Towards realization of the vision, mission and objectives, the College has a perspective plan for development as follows:-

- Construction of separate Auditorium, Administrative Blocks, Library and extension of classrooms.
- Introduction of new programmes
- Conducting regular Faculty Development Programmes
- Introduction of more short term courses.
- Updating College Website.
- Up-gradation of Admission Software

6.2.3 Describe the internal organizational structure and decision making processes.

The College has a designed decision making structure composed of various stakeholders as its members. The internal organizational set up of the College in descending order - the Governing Body is the apex body followed by the Principal who is also its Secretary. Under the Principal, there are many sub-committees such as IQAC, Evaluation Committee, Grievance Redressal Cell, Building Committee, Purchase Committee, Planning Board Committee, Students' Union, Women Welfare Committee, etc. Besides that, the Principal is the authorized person to communicate with the external agencies such as the affiliating University, UGC, etc. Moreover, Co-ordinator of IQAC, teacher in-charge of various sub-committees given with specific responsibilities to decide and execute plan of action as assigned to them. Moreover, non teaching staff helps the Principal to execute the work in the College besides being a member in some of the sub-committees. The Governing Body of the College is the approving and deciding authority. However, specific decisions concerning internal matter of departments are the concerned of respective departments and various sub-committees or individual teacher with due approval of the Governing Body.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching and Learning.
- Research and Development.
- Community engagement.
- Human resource management.
- Industry interaction.

* Teaching and Learning: For quality improvement of teaching learning process, the College plans its strategies before the commencement of the new academic session. The Academic Committee frames Academic Calendar and times schedules for ensuring quality in teaching learning process. The IQAC co-ordinates the head of respective departments and various sub-committees for effective planning of action plans. The College promotes good use of technology by introducing ICT enabled classrooms (for Commerce department) and in seminar room. Green and white boards have replaced the traditional black boards. Methodologies like group discussions, project works for certain subject (s), assignments for self study, internal tests, field work, departmental seminars, workshops and trainings are some approaches made by the College to ensure quality teaching learning process.

* On Research and Development: The College encourages students and teachers to pursue research work. For this effect, the College publishes College Annual Magazine to provide platform for teachers and students to publish research related activities in the form of articles, poem, etc. Study leave for teachers in pursuing research works leading to Ph.D is also provided. Besides that, the teachers are given an opportunity to pursue faculty development programmes, seminars, workshops and training conducted by other institutions. Efforts are being made to upgrade the College Library to attract researchers and experts to visit the campus.

* Community engagement: The Extension Committee encouraged students to take part in social service and community orientation programmes supported by the NSS and RRC volunteers. The NSS unit of the College in collaboration with the NSS Cell NEHU Shillong, Meghalaya AIDS Control Society and local authority conducted community service programme in College campus and adopted villages. Programmes like Voluntary Blood Donation Camps, Tree Plantation, Sensitization and awareness programmes on women exploitation and abuse, cultural activities, awareness programs on environmental protection, etc. are regularly organized.

* Human Resource Management: Apart from regular academic activities, the College conducts Computer literacy programmes, Inter-disciplinary classes, seminars, workshops, and methodology of teaching, leadership, governance and other routine work so as to enable improvement in teaching learning process.

* Industry Interaction: The College organizes field trip to local cement industries for the student of commerce with a view to help them gain meaningful ideas or knowledge taught in classrooms. For maintaining industry interaction, the College nominated two persons from local cement industries as members of the Governing Body.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the Top Management and the stakeholders, to review the activities of the institution?

The College receives feedback through staff meetings, head of respective departments, IQAC, alumni and parents. The College also receives feedback from students through suggestion boxes and questionnaire on the quality and performance of the College. The outcomes of feedback are submitted to the Principal for appropriate measures but in case of specific grievances, the Principal consults with the Governing Body for onward transmission.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Governing Body encourages and supports the involvement of teaching and non-teaching staff in improving the effectiveness of teaching learning process and administrative processes. Their suggestions and opinions are taken care by the Governing Body. The College also sponsored the teaching staffs in attending orientation and refreshers courses, seminars, workshops and training programmes for improvement of personality development.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The resolutions passed in the Governing Body meeting held on 10th September 2014 and the status of implementation of such resolutions.

2 (a). Annual Reports: Financial

Resolutions	Status
Financial Report 2013-14	Approved
Suggestions:	
Accrual system for keeping record of outstanding payment	Implemented
To open Fixed Deposit to generate interest for the College.	Not implemented
Cash book shall be maintained scheme wise	Implemented
Cash book for "General fund" and "UGC fund"	Implemented
Chattered Accountant report.	Implemented
Training for non-accounting accountant	Implemented

2 (b). Annual Reports: Academic

	Status
	Status
Academic Report-2013-14	**Approved**
Suggestions:	
Inclusion of annual reports - Academic and non-academic activities organized/participated by the College.	Implemented
Inclusion of annual reports - Programme attended by the teachers (FDP), non teaching staff.	Implemented
Inclusion of annual reports - report on utilization of UGC fund shall be recorded activities/scheme wise. Forwarding report to UGC, NERO, Office, Guwahati shall be routed through the Governing Body for approval.	Implemented

2 (c) Annual Reports: Extra Curricular Activities

Resolution	Status
Extra Curricular Activities Report 2013-14	Approved
Suggestions	
Feedback and experience of the students shall be collected after their arrival from the study tour, educational tour, etc.	Not implemented
Educational/study tour shall be the regular activities of the College (if fund Permit).	Implemented
Parting social shall be in the Academic calendar of the College as extra-curricular activities	Not implemented

2 (d). Annual Reports: Games' & Sports

Resolution	Status
Games' & Sports 2013-14	Approved

2 (e). Annual Reports: Achievements

Resolution	Status
Achievements	Approved

2 (f). Annual Reports: Grant- in-aid

Resolution	Status
Grant- in-aid	Approved

Resolution. No. 3

Resolution	Status
Resolved to open a Bank Account at Canara Bank, Khliehriat Branch for Online Post Matric Scholarship	Implemented

Resolution. No. 4.

Resolution	Status
The Annual Budget for the session 2014-15	Approved

Resolution. No. 5.

Resolution	Status
Provisional Affiliation of B.Com (Pass & Hons)	Implemented

Resolution. No.6

Resolution	Status
Appointed of Assistant Professor in Khasi department	Implemented

Resolution. No. 7

Resolution	Status
Music Institute at the College.	Implemented

Resolution. No. 8

Resolution	Status
Establishment and Suggestion of IQAC	Approved

Resolution. No. 10

Resolution	Status
Sanction Rs.4.00 lakhs for meeting the expenditure on NAAC expenditure	Approved

Resolution No. 11

Resolution	Status
Revision of staff salary.	Implemented
Budget 2014-15.	Approved

6.2.8 Does the affiliating University make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The Grievance Redressal Cell is responsible to look into the grievances and complaints expressed by the teachers, students and other stakeholders. Suggestion boxes are placed by the Cell at various visible locations where the grievances can be dropped. The teacher in-charge periodically collected and

checked the suggestions and complaints for necessary action and onwards transmission.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ''yes'', what was the outcome and response of the institution to such an effort?

There is a mechanism (IQAC) for analyzing student feedback on College performance. Feedbacks are obtained from students and other stakeholders through questionnaires. The analysis of feedback is conveyed to concerned teachers, head of the respective departments for corrective measures. More often the feedback analysis is discussed in the staff meetings for redressal. This mechanism has helped the College to streamline the action plans and policies for effective implementation of teaching learning process.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

For enhancing professionalism of teaching and non teaching staff, the College encourages teachers for pursuing higher studies, attend workshops, seminars, refreshers, orientation course, industrial visits/field study for which study leave, TA, DA and registration fees are provided by the College. The teachers are also encouraged to associate themselves as member of local, national, international, professional bodies and societies to bring out the best in the teaching and non-teaching staff so as to enable them to cope up with organisational changes. Moreover, the College organizes training for teachers on good use of modern teaching learning aid and application of ICT resources to enhance professionalism.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The College adopts various strategies for empowering teachers through training, retraining and motivating them of their roles and responsibilities to update themselves for effective teaching learning. In this regard, a 10 (ten) Days Computer literacy programmes for both teaching and non-teaching staff on ICT based teaching and it applications are conducted. Besides sponsoring teachers to attend seminars, workshops and training and refresher courses conducted by other institutions, it also organized various programmes in the College to help teachers to cope with the emerging areas. The senior teachers help junior in the following

ways such as giving essential inputs, providing consultations of ideas on delivering lecture.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The Principal frequently communicates with the IQAC, HODs and teachers and appraises functions of academic and administrative works. The information received from students, teachers and other stakeholders are discussed for better appraisal. To ensure that the teachers are involved in various academic and non academic activities, self-appraisal and evaluation of teachers are obtained. Self Appraisal format is adopted as per the UGC format from academic session 2015-16. The duly filled-in Self Appraisal and Academic Performance Index (API) forms are collected and analyzed. The same is forwarded to individual teacher for improvement.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and major decisions taken? How are they communicated to the appropriate stakeholder?

The Performance appraisal and the outcomes are reviewed by the College and the best part of it becomes a means for awareness of self weaknesses. After reviewing the performance appraisal reports, the Principal discusses it in the monthly staff meeting and its outcome is made for improving the same. Personal discussion also involved with the teaching staff to improve in those areas so that they can do better in the future.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes on the last four years?

So far the College has no specific plan for welfare of teaching and non-teaching staff. But advance payment and free interest loan for meeting immediate help can be availed whenever asked for. For the last four years 10 % teaching and non-teaching availed the assistance from the College.

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

The College has taken some corrective measures for attracting and retaining eminent faculty by revising pay structure from time to time. Although the College has no formal award or incentive given to senior teachers but the College pay due recognition and acknowledged the services contributed by them.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The College formed separate sub-committees - Planning Board, Building Committee, Internal Audit and Account Committee, etc. under the chairmanship of the Principal to monitor effective and efficient use of available financial resource. Internal Audit and Account Committee monitors all financial transactions and maintain books of account of the College.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Internal Auditors appointed by the Governing Body audited the Receipts and Payments accounts, Income and expenditures account, Balance sheets and other important account of the College. Besides, the external auditor a reputed Chartered Accountant is engaged for external audit. The last external audited account of the College was done on 31.03.2014. So far, the auditor report suggested that Balance Sheet also be prepared to show the various assets and liabilities of the College.

6.4.3 What are the major sources of institutional receipts / funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund / corpus available with Institutions, if any.

The major sources of the College receipts are tuition fees and donations respectively. However, for development of infrastructure and other academic purposes, the College received UGC schemes as grants in aid under various plans. If there is any deficit, then the Governing Body decides on ways to manage it. The audited income and expenditure statements and reserved fund of the College as on 31st March 2014 is Rs. 17015797.40. The audited income and expenditure statement of academic and administrative activities of the previous four years are:-

Year	Income Rs.	Expenditure Rs.
2010-11	1,54,47,255.73	77,36,526.00
2011-12	1,76,36,378.73	68,13,526.00
2012-13	1,86,82,138.73	77,62,195.00
2013-14	1,67,59,848.73	77,99,953.00

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The College generates revenue through selling of College prospectus, College Annual Magazine, donation drives, etc. For additional funding, the College approached UGC, state Governments and local representatives for grant of financial assistance for construction, etc.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institute established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The College established an Internal Quality Assurance Cell (IQAC) on the 1st April 2014 to assure quality education and enhancement of administrative process. The IQAC has worked out action plans for proper implementation of curriculum delivery through its sub-committees. The IQAC is also responsible for proper planning and execution of academic calendar and other academic performances of the College.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

The IQAC decisions are always implemented after due approval by the Governing Body. The following decisions taken by the IQAC are implemented by the College such as:

1. Construction of College Canteen-Cum-Students Common Rooms.
2. Completion of Women's Hostel.
3. Improvement of Teachers' Common Room and Office.
4. Introduction of ICT classrooms.
5. Improvisation of the Teacher Manual-Cum- Record Book
6. Publication of College Annual magazine.
7. Purchasing of Equipments, books, etc.
8. Educational tour for exposure of students.
9. De-linking of 10+2.
10. Organization of Seminars and Workshops.

c. Does the IQAC have external members on its committee? If so, mention any significant contributions made by them?

The IQAC has the following external members.
1. Shri. C. Rymbai, local Headman.
2. Shri. M. Bareh, President Governing Body of College.

The external members are also actively involved in decision making at different levels for improving the quality of education.

d. How do students and alumni contribute to the effective functioning of the IQAC?

For the effective functioning of IQAC, it coordinates with the Students' Union, Student Welfare Committee and Alumni Committee, etc. As expected these sub-committees has contributed towards the effective functioning of the IQAC by organizing and participating in various academic and non academic programmes conducted by the College. Furthermore, the above sub-committees indirectly helps the IQAC by dropping-in their suggestions and grievances in the suggestion boxes. The Alumni Committee plays vital role in maintaining a sustainable relationship with the past students.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC gave directions to teacher-in-charge of various sub-committees and assigned them to prepare action plans so as to make teaching learning more effective. Apart from teaching, the IQAC assigned additional works to teachers and non-teaching staff as member secretary of the various sub-committees. It collect reports from the various sub-committees, head of the departments, individual teachers and prepares comprehensive reports for information and necessary actions by the Principal.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If 'yes', give the details on its operationalisation.

