SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

JAINTIA EASTERN COLLEGE

JAINTIA EASTERN COLLEGE KHLIEHRIAT
793200
www.jecollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

1.1 Introduction

Jaintia Eastern College is a non-profit educational institution established in August 1992 at Khliehriat West village, East Jaintia Hills District. It was established with a well defined motive to bring college education within the reach of underprivileged parents who could not send their wards elsewhere for higher education. The adjacent villages and local community felt the need of having higher educational institution for imparting college education for the upcoming generation, donated a land at Khliehriat West village for construction of the college building.

Jaintia Eastern College is a Co-Educational institution approved by the Government of Meghalaya and affiliated to North Eastern Hill University, Shillong. It is recognized by the University Grants Commission (UGC) under section of 2(f) and 12(B). It provides various academic amenities to attain Bachelor Degrees in the fields of Arts and Commerce.

Since its inception, the college not only ensures academic development of the students but also provides with opportunities to prove themselves by means of extracurricular and other community development programme. The Governing Body of the college is comprised of well educated, socially responsible and humble persons dedicated to the cause of social welfare through providing quality higher education. The young and qualified faculty members spare no efforts to educate the students on various subjects. The students are also reciprocating by their achievements in academic performance.

To enhance quality education, the college constituted Internal Quality Assurance Cell (IQAC) in 2014 and has been functioning as a catalyst for achieving quality sustenance and enhancement. This IQAC made all the necessary arrangements to prepare action plan for quality assurance education.

During the last five years, after NAAC accreditation of first cycle, the college has made systematic efforts to build excellence in teaching, learning and extension activities of the students. The college is having 9 (Nine) Under Graduate Courses and three add on courses supported by Rashtriya Uchchatar Shiksha Abhiyan (RUSA). The college had made immense progress in the field of teaching learning process by absorbing the modern method of teaching like introducing ICT based classrooms with internet facility.

Vision

Vision

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

Mission

Mission

The college is committed to serve the society by developing the young generation 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 equip them to become good citizens and to meet the social needs of our nation and 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**.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

- The College has good building infrastructures with a built-up area of 1452.6 sq.m.
- Recognized by University Grant Commission (UGC) under section 2(f) & 12(B) and accredited with 'B' grade by NAAC in 2016.
- Dedicated and visionary Governing Body.
- Transparency in the admission process.
- Qualified, experienced, motivated teaching and non-teaching staff.
- Adequate Infrastructure for Teaching and Learning process.
- Partially automated library with rich collection of titles, journals and NLIST membership.
- Extra ordinary achievements in cultural, N.S.S. and extension activities.
- Located at District Headquarters

Institutional Weakness

Institutional Weakness

- Least funding for infrastructure from Government.
- Majority of the students with poor economic background.
- Most of the admitted student is from rural based schools with poor communication skills.
- No research activities.
- Further, outputs in terms of book need to be improved.
- Students from vernacular language.
- Limited academic flexibility since we are implementing university curriculum.
- Low paying capacity of students due to their poor economic condition.
- Located in rural area.
- Less consultancy work.

Institutional Opportunity

Institutional Opportunity

- Since most of the students enrolled are economically poor and backward, the college has an opportunity to serve the society by giving quality education to these students.
- Possibility for improvement in the academic and non academic activities.
- Possibility for Inter-institutional student exchange programmes.
- Enhance in infrastructural facility in library.
- Scope for improvement of Networking with alumni.
- Scope for starting Science faculty & PG departments/Courses.
- Scope for Research activities.
- To start number of skill-development and vocational courses.
- Organization of seminar and conferences.
- Scope to undertake specific research work relevant to rural needs.
- Scope for further utilization of campus space.
- Participation of students in cultural activities.

Institutional Challenge

Institutional Challenges

- Transfer of need based education, honing students of rural background.
- Facilitate students to improve their oral English communication to cope with global competencies.
- The College offers courses permitted only by the affiliating University.
- Motivating and boosting the confidence of rural students.
- Huge expenditure for maintenance of infrastructures.
- To achieve excellence in academics by involving masses from socially weaker sections.
- Opening of more colleges and distant mode of education through different courses.
- Need to introduce more skill oriented programs to cater to the social needs.
- Need to re-skill its teachers to meet with the changing requirements in the higher education (Online education).
- To motivate the faculty towards sustainable, purposeful and socio- oriented research by getting research grants and claiming patents from faculties like Arts and Commerce.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects

Jaintia Eastern College is affiliated to North Eastern Hills University, Shillong. As an affiliated college it is following the curriculum as prescribed by the affiliating University. The college has 9 (Nine) department and three add on courses supported by RUSA and follow elective course system. The institution adheres to the academic calendar including for the conduct of Continuous Internal Examination (sessional tests including home assignment and end semester examination). Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years (As Member of Board of Studies (BoS), Member of

Steering Committee on Reviewing of syllabus, Member of Academic Council and Member of School Board of Education and examiners).

The college conducts certificates courses on Computer Education, Khasi Traditional Music and Tourism as add on courses. The average percentages of students enrolled in the add on course is about 4%. The cross-cutting issues and the programmes are integrates in each and every issue of professional ethics, gender, human values, environment and sustainability. The teacher, however, has more freedom in the transaction of the curriculum. It is ensured that the vision, mission and value framework of the college is kept in mind in curriculum transaction. Experimental learning through project work/field work, study tour, seminars on related course is organized by the college. During the last five years, the college introduces Sociology department. Moreover, feedbacks on curriculum are regularly obtained from students.

Teaching-learning and Evaluation

Teaching Learning and Evaluation

The college has transparent admission process catering to students from diverse backgrounds and regions. For admission in the college, a student shall have passed 10+2 or equivalent Examinations and follows the rules of affiliating university and the government regarding reservation of seats for admission. Admission is based on first come first save basis.

The institution assesses the learning level of students and conducts remedial coaching classes and tutorial classes for slow learners. Teachers use ICT enabled teaching-learning process through e - resources, power point presentations, Google classroom and video-conferencing (especially during Covid-19 pandemic). For effective delivery of course curriculum, various students centric learning methods and tools such educational tours, industrial visits, seminar, group discussions, discussion on previous years question paper are organised by the college.

The implementation of the teaching plan and lecture notes are supervised regularly. The head of the department discuss with the principal about the progress of teaching and learning.

Introduction of semester system allow for continuous evaluation of students. Additionally, college level class tests, unit test, are conducted for internal evaluation. Moreover, evaluation methods involve home assignment, sessional tests, end semester examinations, etc.

The IQAC ensures the proper implementation of the Academic Calendar and plans of action through period reviewing and monitoring activities. The IQAC collect the students' feedback regularly. Faculty development programmes are organized and enhance participation and presentation of paper at national and regional level seminars.

Research, Innovations and Extension

Research, Innovation and Extension

Though the college does not have a recognized research centre, it is realizing its needs and importance. "Research Committee" is constituted to encourage teachers and students to undertake research works. To

promote research activities at college level, "Thaba" (*Reflection*), a college magazine is published to pave way for teachers and other stakeholders to contribute in the form of articles, write-up, story writing etc. Moreover, the college encourages teacher to participate in research activities by presenting paper at National and Regional seminars organized by college. This has helped us in strengthening our teaching and learning process. Till date, 4 (Four) books have been published by individual teacher and college.

The college regularly conducts wide range of extension activities in and outside the college by the National Service Scheme (NSS) unit and Red Ribbon Club (RRC) of the college. The extension works enable student to improve all round personality development along with academic activities. The extension activities carried out in adjoining locality and adopted villages are Blood Donation, Environmental awareness, Swachh Bharat Abhiyan, Water Conservation, Tree Plantation, Observation of important Days, etc. Student volunteers participated at various levels of cultural competition besides organisation of seminars on several cutting-edge issues including career guidance and counseling, women empowerment, human rights are a regular feature in the college. The College is working in collaboration with the Jaintia Cement Manufacturing Association and Indira Gandhi National Open University (IGNOU) for imparting education to the youth.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

The college has beautiful and well maintained building infrastructure with sufficient numbers of classrooms, seminar rooms, conference rooms, washrooms, students and teachers common rooms for smooth and uninterrupted conduction of college activities. CCTVs, drinking and washing water facility, canteen, women's hostel facility are available in the campus. College has broadband connectivity, Wi-Fi enabled campus, ICT enabled classrooms. It also has a website of its own and regularly maintains it. The College library is a member of N-LIST and has more than ten thousand collections of text books, reference books, journals, magazines and provides Book-bank facility. Old question papers and syllabus are made available to students. Separate reading room for students and teacher is kept. The library is partially automated with Internet connectivity. Collection of books meant for Competitive Examination is also available for students.

Regarding game and sports, the college has separate common rooms for boys and girls and a playground for outdoor games and sports. Computer laboratory is equipped with 56 Desktop with internet facility for conduction of computer literacy programmes and short term/add on courses. College management provided canteen, separate hostel for girls and sufficient parking facilities.

The College has utilized adequate funds for maintenance and creation of newer facilities like Classroom, CCTVs, new Furnitures and Repairs, Purchase of New Equipments, Building Maintenance, etc. Uninterrupted electricity supply is ensured in the campus with the help of Generator set and inverters and UPS systems. Maintenance of computers, laboratories, library, classrooms and common room is done by non-teaching staff.

Student Support and Progression

Student Support and Progression

The college published updated prospectus annually for smooth transaction of the curriculum and

effective implementation of academic and non academic programmes. In addition, prospectus contains information of other academic activities like career-oriented courses, library, co-curricular activities, scholarships, etc. Information related to Grievance Redressal Cell, Anti-Ragging Cell, Career Guidance and Counselling Cell, etc. are also incorporated in the college Prospectus.