The College has integrated framework such as Teacher Manual-cum-Record Book and Academic Calendar for quality assurance of the academic and administrative activities. For operationalisation, the IQAC supervise and monitor the academic and non-academic activities carried out during the academic session. For effective implementations of the programmes, the IQAC organized frequent meetings with the Principal, head of the departments and other stakeholders and discussed the related issues.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If yes give details enumerating its impact.

The College provides training to its teaching and non- teaching staff on the quality assurance on accreditation and assessment of the Colleges on the 22nd April 2014. Resource persons from outside the College are invited for the above purpose. Besides, a 10 (ten) Days Computer literacy programmes for good use of technology was organized, the Principal also delivered lectures and talks in the staff meetings for quality assurance procedures and guidelines. The impact of the training has brought qualitative changes in the performance of teaching and non-teaching staff in academic programmes and administrative work as compare to previous years.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The College undertakes internal Academic Audit in following ways:-

1. The Principal of the College periodically check and verify the Teacher's Manual-Cum-Record Book where the teachers recorded the academic and non-academic activities carried out by them. The outcome of the audit is communicated to the teachers for effective teaching learning process in all aspects.

2. In case, the completion of the syllabus is slow or likely to be incomplete within the stipulated time, the teachers are advised to take additional/extra classes at the end of the normal classes. If discrepancies arise in the Teacher Manual-Cum-Record Book which may have impact on the teaching learning process, suggestions are given to the respective departments and individual teacher for improvement.

3. Monthly academic audit is undertaken by reviewing students' performance through attendance, class tests, and departmental seminars. The outcomes of these audits are communicated to the students and other stakeholders in the College Notice Board and in the Parent Teacher meeting.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies / regulatory authorities?

Apart from monitoring and supervising the College internal activities, the IQAC aligned with the requirements of the relevant external quality assurance agencies / regulatory authorities like NAAC, UGC and State Government. The IQAC proposed action plans as per requirement to meet the standard of education as expected by external quality assurance agencies / regulatory authorities and welcome suggestions and new ideas for improving quality of higher education in the area.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcomes?

The College continuously reviews the teaching learning process and other academic activities through unit test, monthly tests, class tests, assignments, selection tests, etc. at regular intervals and assessment of teachers by students and other stakeholders. The College also ensures that students are continuously reviewed by conducting Parent-Teacher's meeting where performances and progression of their wards were discussed. The outcomes of the teaching learning process are forwarded to the IQAC for reviewing and necessary action.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The College communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders in the staff meeting, departmental meetings, Parent Teacher meetings, Alumni meetings and Students' Union meetings. Also, the College displays its vision, mission and objectives through College websites, Notice Board and College prospectus. The Principal addresses the various policies, action plans and mechanisms to acquire quality assurance education during orientation and induction programmes, Fresher's meet, College Week, Alumni meet, Parent-Teacher meeting, seminars and staff meetings.

Any other relevant information regarding Governance Leadership and Management which the College would like to include.

CRITERION: VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness:

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The College is conscious about the environmental issues by creating environmental awareness programmes among the teachers and students. The College through its Extension Committee organizes various programmes in collaborations with local authority and NGOs on environmental protection from time to time in the College and adjoining locality. Moreover, the College conducts environmental awareness programmes at its adopted villages and interacts with community on environmental issues during special camping. To ensure effective knowledge of students on the environment, the North Eastern Hill University introduced Environmental studies as part and parcel of the curriculum in the College. For making the campus clean, green, healthy and eco-friendly the College adopted certain measures by constructing NSS Park.

7.1.2 What are the initiatives taken by the Institute to make the campus eco-friendly?

For making the College eco-friendly, the following steps taken by the College are:-

i). Energy Conservation: For effective monitoring and control of energy consumption in the College the electricity is switched off during day time and whenever convenient at night. All rooms are well lit so that there is no wastage of electrical energy. Generator is used to supplement the requirements of power whenever the supply of electricity is interrupted. UPS batteries are maintained in good condition which reduces energy for charging of batteries and CFL and tube lights are used in the College campus.

ii). Use of renewable energy: No

iii). Water harvesting: At present there is no water harvesting in the College campus. But the same is already discussed with the Department of Water Resource Government of Meghalaya for construction of underground reservoir in the College campus. To aware the students and staff about its preciousness, the College observed Save Water Save Earth on 17th May 2013. Resource persons are invited to educate the students about the importance of water through presentation.

iv). Check Dam construction: No

v). Efforts for Carbon neutrality: The College plant trees around the College campus to maintain carbon concentration. In this regard NSS Park has been built and maintained by the College.

vi). **Plantation:** The Extension Committee of the College with the involvement of teachers, students and non-teaching staff planted trees in the College campus.

These planted trees are well maintained and monitored properly by the NSS volunteers. Apart from this, the College also participated in the tree plantation programmes organized by the Governments and NGOs. Trekking is organised by the College as a part of its environmental consciousness programmes during special camping.

vii). Hazardous waste management: Though there is no such hazardous wastes released by the College, yet as precaution some measures has been taken to manage such wastes for overall safety of human beings. Disposal pit has been dug at the campus so that it does not pose any harm to anyone.

Viii). E-waste management: The different types of e-waste generated in the College like damaged CDs, CPUs, Hard Disk Drives, Monitors, Keyboards, Cables, Cartridges, etc. are properly kept in store room and handed over to the dealers for disposing it to other recycling agency.

7.2 INNOVATIONS:

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the Institute.

The system of education is changing and becoming student centric rather than traditional method of chalk and talk. To meet the changes, it is calling for modification and innovation to improve teaching learning and evaluation process in the College. Extension and Research and Consultancy in the College are becoming more important. Thus, the College is making various efforts to deliver its best for providing quality education to students by adopting different innovative processes and mechanisms to inculcate the values of education.

- Introduced Information Communication Technology (ICT) classrooms.
- Maintenance of Teacher Manual-cum-Record Books of teacher.
- Teachers Self Appraisal.
- Student feedback on teacher and curriculum.
- Establishment of IQAC and various sub-committees.
- Wi-Fi facilities and internet connectivity.
- Departmental seminars, workshops on various themes.
- Encouraged teacher to participate in the Faculty Development programmes.
- Organised annual educational tours, field trips and exposures for students.
- Organised Remedial coaching classes and Coaching classes for Entry into services.
- Encouraged teachers to participate in IGNOU programmes as teachers and counselors in different disciplines.
- Introduced Add – on Courses in Khasi Traditional Music and Computer Education.
- Organized Parent-Teacher and Alumni meetings.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page No. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the College.

Best Practice – 1

1. Tile of the Practice: Teacher Manual-Cum- Record Book

2. Goal: The practice of maintaining Teacher Manual-Cum-Record Book is to make the teachers accountable for the duty they deliver in the College such as keeping record of teaching plan, lesson plan and daily activities which involves maintaining regularity and punctuality on their part. This manual is also expected to help teachers be aware of the course progression.

3. The Context: The need of the practice was felt for effective implementation of curriculum and better performance with a view to improve all round development of College and students. The teacher plays vital roles in the enhancement of quality education where their performance of duty without accountability may lead to slackness and negligence. So, this practice is very important because it encourage teachers to perform duty as assigned to them. Besides, the College having Principal, Vice Principal and a Governing Body for the maintenance of the matter related with academic activities, various sub-committees are constituted to assist for conducting of co-curricular and extra-curricular activities in and outside the College. The Teacher Manual-cum-Record Book is expected to help the teachers to become aware of their progression that enables them to take corrective steps for timely completion of syllabus as per plan.

4. The Practice: The respective heads of department and individual teacher is handed over with Teacher Manual-Cum-Record Book in every academic session. The individual teacher records their teaching and daily activities as – teaching activities, seminar/workshop/departmental works, co-curricular/extension activities, library studies, classes allotted and taken as per time schedules, academic calendar, record of tests and examinations taken by individual teacher.

The respective head of the department allotted portions/units to individual teacher and checks their daily performance after which it is submitted to the Principal for verification and approval. The individual teacher records lesson plan - daily activities, course of progression and other activities taken by them in the manual. The Principal periodically review the manual and suggests for improvement if needs arise. The head of respective departments discussed the manual and its progression with the teachers in the departmental meetings. This practice needs sincerity and dedication of teachers to execute it in letter and spirit.

5. Evidence of Success: After the introduction of Teacher Manual-Cum-Record Book considerable changes have evidenced in terms of improvement of teaching

learning process, evaluation process and maintenance of overall academic activities of the College. The outcomes and success of this practice are mentioned below:-

- The practice inspired the involvement of all teachers in academic and non-academic activities both inside and outside the College.

- Before the introduction of Teacher Manual-Cum-Record Book some of the teachers used to confine themselves only in class room and their participation in other activities is limited. But after its introduction the perspective of the teachers have changed through their participation as members of one or the other sub-committees.

- Teachers are found working with diligence in his/her capacity in their respective sub-committees. This is a positive side for all progress of the College.

- The progression for execution of the curriculum has changed. The teachers keep daily records of topics taught, classes taken and their involvement in other activities. This has made the teachers become more active and sincere in their duties and responsibilities assigned to them.

- Timely completions of syllabus with smooth conduct of internal tests, and examination, seminars, home assignment, etc are some of the essential outcomes of the practice.

- Keeping of daily records of individual teacher give a crystal clear on the performance or non performance of individual teacher.

Thus the practice has helped to a great extent in the proper implementation of the curriculum. There is conspicuous improvement of overall academic ambience of the College.

1. **Problems Encountered and Resources Required:** There are circumstances and conditions posing constraints on the way of its effective implementation of the practice. The performance of the individual teacher is not the same, as their participation in various activities are also different. As such equal work, spirit of teachers for execution of curriculum cannot be expected. Usually teachers forget to record his/her daily activities and other information as required in the manual. This also happens due to unexpected holiday, *hartals* and *bandh* for which teacher's find it difficult to keep his/her daily records of activities. In the annual system of examination, the students are not attending regular classes prior to the declaration of University result of first and second year respectively, which create problem for teachers to record their daily activities. In case of teacher's absence or on leave, it created problem of record entry. The other problems encountered by the teachers are with the structure and format of the manual.

2. **Note (Optional):** The College is making efforts to modify the existing Teacher's Manual-Cum-Record Book and to introduce Students Diary in the next

academic session to enable the College to keep proper record for both students teachers participation in the academic and non academic activities.

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Best Practices - 2

I. Title of the Practice: Promoting Community Service through Extension Committee.

2. Goal: With an aim to fulfill the vision, mission and objectives of the College and to develop the personality of students, the College encourages students and other stakeholders to participate in Community Service. In this regard, the College formed Extension Committee (includes NSS and RRC units) to organize awareness programmes such as environmental protection, creation of community assets, blood donation camp, literacy campaign, safe drinking water, health and basic sanitation, disaster management, promote national integration and social harmony, advocates for the rights of women and eliminate gender disparity, principles of sustainable development, awareness on the spread of HIV/AIDS, develop sense of social and civic responsibility, identify the needs and problems of the community and mobilizing community participation.

To ensure the participation of the student's volunteers and other stakeholders in community services, the College NSS unit adopted villages within the district. The objective of the committee is to train and enable the students and stakeholders to involve and serve their community alongside with their academic pursue.

3. The Context: The need of the practice was felt to ensure effective implementation of academic and non-academic activities of the College. Besides, NSS regular activities, the NSS unit adopted villages for community services. For the last four years, the College adopted Cham Cham and Lumchyrmit villages for social work. Adoptions of such villages are justified because by doing so, the students are made aware about the needs and problems that villagers face due to illiteracy and ignorance. This humble practice is expected to help and motivate students to serve the community better after their graduation. Annual programmes like special camping, awareness campaigns, etc., are organized in these villages with aims to educate people through students' participation in social work and programmes. It is also a challenge for the College to go beyond the four walls of the classrooms into the real life situation to serve the community and to learn from them.

4. The Practice: The Member Secretary of the Extension Committee and Programme Officer of the NSS unit in consultation with the Principal and NSS Cell, NEHU, Shillong identify programmes/projects and activities either for regular activities or for special camping before adoption of any village. Informal meeting with local headman and elders is organized before selection of villages for adoption. After due consideration and proper screening by the College, the Committee proposes action plans and programmes to be undertaken by the Extension Committee. But, for other activities and programmes to be conduct at College campus, the Programmes Officer decides in consultation with the Principal.

Apart from College campus, the Committee also organizes programmes for Promotion of Community Service in the adjoining locality. Students are encouraged to take part in various programmes organized by the Committee for Community service. The programmes and events organized and implemented in the adopted villages during special camping are creation of fixed assets, cleaning drives, awareness programmes, renovation of drinking wells and footpaths.

Voluntary Blood Donation Awareness Programmes and Voluntary Blood Donation Camp in collaboration with Meghalaya AIDS Control Society and NSS Cell, NEHU, Shillong are organized. Moreover, to sensitize the students and people on the dreaded disease of HIV/AIDS, regular awareness programme is organized by NSS and RRC in collaboration with the Meghalaya AIDS Control Society at different locality and schools including at adopted villages.

All the above programmes are carried out in collaboration with NSS Cell, NEHU, Shillong, UGC schemes, Government agencies and Non-Governmental organizations.

5. Evidence of success: Through social services rendered by the College it makes the people at large and residents of the adopted villages to feel a sense of belonging and oneness. This is revealed that during the special camping in the adopted villages, the villagers facilitate the students to take part in social work and also provides an opportunity for them to interact with villagers. The community service rendered by the College also serves as a mean to teach people about ideas of development they might not have heard before. The community service also provided insight into the various activities of the community life and the realization that working together can be promoted if students and villagers/people come together in the same platform for a common cause. This practice not only helps to bridge the relationship between the community and the College but also helps to inculcate the love and respect for one's identity and respect for that of others.

Above all, the villagers expressed their appreciation to the College by co-operating in the programmes organized by the College and the creations of fixed assets are willingly taken up by the local 'dorbar' for maintenance. The evidence of success is that it developed a sense of co-operation during the special camping that the residents expressed their eagerness to prepare well ahead for another special camping and even some households invited volunteers to stay with them during the future camping.

Further, there is improvement in health and sanitation and a sense of social and civic responsibility exist amongst the villagers. The poor and illiterate parents started appreciating the importance of education and sent their children to schools. The student volunteers are also looking ahead to a next phase of special camp because of the friendship developed with the villagers.

6. Problems Encountered and Resources required

The College did not face much problem as this practice is extra-curricular activities. However, some problems are encountered while implementing the community service and its programmes:-

The problem faced for community service and other activities of the Extension Committee is the time schedules. With regard to special camping at adopted villages, girl's student shows their reluctance to go because they have to stay there for a week or more. The other problem faced by the College is fund because the College received less compare with the requirements of the camp such as food and travelling expenses. Accommodation, drinking water, electricity, etc are the other problems encountered by the College.

7. **Note (Optional):** The College is making efforts to conduct various programmes in the near future for upliftment of the community. The Extension Committee in collaboration with History department proposed to adopt Borkhat village for historical research.

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Evaluative Report of the Departments

1. Name of the department   **Khasi**
2. Year of Establishment   **1993**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)   **Undergraduate**
4. Names of Interdisciplinary courses and departments/units involved **English department on related topics**
5. Annual/ semester/ choice based credit system (programme wise) **Annual System and Semester System.**
6. Participation of the department in the courses offered by other departments   **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.   **Nil**
8. Details of courses/programmes discontinued (if any) with reasons   **Nil**
9. Number of Teaching posts

	Sanctioned	**Filled**
Professors	-	-
Associate Professors	-	-
Asst. Professors	5	5

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Shri David Diengdoh	MA, M.Phil	Asst. Professor	Khasi	22 yrs	-
Smt Percia Phawa	MA, M.Phil	Asst. Professor	Khasi	18 Yrs	-
Shri Lancaster Nongtdu	MA	Asst. Professor	Khasi	11 yrs	-
Shri Jamphrang Lyngdoh	MA	Asst. Professor	Khasi	5 yrs	-
Shri.Deibormi Nongpoh	MA, M.Phil	Asst. Professor	Khasi	1 yrs	-

11. List of senior visiting faculty   **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty   **Nil**

13. Student -Teacher Ratio (programme wise)

Year	1BA		2BA		3BA		1st Sem
	Pass	Hons	Pass	Hons	Pass	Hons	Hons
2012-13	72:1	1:1	95:1	-	10:1	-	-
2013-14	53:1	1:1	35:1	-	13:1	-	-
2014-15	49:1	1:2	27:1	1:2	28:1	1:2	-
2015-16	-	-	45:1	1:2	25:1	1:2	25:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/ PG.

2PG and 3 M.Phil

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**

18. Research Centre /facility recognized by the University **Nil**

19. Publications:

* a) Publication per faculty **1(One)**

* Number of papers published in peer reviewed journals (national / international) by faculty and students **Nil**

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **Nil**

    *Monographs **Nil**

    *Chapter in Books **Nil**

    *Books Edited **Nil**

    *Books with ISBN/ISSN numbers with details of publishers **Nil**

    *Citation Index **Nil**

    *SNIP **Nil**

    *SJR **Nil**

    *Impact factor **Nil**

    *h-index **Nil**

20. Areas of consultancy and income generated **Nil**

21. Faculty as members in

    a) National committees **Nil**

    b) International Committees **Nil**

    c) Editorial Boards…. **Nil**

22. Student projects

    a) Percentage of students who have done in-house projects including inter departmental/ programme **Nil**

    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil**

23. Awards / Recognitions received by faculty and students

i).Shri. D. Diengdoh (NSS University Award, Shillong)

ii). Shri. D. Diengdoh (Village Award, Khliehriat West)

iii). Smt.P.Phawa (Village Award, Khliehriat West)

24. List of eminent academicians and scientists / visitors to the
department **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding
   a) National **Nil**
   b) International **Nil**

26. Student profile programme/ course wise

Name of the Course/ programme (refer question no.4)		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2012-13	1BA(Gen)	289	289	68	221	85.83
	1BA(Hons)	01	01	-	01	100%
	2BA(MIL)	72	72	10	62	93.05%
	2BA(SL)	70	70	12	58	90%
	2BA(Hons)	-	-	-	-	-
	3BA(MIL)	30	30	10	20	100%
	3BA(SL)	29	29	10	19	100%
	3BA(Hons)	01	01	-	01	100%
2013-14	1BA(Gen)	212	212	53	159	91.17%
	1BA(Hons)	03	03	-	03	66.66%
	2BA(MIL)	124	124	22	102	93.65%
	2BA(SL)	116	116	24	92	92.24%
	2BA(Hons)	01	01	-	01	100%
	3BA(MIL)	30	30	10	20	100%
	3BA(SL)	29	29	10	19	93.10%
	3BA(Hons)	-	-	-	-	-
2014-15	1BA	195	195	86	109	92.90%
	1BA(Hons)	02	02	-	02	100%
	2BA (MIL)	107	107	28	79	87.64%
	2BA (SL)	96	96	24	`72	88.88%
	2BA/Hons	03	03	-	03	100%
	3BA (MIL)	111	111	18	93	84.48%
	3BA (SL)	102	102	15	87	86%
	3BA (Hons)	01	01	-	01	100%
2015-16	1stSem	128	128	-	-	-
	2BA (MIL)	224	224	-	-	-
	2BA (SL)	163	163	-	-	-
	2BA (Hons)	02	02	-	-	-
	3BA (MIL)	124	124			
	3BA (SL)	117	117			
	3BA (Hons)	03	03			

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A 1st Semester	100	-	-
B.A 2nd Year (Gen)	100	-	-
B.A 2nd Year (Hons)	100	-	-
B.Com 2nd Year	100	-	-
B.A 3rd Year (Gen)	100	-	-
B.A 3rd Year (Hons)	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **No record**

29. Student progression

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	**Nil**
PG to Ph.D.	**Nil**
Ph.D. to Post –Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	**Not available**
Entrepreneurship/Self-employed	**No record has yet been kept**

30. Details of infrastructural facilities

   a) Library   **No departmental library**

   b) Internet facilities for Staff & Students   **Yes**

   c) Class rooms with ICT facility   **Nil**

   d) Laboratories   **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies **All ST students avail scholarship from government and some students funded from College**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts **Nil**

33. Teaching methods adopted to improve student learning **Lecture, giving notes, group discussions, question answer.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities **Teachers participation in Institutional Social Responsibility (ISR) such as members and member secretary of various sub-committees:**

- Shri. D.Diengdoh, Member Secretary of Extension
- Smt. P.Phawa, Member Secretary of Women Welfare Committee
- Shri. L.Nongtdu, Member Secretary of Evaluative Committee
- Shri. J.Lyngdoh, Member Secretary of Educational Tour Committee
- Shri. D. Nongpoh, Member Secretary of Music Committee

35. SWOC analysis of the department and Future plans

SWOC OF THE DEPARTMENT

STRENGTH –

- Faculty members five.

- The Coordination amongst the faculty and students is satisfaction.

- The Coordination amongst the faculty members is apprecieteble in the field of performing their duties

- Syllabus is completed within the time frame.

- The department is taking serious responsibility to guide the students by discussion old question paper and help to solve them.

- The department holds internal test, assignment so as to unable the students to focus on their studies.

- The department takes the initiative to revise the syllabus.

- Overall despite all odds, the students are working hard to pass the examination and the result is substantially favourable.

WEAKNESS –

- The natures of the students of the areas are coming from the poor background in which they have to support themselves. On this fact the attendance of the classes is somewhat irregular.

- The nature designing of the routine leads to the irregularity of the classes because the Khasi literature classes are being placed in the last part of the day. And the students are tired to wait because lack of energy, they also resides in faraway places and they have to run for transport.

- The problem of the department is that some students they have poor understanding properly the standard Khasi languages. Besides the department take keen interest to teach them.

Opportunity –

> ➤ The students who passed from Khasi literature have the scope in the department of Arts and Culture, Media, Doordarshon, All India Radio, Tourism, translator and others.

Challenges –

> ➤ The lack of artistic creative quality.
>
> ➤ Lack of avenues to promote their skill, debate, creative arts etc.
>
> ➤ Lack of employment avenues in the state to provide employment.

FUTURE PLAN OF THE DEPARTMENT

> ➤ To hold the seminars
>
> ➤ To organise study tour to *Thlu Muwi* at Shkentalang West Jaintia Hills.
>
> ➤ To participate in different seminars/programmes conducted by other Colleges and other institution.
>
> ➤ To acquire more new books for reference, text-books and local collections, so as to improve the academic knowledge and proficiency of the students as well as the teachers.
>
> ➤ To organize programme relation to i) Indigenous food ii) Traditional dress and ii) Traditional Music.
>
> ➤ To hold the felicitation for the students who secured distinction in Khasi in the last HSSLC Examination.

Evaluative Report of the Departments

1. Name of the department   **English**
2. Year of Establishment   **1993**
3. Names of Programmes / Courses offered (UG, PG, M.Phil.,Ph.D, Integrated Masters; Integrated Ph.D., etc.)   **Undergraduate**
4. Names of Interdisciplinary courses and the departments / units involved
                                    Environmental Studies
5. Annual/ semester /choice based credit system (programme wise)**Annual System and Semester**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:   **Nil**
8. Details of courses/programmes discontinued (if any) with reasons   **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	4	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./ M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Smt. Affinda Gretty Lapasam	M.A	Asst. Professor	English	4	
Shri. Firsterborn Dkhar	M.A	Asst. Professor	English	1	
Smt. Sursum Corda Pasi	M.A	Asst. Professor	English	1	
Smt. Heiporkani Bareh	M.A	Asst. Professor	English	1	
Smt. Dianghun Shadap (part time)	M.A	Asst. Professor	English	6 months	

11. List of senior visiting faculty   **Nil**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty   **Nil**

13. Student -Teacher Ratio (programme wise)

Year	B.A I	B.A I SEM	B.A II	B.A II (AE)	B.A III (AE)	B.Com I	B.Com II	B.Com II (AE)
2012-2013	81:1	-	19:1	1:1	1:1	4:1	1:1	1:2
2013-2014	68:1	-	31:1	2:1	1:1	4:1	2:1	1:1
2014-2015	52:1	-	19:1	1:1	2:1	4:1	1:1	1:6
2015-2016	-	8:1	44:1	5:1	2:1	-	3:1	2:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. **PG**.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**

18. Research Centre /facility recognized by the University: **Nil**

19. Publications:

* a) Publication per faculty **Nil**

* Number of papers published in peer reviewed journals (national /international) by faculty and students **Nil**

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **Nil**

* Monographs **Nil**

* Chapter in Books **Nil**

* Books Edited **Nil**

* Books with ISBN/ISSN numbers with details of publishers **Nil**

* Citation Index **Nil**
* SNIP **Nil**
* SJR **Nil**
* Impact factor **Nil**
* h-index **Nil**

20. Areas of consultancy and income generated **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards….

Smt. Affinda G. Lapasam, as member of Annual College Magazine

22. Student projects

a). Percentage of students who have done in-house projects including inter departmental / programme **Nil**

b). Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/ Industry /other agencies **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/ Workshops organized & the source of funding

a) National **Nil**

b). International **Nil**

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2012-13	1/BA	409	409	121	288	50.92%
	2/BA	98	98	22	76	88.09%
	2/BA (AE)	9	9	5	4	78%
	3/BA (AE)	3	3	0	3	100%
	1/Bcom	24	24	20	4	100%
	2/Bcom	8	8	3	5	100%
	2/Bcom (AE)	2	2	1	1	100%
2013-14	1/BA	343	343	120	223	59.01%
	2/BA	156	156	38	118	90%
	2/BA (AE)	10	10	7	3	88.23%
	3/BA (AE)	5	5	2	3	100%
	1/Bcom	21	21	18	3	100%
	2/Bcom	12	12	8	4	100%
	2/Bcom (AE)	8	8	7	1	100%
2014-15	1/BA	317	317	134	183	73.70%
	2/BA	119	119	25	94	87.81%
	2/BA (AE)	11	11	1	10	100%
	3/BA (AE)	17	17	10	7	92.30%
	1/Bcom	25	25	13	12	100%
	2/Bcom	10	10	3	7	90%
	2/Bcom (AE)	1	1	1		0%
2015-16	B.A 1st Sem	52	52	26	26	
	2/BA	266	266	106	160	
	2/BA (AE)	35	35	23	12	
	3/BA (AE)	14	14	4	10	
	2/Bcom	23	23	12	11	
	2/Bcom (AE)	14	14	7	7	

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of Students from the same state	% of students from other States	% of students from abroad
B.A	100%	Nil	Nil
B. Com	98%	2%	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **No record has yet been kept.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**Nil**
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	**Not available**
Entrepreneurship / Self-employment	**No record has yet been kept**

30. Details of Infrastructural facilities

    a) Library   **Nil**
    b) Internet facilities for Staff & Students   **Yes**
    c) Class rooms with ICT facility   **Nil**
    d) Laboratories   **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies **All ST/Differently-abled students received a scholarship from the state Govt. of Meghalaya and also from the college.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts   **Nil**

33. Teaching methods adopted to improve student learning   **Lectures, Interaction between students and teachers, Solving of previous years question, Assignment, Class test.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities **The teachers from the department participated as members of various sub-committees of the College. With regard to Extension activities the teachers actively participated.**
Smt. A.G Lapasam: Member Secretary of Purchased Committee

35. SWOC analysis of the department and Future plans

Strength:
- ➢ Obtained average results even though the basic of most of the students are below average.
- ➢ Coverage of the courses within the stipulated time in spite of all odds.
- ➢ Cooperation among the staff department.

Weakness:
- ➢ No departmental room.
- ➢ A general library is provided but a departmental library is absent.
- ➢ Unavailability of technical provision for the department.
- ➢ Insufficient books and study materials in the library.

Opportunity:
- ➢ Enable the students to learn both life and literature.
- ➢ The students and teachers were instilled of some grammatical outlines through seminar conducted.
- ➢ A source of powerhouse for students participating in curricular activities such as quiz, debate, extempore speech etc.
- ➢ Helps improve the uses of language by the students

Challenge:
- ➢ Student's irregularities in attendance.
- ➢ Communication gap with the teachers due to absence of fluency in the medium of language.
- ➢ Student hardly visits library.
- ➢ Lack of sincerity of most of the students.
- ➢ Family, social and economic backgrounds of the students, disinterests them in academic performances.

Future Plan:
- ➢ To conduct few more intermediary classes, special lectures and seminars.
- ➢ Conduct a programme on communication skill.
- ➢ Requisition of contented numbers of dynamic teachers for the department.
- ➢ Exploiting the most effective method of teaching.
- ➢ Keeping the students-teachers relationship more closer.

Evaluative Report of the Departments

1. Name of the department **Political Science**

2. Year of Establishment **1993**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **Undergraduate**

4. Names of Interdisciplinary courses and the departments/units involved **Political Science.**

5. Annual/ semester/choice based credit system (programme wise) **Annual System and Semester System**

6. Participation of the department in the courses offered by other departments **Inter- Departmental classes were arranged in which Asst. Professor (s) from Political Science were made to teach the related topics in the classes of the History Department.**

7. Courses in collaboration with other universities, industries, foreign institutions, etc**.** **Nil**

8. Details of courses/programmes discontinued (if any) with reasons **Nil**

9. Number of Teaching Posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	4	4

10. Faculty profile with name, qualification, designation, specialization,(D.Sc./D.Litt./ Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph. D. Students guided for the last 4 years
Smt.Jinalin Pyrnge	MA	Asst. Professor.	Political Science	11	Nil
Shri.Nishwa Rymbai	MA	Asst. Professor.	Political Science	10	Nil
Shri.Beket Siangshai	MA	Asst. Professor.	Political Science	10	Nil
Smt.Ridalabha Dkhar	MA	Asst. Professor.	Political Science	06	Nil

11. List of senior visiting faculty **Nil**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty **Nil**

13. Student -Teacher Ratio (programme wise)

Year	1BA		2BA		3BA		1stSem	
	Pass	Hons	Pass	Hons	Pass	Hons	Pass	Hons
2012-13	85:1	1:2	32:1	-	10:1	1:4	-	-
2013-14	73:1	1:4	31:1	1:2	12:1	-	-	-
2014-15	73:1	1:1	26:1	1:4	29:1	1:2	-	-
2015-16	-		62:1	1:1	31:1	1:4	58:1	

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil**

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.**PG**

16. Number of faculty with ongoing projects from a) National b)International funding agencies and grants received: **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**

18. Research Centre /facility recognized by the University **Nil**

19. Publications:

∗ a) Publication per faculty **Nil**

∗ Number of papers published in peer reviewed journals (national

/international) by faculty and students **Nil**

∗ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **Nil**

∗ Monographs **Nil**

∗ Chapter in Books **Nil**

∗ Books Edited **Nil**

∗ Books with ISBN/ISSN numbers with details of publishers: **Nil**

∗ Citation Index **Nil**

∗ SNIP **Nil**

∗ SJR **Nil**

∗ Impact factor **Nil**

∗ h-index **Nil**

20. Areas of consultancy and income generated **Nil**

21. Faculty as members in

a) National committees **Nil**

b) International Committees **Nil**

c) Editorial Boards: **College Annual Magazine – 'Thaba 2015'**

22. Student projects

a). Percentage of students who have done in-house projects including

inter departmental/programme **Nil**

b). Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the Department

Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National **Nil**
b) International **Nil**
c) Departmental Seminars are organized and funded by the
College :**The Department of Political Science regularly give presentation in the Departmental Seminars organized by the Seminar Committee.**

26. Student profile programme /Course wise:

Name of the course/programme (refer to question no 4)		Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
2012-13	1/BA	343	343	106	237	46.8
	2/BA	129	129	32	97	78.5
	3/BA	39	39	10	29	82.8
2013-14	1/BA	295	295	102	193	46.8
	2/BA	129	129	32	97	92.6
	3/BA	50	50	7	43	87.0
2014-15	1/BA	297	297	127	170	83.2
	2/BA	108	108	22	86	88.5
	3/BA	120	120	29	91	92.5
2015-16	1/BA	288	288	111	177	-
	2/BA	252	252	107	145	-
	3/BA	126	126	26	100	-

*M=Male *F=Female

27. Diversity of students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
1st Sem	100	Nil	Nil
2/BA	100	Nil	Nil
3/BA	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?   **No record is maintained by the Department.**

29. Student progression

Student progression	Against % enrolled
UG to PG	No tracing is done
PG to M. Phil	No tracing is done
PG to Ph. D.	No tracing is done
Ph. D. to Post-Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	No link is maintained for maintaining of the records.
Entrepreneurship / Self – employment	Records are not maintained

30. Details of Infrastructural facilities

a). Library   **Nil (Sharing College Common Library)**
b). Internet facilities for Staff & Students   **Yes**
c). Class rooms with ICT facility   **Nil**
d). Laboratories   **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies

a). **UGC -**   **Nil**
b). State government –   **402** (2014-15)

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts **1) Extension lectures by subject experts/ eminent personalities were organized to enrich the Knowledge of students.**

33. Teaching methods adopted to improve student learning

1) Lecture method, 2) Discussion method, 3) Interaction method, 4) Question & answer method, 5) Demonstration method, 6) Group Discussion, 7) Home Assignment

34. Participation in Institutional Social Responsibility (ISR) and Extension activities **Asst. Prof. N. Rymbai (HOD) is Member Secretary of Grievance and Redressal Committee, Editor of the College Magazine (Thaba), Co-ordinator of IGNOU and Members of other Committees.**

    Asst. Prof. B. Siangshai Member Secretary of the Games and Sports committee.

    Asst. Prof. R. Dkhar, Member Secretary of the Research Committee and Members of other Committees.

    Besides the above, the faculty of Political Science Department is also actively participating in NSS Extension activities and Programmes.

35. SWOC analysis of the department and Future plans

Strengths:

  ➢ Teaching faculty strength.
  ➢ Co-operation of the faulty members
  ➢ Experienced and matured faculty members
  ➢ Spacious class rooms.
  ➢ Affordable course

Weaknesses:

  ➢ Absence of separate departmental chamber(office) for the teaching faculty
  ➢ Non Digitalised class rooms
  ➢ Low grade students are enrolled which demands a tireless effort to upgrade their scores.
  ➢ Some Students are irregular in attending classes.
  ➢ Poor preparation by the students.

Opportunities:

  ➢ Students came from backward areas with low grades.
  ➢ Increase in the rate of intake.
  ➢ Implementation of the semester system.
  ➢ Motivate students to pursue PG in the discipline.

Challenges:

  ➢ Entry of new competitor offering college education within the District.
  ➢ Accreditation requirement.
  ➢ Inculcating in the students the habits of readings.
  ➢ Student – Teacher Ratio in the general paper of the semester system.

Future Plans:

➢ **Departmental chamber:** So as to enhance co-operation and unity amongst the faculty members, it had been decided to request the management to provide separate chamber for the Department with the following facilities:

- ➢ **Library:** Provision of separate library for the faculty inside the Chamber with atleast one copy of the text books, reference books, etc. for the conveniences of the teachers.
- ➢ **Computer set with Internet Connectivity**: Together with the above and to enable the Department to perform its different tasks, it is necessary to provide it with computer set and internet connectivity
- ➢ **Proper screening of applicants during admission:** Screening of the applicants during the admission process will enhance the performance of the Department besides filtering of those uninterested students who take the subject as Honours unintentionally.

Evaluative Report of the Departments

1. Name of the department   **Education**

2. Year of Establishment   **1993**

3. Name of Programmes /Courses offered (UG,PG,M.Phil.,Ph.D., Integrated Masters; Integrated Ph.D., etc)   **Under Graduate.**

4. Names of Interdisciplinary courses and the departments/units involved: **Education.**

5. Annual / semester / choice based credit system(programme wise: **Annual System and Semester**

6. Participation of the department in the courses offered by other departments **Participated in Commerce Department on the topic: Maslow's Theory of Self-Actualization**.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.   **Nil**

8. Details of courses/programmes discontinued(if any)with reasons   **Nil**

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	**5**	**5**

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc/D.Litt./Ph.D./M.Phil.etc.,)

Name	Qualification	Designation	Specialization	No of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Smt EvaAibok Nongtraw	M.A, NET, B.Ed.	Assistant Professor	Education	8 yrs	-
Smt Theilinda Kyndait	M.A, NET,	Assistant Professor	Education	5 yrs	-
Smt. Pyrkhatlang. A. Shadap	M.A, Ph.D	Assistant Professor	Education	5 yrs	-
Smt Etilut .H. Rymbai.	M.A, NET	Assistant Professor	Education	6yrs	-
Smt. Sophikitbok Dkhar	M.A, NET B.Ed	Assistant Professor	Education	3yrs	

11. List of senior visiting faculty **Nil**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty **Nil**

13. Student -Teacher Ratio (programme wise)

Year	Class	Ratio
2012-13	B.A 1st yr (General)	76:1
	B.A 2nd yr (General)	28:1
	B.A 3rd yr (General)	8:1
	B.A1st yr (Honours)	1:2
	B.A 2nd yr (Honours)	1:2
	B.A 3rd yr (Honours)	NIL
2013-14	B.A 1st yr (General)	61:1
	B.A 2nd yr (General)	29:1
	B.A 3rd yr (General)	12:1
	B.A1st yr (Honours)	1:2
	B.A 2nd yr (Honours)	1:2
	B.A 3rd yr (Honours)	NIL
2014-15	B.A 1st yr (General)	57:1
	B.A 2nd yr (General)	23:1
	B.A 3rd yr (General)	27:1
	B.A1st yr (Honours)	1:5
	B.A2nd yr (Honours)	1:5
	B.A 3rd yr (Honours)	1:1
2015-16	B.A 2nd yr (General)	52:1
	B.A3rd yr (General)	27:1
	B.A 1st Semester	12:1
	B.A 2nd yr (Honours)	1:3
	B.A 3rd Yr (Honours)	1:3

14. Number of academic support staff (technical) and administration staff; sanctioned and filled **Nil**

15. Qualification of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/ PG.

One Ph.D, Four P.G

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**

18. Research Centre / facility recognized by the University **Nil**

19. Publications:

* a) Publication per faculty **Nil**

*Number of papers published in peer reviewed journals (national/international) by faculty and students **Nil**

*Number of publications listed in International Database (For Eg Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc).

*Monographs **Nil**

*Chapters in books **Nil**

*Books Edited **Nil**

*Books with ISBN/ISSN numbers with details of publishers **Nil**

*Citation Index **Nil**

*SNIP **Nil**

*SJR **Nil**

*Impact factor **Nil**

*h-index **Nil**

20. Areas of consultancy and income generated **Nil**

21. Faculty as members in

    a) National committees **Nil**

    b) International Committees **Nil**

    c) Editorial Boards…. **Nil**

22. Student projects

    a) Percentage of students who have done in house projects including inter departmental / programme **100% (Honours)**

    b) Percentage of students placed for projects in organizations outside the

    institution i.e Research laboratories/Industry/other agencies **Nil**

23. Awards / Recognitions received by faculty and students **Meritorious Award by Khun Ka Rymbai Presbytery Shillong.**

24. List of eminent academicians and scientists/visitors to the department

    Nil

25. Seminars/Conferences/Workshops organized & the source of funding

    a) National **Nil**

    b) International **Nil**

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no.4)		Application Received	Selected	Enrolled		Pass percentage
				*M	*F	
2012-13	1B.A	383	383	112	271	66.45
	1/BA(H)	3	3	1	2	66.67
	2B.A	90	90	20	70	88.40
	2/BA(H)	2	2	_	2	0
	3.B.A	40	40	11	29	88.23
	3/BA(H)	_	_	_	_	_
2013-14	1B.A	305	305	102	203	50.40
	1B.A(H)	3	3	1	2	100
	2B.A	145	145	32	113	84.51
	2B.A(H)	2	2	1	1	100
	3.B.A	59	59	7	52	84.94
	3B.A(H)	_	_	_	_	_
2014-15	1B.A	285	285	120	165	71
	1B.A(H)	1	1	_	1	100
	2B.A	114	114	23	91	88
	2B.A(H)	1	1	_	1	0
	3.B.A	134	134	30	104	83
	3B.A(H)	4	4	1	3	100
2015-16	B.A.1st Semester	59	59	18	41	
	2B.A	259	259	82	177	
	2B.A(H)	1	1	_	1	_
	3.B.A	133	133	28	105	
	3B.A(H)	_	_	_	_	_

* M = Male * F = Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
1st Semester	100	_	_
B.A 2nd yr	100	_	_
B.A 2nd yr (H)	100	_	_
B.A 3rd yr	100	_	_
B.A 3rd yr (H)	100	_	_

28. How many students have cleared National and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Record is not maintained.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**Nil**
PG to M.Phil	**Nil**
PG to Ph.D	**Nil**
Ph.D to Post Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	No report from the employee/employer
Entrepreneurship/Self-employment	No more contact with the passed out pupils.

30. Details of Infrastructural facilities

a) Library   **No Departmental Library. Shares Library.**

b) Internet facilities for staff & Students   **Yes**

c) Classrooms with ICT facility   **Not available**

d) Laboratories   **Not available**

31. Number of students receiving financial assistance from college, university, government or other agencies **ST students avail scholarship from government and some students received from the College.**

32. Details on student enrichment programmes (special lectures/workshops /seminars) with external experts   **Nil**

33. Teaching methods adopted to improve student learning **Explaining with examples, Group Discussion, Assignment, Lecture method, Problem Solving method.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities **The faculty as a whole participates as members of different committees of the college.**

35. SWOC analysis of the department and Future plans

Strength

➢ All Assistant Professor are qualified.

➢ Amongst the faculty are dual degree holders

➢ Judiciously allotment of topics

➢ Collective effort of the faculty for the development of the department.

➢ Good relationship with the non-teaching staffs

- ➢ Good rapport with students
- ➢ Seeking constant feedback through regular unit test.
- ➢ Syllabi suitable for the present and future scenario
- ➢ Using Internet for e-resources.

Weakness
- ➢ Enrolled students are below average
- ➢ Lack of enthusiasm amongst students
- ➢ No separate room for the department
- ➢ Inadequate number of prescribed text books and journal

Opportunity
- ➢ Optimal utilization of human resources available.
- ➢ Proper implementation of action plan and time schedules
- ➢ Introducing Leadership training for students
- ➢ Making students to be aware of Professional course
- ➢ Resource person in School Teachers Training Programme
- ➢ Interdisciplinary Classes
- ➢ Computer Education
- ➢ Training and Refresher Courses, etc

Challenges
- ➢ Below average of students enrolled
- ➢ Irregularity in attendance amongst students
- ➢ High dropout rate of students
- ➢ No separate Library for Department
- ➢ To grapple with the quality of the students so as to improve them.
- ➢ To encourage good quality students to enroll in the department.
- ➢ To uplift learning capability of the students coming from rural and underprivileged background.
- ➢ To improve the academic performance of students
- ➢ To improve the discipline of students in the campus.

Future Plan:
- ➢ To organize educational tour and visit to some important places like Museums, Science centers and Cultural Heritage Places, available within state.
- ➢ To organize Counseling programme for students.
- ➢ To organize vocational guidance for students by inviting some professional personels from some good and well known centre of work.

Evaluative Report of the Departments

1. Name of the department   **Economics**
2. Year of Establishment   **1993**
3. Names of Programmes /Courses offered (UG, PG, M.Phil.,Ph.D., Integrated Masters; Integrated Ph.D., etc.)   **Undergraduate**
4. Name of Interdisciplinary courses and departments/units involved

    Economics
5. Annual/semester/choice based credit system (programme wise) **Annual System and Semester**
6. Participation of the department in the courses offered by other departments **Inter-disciplinary classes – Education of related topics**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.   **Nil**
8. Details of courses/programmes discontinued (if any) with reasons   **Nil**
9. Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	4	4

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil,etc.,)

Name	Qualification	Designation	Specialization	No of years of experience	No of Ph.D Students guided for the last four years
Smt. Renuka Pde	MA	Assistant Professor	Monetary and Industrial Economics	11 yrs	-
Smt. Dalamky Lytan	MA	Assistant Professor	Economics	5 yrs	-
Smt. Deogratia P Bareh	MA	Assistant Professor	Econometrics	4 yrs	-
Shri. Dapshynrang Iongwai	MA	Assistant Professor	Economics	2yrs	-

11. List of senior visiting faculty   **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty   **Nil**

13. Student-Teacher Ratio (programme wise)

	1BA		2BA		3BA		1st Sem
	Pass	Hons	Pass	Hons	Pass	Hons	
2012-13	23:1		5:1	-	5:1		
2013-14	22:1		6:1	-	1:1		
2014-15	15:1		5:1	-	4:1		
2015-16	-		9:1	-	4:1		20:1

14. Number of academic support staff (technical) and administration staff; sanctioned and filled **Nil**
15. Qualification of teaching faculty with DSc / D.Litt/ Ph.D/ MPhil/ PG.**PG**
16. Number of faculty with ongoing projects from
    a).National **Nil**
    b).International funding agencies and grants received **Nil**
17. Departmental projects funded by DST-FIST;UGC,DBT,ICSSR, etc. and total grants received **Nil**
18. Research Centre/facility recognized by the University **Nil**
19. Publications:
    * a) Publication per faculty **Nil**
    * Number of papers published in peer reviewed journals (national/ international) by faculty and students **Nil**
    * Number of publications listed in International Database (For Eg:Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.) **Nil**
    *Monographs **Nil**
    *Chapters in Books **Nil**
    *Books Edited **Nil**
    *Books with ISBN/ISSN numbers with details of publishers **Nil**
    *Citation Index **Nil**
    *SNIP **Nil**
    *SJR **Nil**
    *Impact factor **Nil**
    *h-index **Nil**
20. Areas of consultancy and income generated **Nil**
21. Faculty as members in
    a) National committees: **Nil**
    b) International Committees: **Nil**

c) Editorial Boards…. **Smt. Deogratia P. Bareh, Member of College Annual Magazine**

22. Student projects

a). Percentage of students who have done in- house projects including inter departmental / programme **Nil**

b). Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies **Nil**

23. Awards/Recognitions received faculty and students **Nil**

24. List of eminent academicians and scientists/visitors to the department: **Nil**

25. Seminars/Conferences/Workshops organized and the source of funding

a) National **Nil**

b) International **Nil**

c). Departmental Seminar **Organized and funded by College**

26. Student profile programme/course wise:

Name of the programme/Course (refer question No.4)		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2012-13	1/BA	70	70	32	38	38.29%
	2/BA	16	16	6	10	100%
	3/BA	15	15	4	11	100%
2013-14	1/BA	67	67	29	38	22.41%
	2/BA	18	18	9	9	75%
	3/BA	3	3	1	2	50%
2014-15	1/BA	58	58	33	25	62.16%
	2/BA	18	18	2	16	100%
	3/BA	16	16	6	10	86.66%
2015-16	1st Sem	80	80	35	45	-
	2/BA	37	37	17	20	-
	3/BA	17	17	3	14	-

* **M = Male * F = Female**

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
1st Sem	100%	Nil	Nil
2/BA	100%	Nil	Nil
3/BA	100%	Nil	Nil

28. How many students have cleared National and state competitive examinations such as NET,SLET,GATE ,Civil services, Defense services, etc.? **No record has yet been kept**

29. Student progression

Student progression	Against % enrolled
UG to PG	**Nil**
PG to M.Phil	-
PG to Ph.D	-
Ph.D to Post –Doctoral	-
Employed • Campus selection • .Other than campus recruitment	**Not available**
Entrepreneurship/Self-employment	**No record has yet been kept**

30. Details of infrastructural facilities
a) Library   **Share Library**
b) Internet facilities for staff and students   **Yes**
c) Classrooms with ICT facility   **Nil**
d) Laboratories   **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies **All ST students avail scholarship from government and some from College.**

32. Details on student enrichment programmes (special lectures/workshops /seminars) with external experts   **Nil**

33. Teaching methods adopted to improve student learning **Lecture method, Discussion method, Interaction method, Question and answer method, Assignment for self learning.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.**The teachers from the department participated as members of various sub-committees of the College. With regard to Extension activities the teachers in community service and students of the department are actively participated.**
Smt. Renuka Pde Teacher In-Charge: Parent Teacher Committee
Smt. Dalamky F. Lytan: Teacher In-Charge: Seminar Committee
Smt. Deogratia P. Bareh: Teacher In-Charge: Cultural Committe
Shri. Dapshynrang Iongwai: Asst Teacher In-Charge: Extension Committee

35. SWOC analysis of the department and Future plans

Strength:
- Syllabus is completed within the stipulated time
- The result is good
- Department is able to maintained regular classes
- Teachers are punctual

Weakness:
- No separate room for department to do extra departmental work
- No departmental library
- Some classes attendance are very low
- No ICT enabled Classrooms
- Inadequate number of books for department.
- Below average students enrolled
- Students are not serious
- Outstation teachers are late due traffic jams.

Opportunity;
- Separate room for the department
- Departmental library
- Staff quarters
- To motivate students to be pro-active
- Organizing leadership training for student
- Add-on courses related to economics subject

Challenge:
- To encourage good students to enroll
- Facilities for Differently-abled students\
- To motivate students for optimal usage of infrastructural facilities available

Future Plan :
- Educational Tour
- To do a minor research on local market of East Jaintia Hills District
- To have separate departmental room
- Departmental library
- Teachers' Training programme
- To set up a Research Innovation Cell

Evaluative Report of the Departments

1. Name of the department **History**
2. Year of Establishment **1993**
3. Name of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **Under Graduate**
4. Name of Interdisciplinary courses and the departments/ units involved **Education /Charter Act 1813**
5. Annual/ semester/ choice based credit system (programme wise) **Annual and Semester system**
6. Participation of the department in the courses offered by other departments **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil**
8. Details of courses/ programmes discontinued (if any) with reasons **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	4	3

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./ Ph.D. / M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No of years of experience	No of Ph.D. Students guided for the last 4 years
Smt. R.Merika Nongtdu	M.A	Asst. Professor	History of North East India	18 years	-
Smt. P.Syrpailin Phawa	M.A	Asst. Professor	History of Ancient India	11 years	-
Shri. Spienglang Rymbai	M.A	Asst. Professor	History of North East India	7 years	-
Smt.Rachel Daimai	M.A	Asst. Professor	History of North East India	1 years	-

11. List of senior visiting faculty **Nil**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

Year	Class	Percentage
2015-16	1st Semester	25
	2nd Year UG (General)	14
	2nd Year UG (Honours)	20
	3rd Year UG (General)	13

13. Student - Teacher Ratio (programme wise)

Year	1/BA		2/BA		3/BA		1st Semester
	Pass	Hons	Pass	Hons	Pass	Hons	
2012-13	35:1	-	10:1	-	3:1	-	-
2013-14	25:1	1:2	11:1	-	5:1	-	-
2014-15	26:1	1:2	5:1	-	9:1	-	-
2015-16	-	-	21:1	1:2	6:1	-	72:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. **PG**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**
18. Research Centre /facility recognized by the University **Nil**
19. Publications:
   * a) Publication per faculty **Nil**
   * Number of papers published in peer reviewed journals (National / international) by faculty and students **Nil**
   * Number of publications listed in International Database (For E.g: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **Nil**
   * Monographs **Nil**
   * Chapters in Books **Nil**
   * Books Edited **Nil**
   * Books with ISBN/ISSN numbers with details of publishers **Nil**
   * Citation Index **Nil**
   * SNIP **Nil**
   * SJR **Nil**
   * Impact factor **Nil**
   * h-index **Nil**

20. Areas of consultancy and income generated **Nil**
21. Faculty as members in a) National committees b) International Committees c) Editorial Boards. **Nil**
22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/ programme **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry / other agencies: **Nil**
23. Awards / Recognitions received by faculty and students **Smt.R.Merika Nongtdu from Khliehriat West Village Community**
24. List of eminent academicians and scientists / visitors to the department: **Nil**
25. Seminars/ Conferences/Workshops organized & the source of funding
   a)   National **Nil**
   b)   International **Nil**
26. Student profile programme/ course wise:

	Name of the Course/ Programme (refer question No. 4)	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2012-13	1st Year UG (Gen)	141	141	45	96	42.45
	1st Year UG (Hons)	-	-	-	-	-
	2nd Year UG (Gen)	40	40	6	34	80.95
	2nd Year UG (Hons)	-	-	-	-	-
	3rd Year UG (Gen)	11	11	2	9	75
	3rd Year UG (Hons)	-	-	-	-	-
2013-14	1st Year UG (Gen)	99	99	49	50	25.33
	1st Year UG (Hons)	2	2	2	-	0
	2nd Year UG (Gen)	43	43	11	32	87.80
	2nd Year UG (Hons)	-	-	-	-	-
	3rd Year UG (Gen)	21	21	2	19	66.66
	3rd Year UG (Hons)	-	-	-	-	-
2014-15	1st Year UG (Gen)	103	103	59	44	66.25
	1st Year UG (Hons)	2	2	1	1	100
	2nd Year UG (Gen)	19	19	8	11	94.11
	2nd Year UG (Hons)	-	-	-	-	-
	3rd Year UG (Gen)	37	37	9	28	96.42
	3rd Year UG (Hons)	-	-	-	-	-
2015-16	1st Semester Gen)	288	288	111	177	
	1st Semester (Hons)	43	43	14	29	
	2nd Year UG (Gen)	85	85	44	41	
	2nd Year UG (Hons)	2	2	1	1	
	3rd Year UG (Gen)	25	25	11	14	
	3rd Year UG (Hons)	-	-	-	-	

*M = Male * F = Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
1st Semester UG	100	-	-
2nd Year UG(Gen)	100	-	-
2nd Year UG (Hons)	100	-	-
3rd Year UG (Gen)	100	-	-

28. How many students have cleared National and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **So far neither the college nor the department had maintained such record**

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	Nil No record had been maintained
Entrepreneurship / Self–employment	No record had been maintained

30. Details of infrastructural facilities
a) Library   **No Department Library but we do have Common Library**
b) Internet facilities for staff and students   **Yes**
c) Classrooms with ICT facility   **Nil**
 d) Laboratories   **NA**

31. Number of students receiving financial assistance from college, university, government or other Agencies **All ST students received scholarship from the government and there are some students who received financial assistance from the college.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts   **Nil**

33. Teaching methods adopted to improve student learning **Lectures, questions, group discussion and remedial coaching class.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities **The Assistant Professor of the Department are taking part in various Sub-Committees of the college as Member secretary or members.**
Smt.R.Merika Nongtdu as Member Secretary of the Disciplinary Committee
Ms.P.Syrpailin Phawa as Member Secretary of Academic Committee
Mr.Spienglang Rymbai as Member Secretary of Disaster Management Committee

The faculty of the department and the students participated with the NSS team of the college in the field of adopting villages, participation in cleaning drive, drive for social cause, camping, volunteering in any function held by the college or if called by the local administration or organization .These not only helped the students in understanding the various problems of the society but also inculcated in them a spirit of   responsibility.

35. SWOC analysis of the department and Future plans

Strength:
- Syllabus is completed in time.
- The result is average.
- Regular classes is maintained inspite of several odds faced.
- Team work among the faculty.

Weakness:
- As most of the students are below average the faculty members have to work very hard in order to retain the standard.
- Fluctuating availability of guest assistant professor.
- No departmental library.
- No ICT enabled classroom.
- With the introduction of the Assignment method (for 1st Semester) there is a shortage of books in the library.

Opportunity:
- Immense opportunities are there for students in ensuing job in schools, government services and other local and national competitive examinations.
- The college provides opportunity for the faculty to learn Computer or ICT in their free time.
- Opportunity is provided for the faculties to attend seminar, workshop or any other related faculty development programme.

Challenge:
- To sustain the habit of extra reading among the students.
- Coping of the good use of technology and other related facilities.
- Requirement of NET.

Future Plan:
- Follow up last session's study Tour.
- Showing short documentary film having historical theme for student.
- To do a minor research at Umtalen (Elaka Narpuh, East Jaintia Hills District, Meghalaya).

Evaluative Report of the Departments

1. Name of the Department   **Commerce**
2. Year of establishment   **2011**
3. Name of programmes/Courses offered (UG,PG, M.Phil.,Ph.D.,
   Integrated Masters; Integrated Ph. D., etc.)   **Undergraduate**
4. Name of Interdisciplinary courses and departments/unit involved **Commerce**
5. Annual/Semester/Choice based Credit System (Programme wise): **Annual System and Semester System**
6. Participation of the department in the courses offered by other departments **Inter-disciplinary Classes with Department of Economics and Education Department**
7. Courses in collaboration with other universities, industries, foreign institutions,etc**.**
                                                                       Nil
8. Details of courses/programmes discontinued (if any with reasons   **Nil**
9. Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	4	4

10.Faculty Profile with name, qualification, designation, Specialization, (D.Sc. /D.Litt. / Ph.D. /M.Phil.etc.,)

Name	Qualification	Design ation	Speciali zation	No of years of experi ence	No of Ph.D. Students guided for the last 4 years
Shri.Charles Marngar	M.com	Asst Prof	Financial Accounting	5yrs	-
Shri.Livingson Ryngkhlem	M.com,NET	Asst Prof	Financial Accounting	6yrs	-
Shri.Sanjay Kharel	M.com	Asst Prof	Financial Accounting	4yrs	-
Shri.Banpynskhembbh Papang	M.com	Asst Prof	Marketing Management	3yrs	-

11.List of senior visiting faculty **Dr. N.P.Goel, Associate Professor, Department, Adult & Continuing Education, NEHU, Shillong**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty   **Nil**

13. Student - Teacher Ratio (programme wise)

Years	Name of the Course/Programme (refer Question No.4	Total Enrolment	Student Teacher Ratio
2012-13	1B.Com(Gen)	17	4:1
	2B.Com(Gen)	8	2:1
2013-14	1B.Com(Gen&Hons)	21	5:1
	1B.Com(Hon)	09	2:1
	2B.Com(Gen)	10	3:1
	3B.Com(Gen)	8	2:1
2014-15	1B.Com(Gen&Hons)	25	6:1
	1B.Com(Hons)	8	2:1
	2B.Com(Gen&Hons)	10	3:1
	2B.Com(Hons)	3	1:1
	3.B.Com(Gen)	10	3:1
2015-16	1Sem B.Com	17	4:1
	2B.Com(Gen&Hons)	23	6:1
	2B.Com(Hons)	9	2:1
	3B.Com(Gen&Hons)	9	2:1
	3B.Com.(Hons)	3	1:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil**

15. Qualification of teaching faculty with D.Sc/D.Litt/Ph.D/M.Phil/PG. **PG 4 (Four)**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**

18.Research centre/facility recognized by the University **Nil**

19. Publications:

* a) Publication per faculty **Nil**

*Number of papers published in peer reviewed journals (national/international) by Faculty and students **Nil**

*Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.) **Nil**

*Monographs **Nil**

*Chapters in books **Nil**

*Books Edited **Nil**

*Books with ISBN/ISSN numbers with details of publishers **Nil**

*Citation Index **Nil**

*SNIP   **Nil**

*SJR   **Nil**

*Impact factor   **Nil**

*h-index   **Nil**

20. Areas of consultancy and income generated   **Nil**

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards….   **Nil**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/ programme   **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies   **Nil**

23. Award/recognitions received faculty and students   **Nil**

24. List of eminent academicians and scientists/visitors to the department:

Dr. N.P.Goel, Associate Professor, Department, Adult & Continuing Education, NEHU, Shillong

25. Seminars/Conferences/Workshops organized & the source of funding

   a) National   **Nil**
   b) International   **Nil**
   c) Departmental Seminar: **Seminar on Consumer Behavior and Service Marketing on the 31st July, 2014**

26. Student profile programmed/course wise:

Name of the Course/programme (refer question no.4)		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2012-13	1B.Com	24	24	17	7	42
	2B.Com	8	8	3	5	75
2013-14	1B.Com	21	21	18	3	48
	2B.Com	10	10	8	2	100
	3B.Com	8	8	3	5	100
2014-15	1B.Com	25	25	13	12	92
	2B.Com	10	10	3	7	80
	3.Com	10	10	8	2	100
2015-16	1Sem B.Com	17	17	10	7	
	2B.Com	23	23	13	10	
	3B.Com	9	9	3	6	

*M=Male   *F=Female

27 Diversity of students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.Com	98%	2%	Nil

28. How many students have cleared National and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Nil**

29. Student progression

Student progression	Against % enrolled
UG to PG	**22%**
PG to M.Phil.	**Nil**
PG to Ph.D.	**Nil**
Ph.D. to Post- Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	**17%**
Entrepreneurship/Self-employment	**No records has yet been kept**

30. Details of infrastructural facilities
a) Library   **No, Departmental Library**
b) Internet facilities for staff and students   **WI-FI for Students and Staffs**
c) Classrooms with ICT facility   **Yes**
d) Laboratories   **Sharing Computer Lab**
31.Number of students receiving financial assistance from college, university, government or other agencies **All ST students avail scholarship from government -70% and some Students received financial aid from college fund.**
32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts **Nil**
33.Teaching methods adopted to improve student learning
   • **Surprise tests**
   • **Through Extra classes for weak students**
   • **Improvement tests**
   • **Tutorial classes**
   • **Feedback system**
   • **Group discussions**
   • **Using LCD in Class Rooms -Presentations**
   • **Assignments**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities
(A). Shri. Charles Marngar: 1). Member of the Account and Audit Committee and member Secretary of Implementation of UGC Scheme, Jaintia Eastern College, Khliehriat. 2). General Secretary of the Kynshi Sports Social and Cultural Club 3). As Secretary of the Kynshi Rashan

Village Employment Committee, 4). As Finance Secretary of the Khasi Disabilities Association, Meghalaya and member in other Committees of the College.

(B).Shri. Banpynskhembha Papang: 1). Member Secretary of Career Counseling Committee, Jaintia Eastern College, Khliehriat.

(C). Shri Sanjay Kharel: 1). Member Secretary of Students Welfare Committee and member of Accounts and Audit, Jaintia Eastern College, Khliehriat

(D). Shri Livingson Ryngkhlem: 1). Member Secretary of the Accounts and Audit Committee, Jaintia Eastern College, Khliehriat

Extension activities: **LOCAL EDUCATIONAL TOUR TO VARIOUS BUSINESS PREMISES**

35. SWOC analysis of the department and Future plans

Strength:

- ➢ The Department is the first to introduce ICT class room in the College.
- ➢ Syllabus is completed within the stipulated time.
- ➢ In spite of the fact that most of the students are below average, the results has always been good.
- ➢ Teaching Staffs are hard working.
- ➢ Our faculties are very active in giving supporting help to the College in conducting examinations, accomplishing the task of Examination, Evaluation process and other supports when required.
- ➢ Faculty members are very much concerned and dedicated to the all-round development of the students.

Weakness:

- ➢ As most of the students are not meritorious the faculty members have to work hard in order to retain the standard.
- ➢ Poor Attendance.
- ➢ No Departmental Library.
- ➢ In spite of having many numbers of Books but some topics are not up-to-date.

Opportunity:

- ➢ The students having Commerce subject have vast scope in the private and Government sectors as Accountant, Finance Manager, Sales Manager, Cashier and as an Entrepreneur etc.

Challenges:

- ➢ Attaining high standard in teaching.
- ➢ Making all the students expertise in practical fields of Commerce.
- ➢ Placement facilities.

Future Plan: Following are the future plan to be undertaken by the department:

- ➢ Students will be offered need based study materials so as to help them understand the subjects with ease.
- ➢ Taking extra classes with special focus on teaching the students how to solve the past questions and expected questions.
- ➢ Every teacher will personally contact the students to know their problem and take necessary steps to help them in overcoming them.
- ➢ The evaluation report on Unit test, seminar, home assignment, etc, will be strictly maintained.

Jaintia Eastern College, Khliehriat
East Jaintia Hills, Meghalaya 793200
(*Affiliated to North Eastern Hill University*)
Ph. No. 03655 – 230003/09436115484
Email Id: je_college@yahoo.co.in

Ref.No.JEC/NAAC/Cycle-1/53/2015/3171   Dated Khliehriat, the 17/10/2015

Declaration by the Head of the Institution

I certify that the data included in this Self Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussion and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place: Khliehriat
Date 17th October, 2015

(Dr.P.Nongtdu)
Principal
Jaintia Eastern College
Khliehriat
TRACK ID: MLCOGN21737

Jaintia Eastern College, Khliehriat
East Jaintia Hills, Meghalaya 793200
(*Affiliated to North Eastern Hill University*)
Ph. No. 03655 – 230003/09436115484
Email Id: je_college@yahoo.co.in

Ref.No.JEC/NAAC/Cycle-1/53/2015/3171   Dated Khliehriat, the 17/10/2015

Certificate of Compliance
(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **Jaintia Eastern College, Khliehriat** fulfils all norms

1. Stipulated by the affiliating University (**North Eastern Hill University**)

2. Regulatory Council/Body [such as NCTE, AICTE, MCI, DCI, BCI, etc] and **University Grants Commission.**

3. The affiliation and recognition [if applicable] is valid as on date. (**Permanent Affiliation) Certificate enclosed.**

In case the affiliation by the University /recognition by the statutory body is withdrawn the same shall be informed to NAAC by the college immediately.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to Compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the Accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

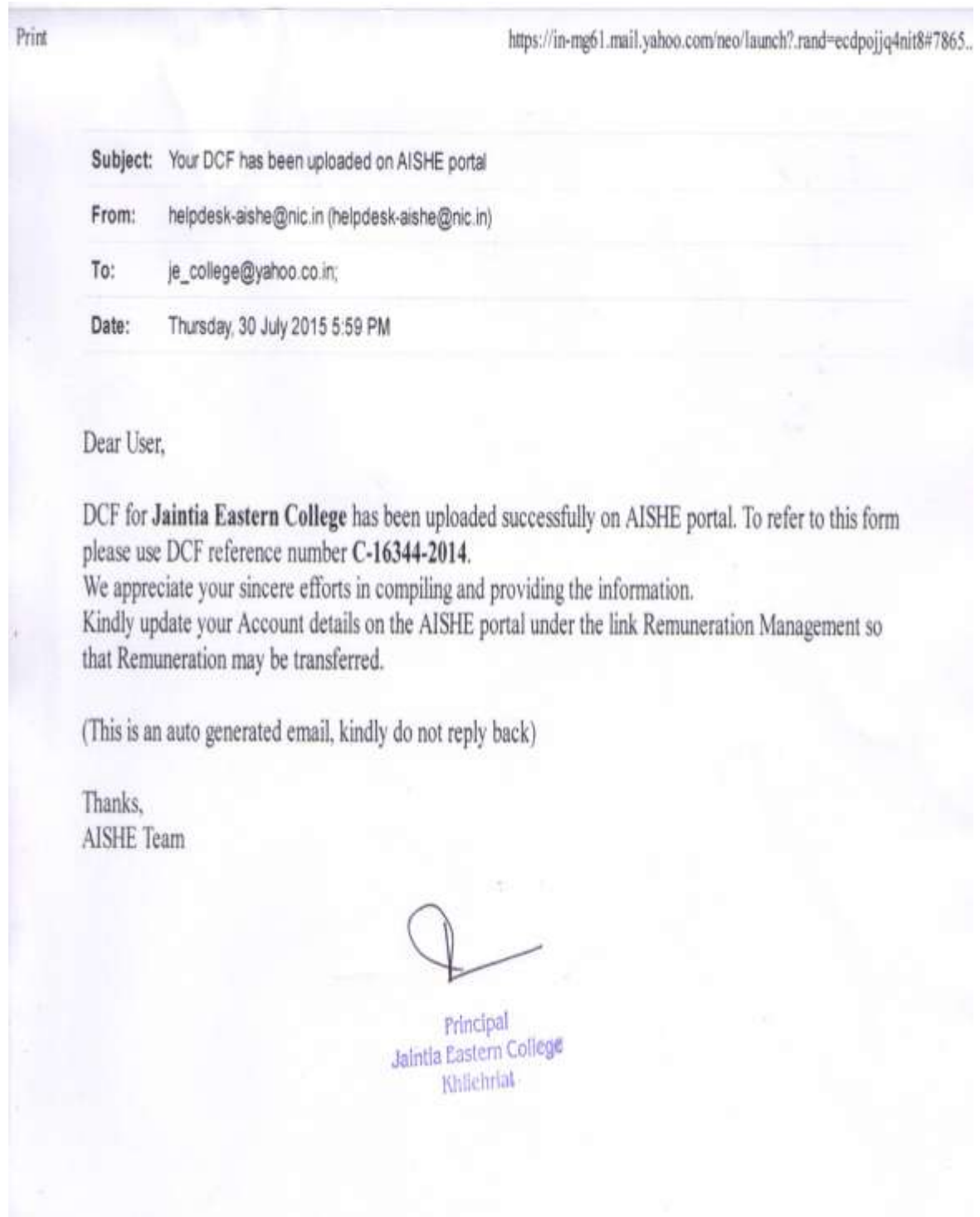**Date: 17ᵗʰ October 2015**
Place: Khliehriat

(Dr.P.Nongtdu)
Principal
Jaintia Eastern College
Khliehriat
TRACK ID: MLCOGN21737

Annexures

Subject: Your DCF has been uploaded on AISHE portal

From: helpdesk-aishe@nic.in (helpdesk-aishe@nic.in)

To: je_college@yahoo.co.in;

Date: Thursday, 30 July 2015 5:59 PM

Dear User,

DCF for **Jaintia Eastern College** has been uploaded successfully on AISHE portal. To refer to this form please use DCF reference number **C-16344-2014**.

We appreciate your sincere efforts in compiling and providing the information.

Kindly update your Account details on the AISHE portal under the link Remuneration Management so that Remuneration may be transferred.

(This is an auto generated email, kindly do not reply back)

Thanks,
AISHE Team

Principal
Jaintia Eastern College
Khliehriat

NORTH-EASTERN HILL UNIVERSITY

Permanent Campus, Mawlai Mawkynroh-Umshing,
Shillong–793022 (Meghalaya)

Dated: 31ᵃᵗ MARCH, 2015

TO WHOM IT MAY CONCERN

This is to certify that Jaintia Eastern College, Khliehriat, Meghalaya is Permanently Affiliated to the North Eastern Hill University, Shillong with effect from 14ᵗʰ December 2004 and recognized by the University Grants Commission under section 2(f) & 12(B). The following Courses/Subjects are taught in the said College as per approval.

Sl. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1	Three Year Degree Course B.A. (Pass) Course in English, Khasi (M.I.L), Alternative English, Khasi (SL), Political Science, History, Economics, Education, Environmental Studies	Permanent		
2.	Three Year Degree Course B.A. (Honours) in History	Permanent		
3.	Three Year Degree Course B.A. (Honours) in Political Science & Khasi		Temporary	w.e.f 2014-15 to 2016-17
4.	Three Year Degree Course B.A. (Honours) in Education		Temporary	w.e.f 2013-14 to 2015-16
5.	Three Year Degree Course B.Com. (Pass & Hons)		Temporary	w.e.f 2012-13 to 2014-15 (applied for renewal)

Name:.....................(L.CASEE)
Designation:.....................
Seal and Signature:.....................

प्रकुलपति / Registrar
नेहू, शिलांग
NEHU, Shillong

पूर्वोत्तर पर्वतीय विश्वविद्यालय

मयूरभंज परिसर, शिलांग- ७९३०१४ (मेघालय)

Phone :
Grams: NEHU

North-Eastern Hill University

Mayurbhanj Complex, Nongthymmai, Shillong - 793 014 (Meghalaya)

No.CDC.A/89/2005/ *1649*   Dated: 03/03/05

NOTIFICATION

In pursuance of the Academic Council Resolution No.
AC:72:2004:5:7:(1) and Executive resolution No. EC:120:2004:5:7:(1),
The Vice-Chancellor, NEHU, Shillong is pleased to grant "Permanent
Affiliation" to Jaintia Eastern College, Khliehriat, Jaintia Hills,
for B.A.(Pass) Course in English, Khasi(MIL), Khasi(EL), Alt. English
Political Science, History, Economics, Education, Man & Environment
and B.A.(Honours) in History w.e.f. 14th December, 2004.

(Prof. K.Ismail)
Director,
College Development Council.

Copy to:-

1. Controller of Examination, NEHU, Shillong.
2. The Commissioner od Education, Govt. of Meghalaya, Shillong.
3. The Director, Higher & Technical Education, Govt. of Megha-
laya, Shillong.
4. The Principal, Jaintia Eastern College, Khliehriat.
5. The Dy.Registrar(Exam), NEHU, Shillong.
6. The Under Secretary, U.G.C., New Delhi, for favour of
inclusion of the College in the list under 12(B) of the
U.G.C. Act.
7. The Under Secretary, U.G.C., Gauhati, for favour of inclus
of the College in the list under 12(B) of the U.G.C. Act.
8. P.S. to Vice-Chancellor, NEHU, Shillong.

Director,
College Development Council.

F. 8-194/2005 (CPP-I)

The Registrar,
North Eastern Hill University,
Shillong-793 001 (Meghalaya).

2 4 AUG 2005

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-Inclusion of New Colleges.

Sir,

I am directed to refer to the letter No. Nil dated 8th April, 2005 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Jaintia Eastern College, Khliehriat-793 200, Jaintia Hills, (Meghalaya).	1993	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted by the College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, Jaintia Eastern College, Khliehriat-793 200, Jaintia Hills, Meghalaya
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Secretary to the Government of Meghalaya, Higher Education Department, Shillong (Meghalaya).
4. The Deputy Secretary, UGC, North-Eastern Regional Office, 3rd Floor, House FED, Rental Block-5, Beltola- Basistha Road, Dispur, Guwahati-781 006 (Assam).
5. Section Officer, FD-III Section, UGC, New Delhi.
6. All Sections, UGC, New Delhi.
7. Guard file.

(Prem Chand)
Section Officer

83/ File No. 4-33
3/9/05

Kiron Joshi & Associates

Chartered Accountants

Regn. No. 313046 E

L D B Building : G. S. Road, Shillong - 793 001, Phone : 2223727, Fax : (0364) 2224647, Email : kjfca07@gmail.com

AUDITORS' REPORT

We have examined the annexed Receipts & Payments Account for the year ended on 31.3.2014 of JAINTIA EASTERN COLLEGE KHLIEHRIAT JAINTIA HILLS DISTRICT MEGHALAYA.

This financial statement is the responsibility of the College Management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes examining on test basis, evidence supporting the amounts and disclosure in financial statement. An audit also includes assessing the accounting principles used and significant estimates read with the estimate related disclosures made in the notes on accounts by the management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We have obtained all the information that was needed for the audit. The said Receipts & Payments Account is in agreement with the books of accounts and supportings as verified by us.

AUDITORS' SUGGESTION

Only Receipts and Payments Accounts is being prepared for the year, which in our opinion is inadequate. The life of the college being perpetual, we suggest that a Balance Sheet also be prepared to show the various assets and liabilities of the college.

for KIRON JOSHI & ASSOCIATES
Chartered Accountants

KIRON JOSHI
(Membership No.051046)

Place:Shillong
Date: 24.11.2014

JAINTIA EASTERN COLLEGE
KHLIEHRIAT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2014

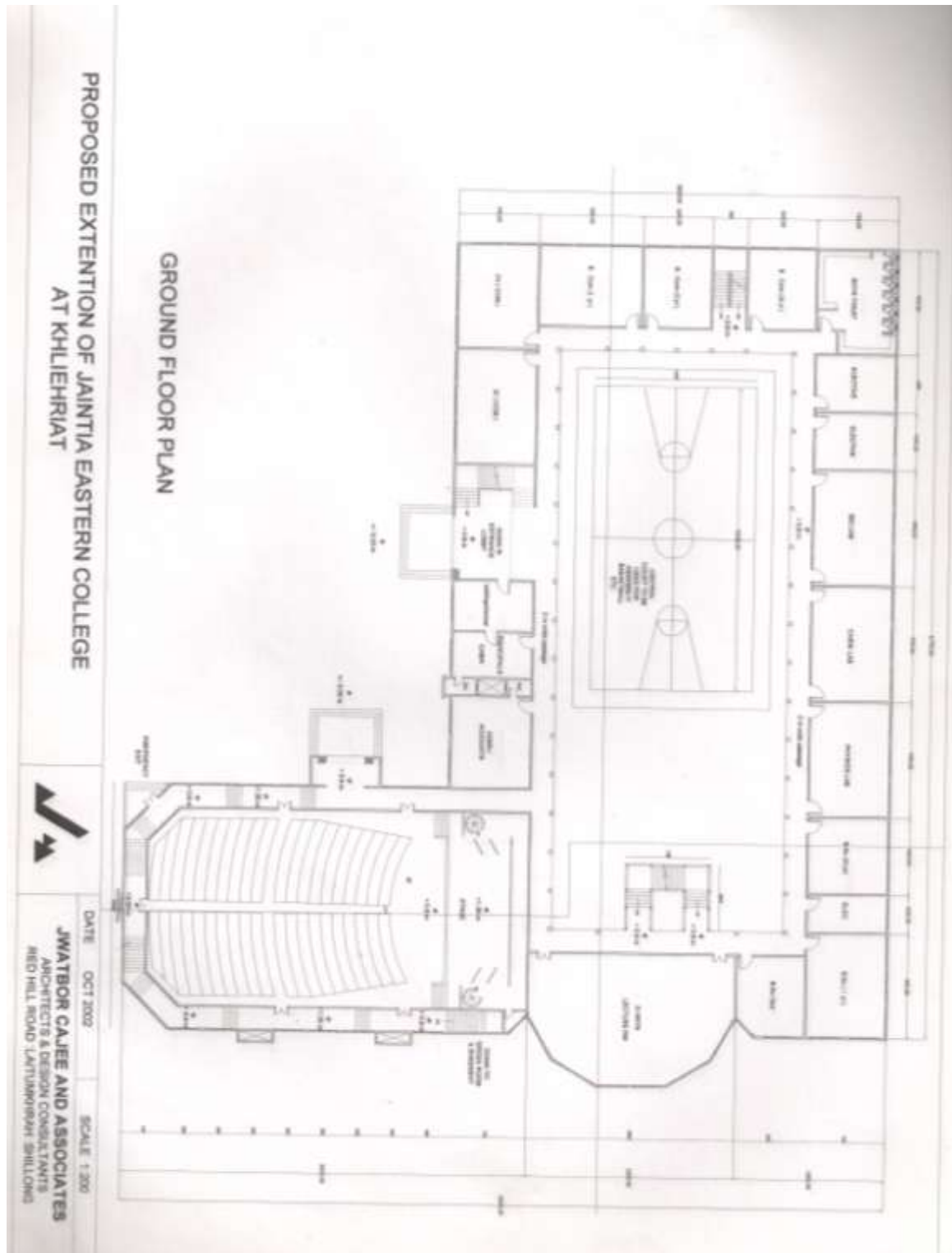| RECEIPTS			PAYMENTS		
Opening Balances :			Affiliation/Renewal fees		21114.00
Cash in hand	1208.00		Bank Charges		443.00
Cash at Bank: With MCAB			Books & Journals		19860.00
a) SB A/C No.85(0)	6339991.00		Donation		3000.00
b) Fixed Deposit	2491736.73	8832935.73	Electric Charges		54506.00
			Examination Expenses		104795.00
Grant-in-aid received from:			Meeting Expenses		39400.00
a) Director of Higher and Technical			Miscellaneous		52800.00
Education,Meghalaya	135215.00		NSS Unit		49650.00
b) Director of Sports & Youth			Post Matric Scholarship		10460.00
Affairs(NEC) Scheme	118050.00	253265.00	Power & Fuel		6700.00
			Printing & Stationery		73788.00
Income from:			Repair & Maintenance		50070.00
a) Fees	6130090.00		Staff Salary		3918700.00
b) Fete	200000.00		Honorarium		48000.00
c) Prospectus/Forms	37700.00	6367790.00	Tea & Refreshments		10277.00
			Telephone,Mobile & Internet Charges		14723.00
Donation		841500.00	Travelling Expenses		137600.00
Refund of Loan		55600.00	Sports Expenses		193755.00
			Loan Paid		245000.00
Interest on:			Construction of College Building		205781.00
a) SB a/c	372575.00				
b) Fixed Deposit	292131.67	664706.67	Closing Balances :		
			Cash in hand	4039.00	
			Cash at Bank: With MCAB		
			a) SB A/C No.85(0)	8967468.00	
			b) Fixed Deposit	2783868.40	11755375.40
		₹ 17015797.40			₹ 17015797.40

In terms of our report of even date
for KIRON JOSHI & ASSOICIATES
Chartered Accountants

KIRON JOSHI
(Membership No.051046)

Place : Shillong
Date : 24.11.2014

Site Plan of Jaintia Eastern College: Khliehriat

PROPOSED EXTENTION OF JAINTIA EASTERN COLLEGE AT KHLIEHRIAT

GROUND FLOOR PLAN

JWATBOR CAJEE AND ASSOCIATES
ARCHITECTS & DESIGN CONSULTANTS
RED HILL ROAD LAITUMKHRAH SHILLONG

DATE OCT 2002

SCALE 1:200

FD Diary No. 1 7 11 2.

Dated :

2 0 MAR 2014

UNIVERSITY GRANTS COMMISSION
NORTH EASTERN REGIONAL OFFICE
3RD FLOOR, HOUSEFED, RENTAL BLOCK - V
BELTOLA - BASISTHA ROAD
DISPUR, GUWAHATI - 781006, ASSAM
PHONE : 0361- 2267721 (O)
FAX : 0361 - 2267056
Website : www.ugc.ac.in
E-mail : ugcneroghy@rediffmail.com
ugcnero@gmail.com

No. F. 10-3/2012/(NERO)   March, 2014

                                              2 0 MAR 2014

The Accounts Officer,
University Grants Commission,
North Eastern Regional Office,
Housefed Complex,
Dispur, Guwahati (Assam) – 781 006

Subject :- Release of Grants-in-aid to Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200
(Affiliated to North Eastern Hill University, Umshing Mawkynroh, Shillong - 793 022, Meghalaya) for the
year 2013-14 under Plan in respect of General Development Assistance (GDA) in Colleges for XII Plan
period.

Sir/Madam,

I am directed to convey the sanction of the University Grants Commission for payment of grant of ₹ 28,02,000/-
(Rupees Twenty Eight Lakh Two Thousand) only towards General Development Assistance (GDA) in Colleges for XII
Plan period to the Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200 for the Plan
expenditure to be incurred during 2013-14.

Auth. : Vide UGC, H.O. Letter No. F.4-8/2014 (GDA/NERO/RO) dated 14.3.2014.

1.

Purpose of Grant	Head of Account (GDA) 1B(i)b	XII Plan Allocation (₹)	Grants Already Released (₹)	Present Sanction (₹)	Balance (₹)
General Development Assistance (Plan Block Grant)	2C(i) – General 2C (ii) – SC 2C (iii) – ST	74,10,000/-	1,62,000/-	28,02,000/-	44,46,000/-

The college is requested to note:
A. General District : General – 77.5%, SC – 15%, ST – 7.5%.
B. SC District : General – 62.5%, SC – 30%, ST – 7.5%
C. ST District : General – 55%, SC-15%, ST – 30%.
D. No photocopy of bills/vouchers or the originals and detailed list of purchase should be sent with the accounts
submitted unless specifically called for.

2. The sanctioned amount is debitable to the General Development Assistance (GDA) in Colleges for XII Plan
period Head 1B(i)b and is valid for payment during the current financial year.

3. The amount of the grant shall be drawn by the Joint Secretary, University Grants Commission, North
Eastern Regional Office, Guwahati, on the Grant-in-aid bill and shall be disbursed to and credited to
the Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200 through
RTGS/NEFT as per the following details.

28 02
2.11.4/14

Page 1 of 3

Payment Details -

Name & Address of Account Holder	Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200
Account No.	31159139714
Name & Address of Bank Branch	State Bank of India, Khliehriat
MICR Code of Branch	793002521
IFSC Code	SBIN0010763
Type of Account : SB/Current/Cash Credit	SB

4. The Grant is subject to the adjustment on the basis of the Utilization Certificate in the prescribed proforma submitted by the University /College/Institution.

5. The University/College/Institution shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure.

6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guidelines thereunder from time to time.

7. The Utilization Certificate to the effect that the Grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year.

8. The Assets acquired wholly or substantially out of the University Grants Commission's Grant shall not be disposed or encumbered or utilized for the purpose other than those for which the grant was given without proper sanction of the University Grants Commission and should at any time the University ceased to function, such Assets shall revert to the University Grants Commission.

9. A register of Assets acquired wholly or substantially out of the Grant shall be maintained by the University/College in the prescribed proforma.

10. The grantee institution shall ensure the utilization of grants-in-aid for which it is being sanctioned/ paid. In case non-utilization/ part utilization thereof simple interest @ 10% per annum, as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India, will be charged.

11. The University/Institution shall follow strictly the Government of India/ University Grants Commission guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.)] in teaching and non-teaching posts.

12. The University/College shall fully implement the official language policy of Union Govt. and comply with the official language Act, 1963 and Official Languages (Use for official purposes of the Union) Rules, 1976 etc.

13. The sanction is issued in exercise of the delegation of powers vide University Grants Commission order no. 130/2013 [F. No. 10-11/12 (Admn. IA & B)] dated 28/05/2013.

14. The University / Institution shall strictly follow the University Grants Commission Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.

15. The University / Institution shall take immediate action for its accreditation by National Assessment and Accreditation Council (NAAC).

16. The accounts of the University / Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.

17. The annual accounts i.e., balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
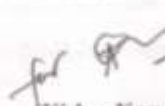
Page 2 of 3

18. It is certified that an amount of ₹ .... out of the grant of ₹ ....
sanctioned vide Letter No. F.............................. Dated .... has been utilized
by the University/College/Institution for the purpose for which it was sanctioned, Utilization Certificate
for ₹ .... has already been entered at **Page No.** ...... **S. No.** ...... Now we may enter
Utilization Certificate for ₹ .... in the U.C. Register at **Page No.** .... **S. No.** ....

19. It is also certified from the B.C.R. that the funds are available under the scheme. Entered in BCR at S.
No. .... Page No. ....

20. Funds to the extent of ₹ .... are available under the scheme of BE/RE of the year.

21. This issues with the concurrence of IFD Vide Diary No. 28044 & 7784 Dated 10.3.2014 & 4.3.2014
respectively.

22. This issues with the approval of the **Joint Secretary [General Development Assistance (GDA) in Colleges
for XII Plan period]**.

Yours faithfully,

(Dr. Mohammad Arif)
Joint Secretary
UGC-NERO

Copy forwarded for information and necessary action to:

1. The Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200.
2. The Registrar, North Eastern Hill University, Umshing Mawkynroh, Shillong - 793 022, Meghalaya.
3. The Director, College Development Council, North Eastern Hill University, Umshing
   Mawkynroh, Shillong - 793 022, Meghalaya.
4. Accountant General, Govt of India (A&E), Meghalaya, Shillong - 793 001.
5. The Director of Higher Education, Additional Secretariat Building, 1st Floor, Shillong, Meghalaya.
6. Guard File.

20/03/14

(Kishor Kumar)
Education Officer
UGC-NERO

FD Diary No. ___17111___

Dated : ___ 2 0 MAR 2014

No. F. 10-3/2012/IQAC/(NERO)   March, 2014

                                   2 0 MAR 2014

The Accounts Officer,
University Grants Commission,
North Eastern Regional Office,
Housefed Complex,
Dispur, Guwahati (Assam) – 781 006

Subject :- Release of Grants-in-aid to Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200
(Affiliated to North Eastern Hill University, Umshing Mawkynroh, Shillong - 793 022, Meghalaya) for the
year 2013-14 under Plan in respect of Financial Assistance for Establishing Internal Quality Assurance
Cells (IQACs) in Colleges.

Sir/Madam,

I am directed to convey the sanction of the University Grants Commission for payment of grant of ₹ 3,00,000/-
(Rupees Three Lakh) only towards Financial Assistance for Establishing Internal Quality Assurance Cells (IQACs) in
Colleges to the Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200 for the Plan
expenditure to be incurred during 2013-14.

Auth. : Vide UGC, H.O. Letter No. F.4-7/2014 (IQAC/NERO/RO) dated 13.3.2014.

1.

Sl. No.	Purpose of Grant	Head of Account (IQAC) 2C (i) UGC (NER) NERO	Amount (₹)
1.	Honorarium to the Director/Coordinator, IQAC @ Rs. 1000 x 12 x 5	2C(i) – General 2C (ii) – SC 2C (iii) - ST	60,000/-
2.	Office Equipment		60,000/-
3.	Hiring Services for Secretarial and Technical Services		60,000/-
4.	ICTs Communication Expenses		70,000/-
5.	Contingencies		50,000/-
		Total =	3,00,000/-

The college is requested to note:
A. General District : General – 77.5%, SC – 15%, ST – 7.5%.
B. SC District : General – 62.5%, SC – 30%, ST – 7.5%
C. ST District : General – 55%, SC-15%, ST – 30%.
D. No photocopy of bills/vouchers or the originals and detailed list of purchase should be sent with the accounts
    submitted unless specifically called for.

2. The sanctioned amount is debitable to the Financial Assistance for Establishing Internal Quality Assurance
Cells (IQACs) in Colleges Head 2C(i)UGC(NER)NERO and is valid for payment during the current
financial year.

                                                              2496
                                                              17/4/14

                                                                        Page 1 of 3

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3. The amount of the grant shall be drawn by the **Joint Secretary, University Grants Commission, No.** Eastern Regional Office, Guwahati, on the Grant-in-aid bill and shall be disbursed to and credited to the **Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200** through **RTGS/NEFT** as per the following details.

Payment Details -	
Name & Address of Account Holder	**Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200**
Account No.	31159139714
Name & Address of Bank Branch	**State Bank of India, Khliehriat**
MICR Code of Branch	793002521
IFSC Code	SBIN0010763
Type of Account : SB/Current/Cash Credit	SB

4. The Grant is subject to the adjustment on the basis of the Utilization Certificate in the prescribed proforma submitted by the University /College/Institution.
5. The University/College/Institution shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure.
6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guidelines thereunder from time to time.
7. The Utilization Certificate to the effect that the Grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year.
8. The Assets acquired wholly or substantially out of the University Grants Commission's Grant shall not be disposed or encumbered or utilized for the purpose other than those for which the grant was given without proper sanction of the University Grants Commission and should at any time the University ceased to function, such Assets shall revert to the University Grants Commission.
9. A register of Assets acquired wholly or substantially out of the Grant shall be maintained by the University/College in the prescribed proforma.
10. The grantee institution shall ensure the utilization of grants-in-aid for which it is being sanctioned/ paid. In case non-utilization/ part utilization thereof simple interest @ 10% per annum, as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India, will be charged.
11. The University/Institution shall follow strictly the Government of India/ University Grants Commission guidelines regarding implementation of the reservation policy **[both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.)]** in teaching and non-teaching posts.
12. The University/College shall fully implement the official language policy of Union Govt. and comply with the official language Act, 1963 and Official Languages (Use for official purposes of the Union) Rules, 1976 etc.
13. The sanction is issued in exercise of the delegation of powers vide University Grants Commission order no. **130/2013 [F. No. 10-11/12 (Admn. IA & B)] dated 28/05/2013.**
14. The University / Institution shall strictly follow the University Grants Commission Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.
15. The University / Institution shall take immediate action for its accreditation by National Assessment and Accreditation Council (NAAC).

Page 2 of 3

The accounts of the University / Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.

17. The annual accounts i.e., balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.

18. It is certified that an amount of ₹ .... out of the grant of ₹ .... sanctioned vide Letter No. F............................. Dated .... has been utilized by the University/College/Institution for the purpose for which it was sanctioned, Utilization Certificate for ₹ .... has already been entered at **Page No.** .... **S. No.** .... Now we may enter Utilization Certificate for ₹ .... in the U.C. Register at **Page No.** .... **S. No.** ....

19. It is also certified from the B.C.R. that the funds are available under the scheme. Entered in BCR at **S. No.** .... **Page No.** ....

20. Funds to the extent of ₹ .... are available under the scheme of BE/RE of the year.

21. This issues with the concurrence of IFD Vide Diary No. 28044 & 7784 Dated 10.3.2014 & 4.3.2014 respectively.

22. This issues with the approval of the **Joint Secretary [Financial Assistance for Establishing Internal Quality Assurance Cells (IQACs) in Colleges]**.

Yours faithfully,

(Dr. Mohammad Arif)
Joint Secretary
UGC-NERO

Copy forwarded for information and necessary action to:

1. The Principal, Jaintia Easern College, Khliehriat, East Jaintia Hills, Meghalaya 793 200.
2. The Registrar, North Eastern Hill University, Umshing Mawkynroh, Shillong - 793 022, Meghalaya.
3. The Director, College Development Council, North Eastern Hill University, Umshing Mawkynroh, Shillong - 793 022, Meghalaya.
4. Accountant General, Govt of India (A&E), Meghalaya, Shillong - 793 001.
5. The Director of Higher Education, Additional Secretariat Building, 1st Floor, Shillong, Meghalaya.
6. Guard File.

for 20/03/14

(Kishor Kumar)
Education Officer
UGC-NERO

Page 3 of 3