College provides the students information about the dates and availability of various types of scholarships through the college Notice Board. Students are encouraged to participate in various competitions. If such events come to the notice of the college it is immediately forwarded to the concern sub-committees and notified in the notice Board for general information.

Students from economically poor background are also allowed to pay college tuition fee in installments. However, some students are also given financial aid funded by UGC and from college fund as well. Remedial coaching classes for slow learners, workshops and training on Spoken English, Soft Skills, and Communication Skills are also organized.

There are no such mechanism to trace the passed out student, but so far few students did joined the Post Graduates Programmes in the affiliating University and other higher educational institutions. The Alumni Association of the College is yet to be registered. During the last five years the committee has contributed to development of college in various forms like donations and valuable feedback and suggestions. Some equipment like chairs, tables, etc. were also contributed by the Alumni Committee.

Governance, Leadership and Management

The vision and mission of the college defines the 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. College is one of the well known educational institutions that cater education to the economically poor people. Internal Quality Assurance Cell (IQAC) and Principal act as a bridge between the Governing body and the overall development of the college. Few committees have been constituted such as Anti Ragging, Women Welfare Committee, Extension Committee, Students' Union, Career Guidance and Counseling Committee, Grievance Redressal Cell, etc. to address specific needs. The College is blessed with governance and good leadership of dedicated and committed Governing Body members who strongly believe that through education, one can serve the society, community and Nation. *"Education for All"* is the motto of College which provides qualitative education to society. Governance of the college believes in total democratic culture and is demonstrated through practices of decentralization and participative management. And work concretely to implement decentralized governance. Some of the committees have student representative including IQAC that plays major role in the smooth conduct of activities, for e.g. Blood Donation Camps, Swatchh Bharat Abhiyan, Environmental Protection, etc. Accordingly, the IQAC is monitoring and coordinating the sub-committees and different departments of the college and prepare action plans for fruitful execution of work as per academic calendar. The college has received funding from education department and also through college fees as financial resources.

Institutional Values and Best Practices

    The college leaves no stone unturned to have institutional values and execution of its social responsibilities as the core of all its activities. It assumed responsibility through its activities to promote gender equity, environmental consciousness and sustainability in the campus. The sacred mission and pious activity of the college is to keep the campus clean, green and free from pollution. The college is eco friendly. It encourages the students to keep the campus plastic free and pollution free by practicing of tree plantation, cleaning drives, etc. Commendable contribution is made in the field of Swatchh Bharat Abhiyan in collaboration with Government agency. It takes various steps to promote and conserve environment through direct participation of teaching staff and students. The spirit of national integrity is instilled by organizing programmes, youth festivals and socially relevant events and participation in the national important days. Two best practices introduced and implemented are "College Manual Cum Teacher Record Book" and "Community Development Programme". Through this the college aims to have its own identity and unique institutional distinctiveness. The aim of our best practice is to sensitize and promote teaching learning process among the teaching community and upliftment of the living standard of under privileged and deprived people in rural area. While focusing on student centric approach and activities, the College is planning to bridge the gap between theory and practice by developing leadership skills, presentation and negotiation skills, nurturing talent and wisdom of students and fostering social responsibilities aiming at holistic development.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JAINTIA EASTERN COLLEGE
Address	Jaintia Eastern College Khliehriat
City	KHLIEHRIAT WEST
State	Meghalaya
Pin	793200
Website	www.jecollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Phervision Nongtdu	03655-230003	9436115484	-	phervision@yahoo.com
IQAC / CIQA coordinator	Pyrkhatlang A Shadap	03655-295013	9862486513	-	daiapyrkhat@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1992

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

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	24-08-2005	View Document
12B of UGC	24-08-2005	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Jaintia Eastern College Khliehriat	Rural	2	1452.632

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,History	36	HSSLC	English	100	16
UG	BA,Political Science	36	HSSLC	English	100	41
UG	BA,Khasi	36	HSSLC	English	100	68
UG	BA,Education	36	HSSLC	English	100	72
UG	BA,Sociology	36	HSSLC	English	100	28
UG	BCom,Commerce	36	HSSLC	English	100	43
UG	BA,English	36	HSSLC	English	100	76
UG	BA,Economics	36	HSSLC	English	100	9
UG	BA,Environmental Studies	12	HSSLC	English	100	100

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				34
Recruited	0	0	0	0	0	0	0	0	13	21	0	34
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	4	4	0	8
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	1	1	0	3
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	10	19	0	29

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

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	2	0	4

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	103	1	0	0	104
	Female	238	11	0	0	249
	Others	0	0	0	0	0
Certificate / Awareness	Male	8	0	0	0	8
	Female	12	0	0	0	12
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	211	134	109	112
	Female	331	240	248	257
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	10	6	13	18
	Female	13	12	12	18
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		565	392	382	405

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
73	73	73	65	65

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	8	8

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
405	382	392	565	742

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
810	810	810	720	720

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
72	87	164	102	129

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
35	34	32	31	27

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
35	35	35	31	31

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 26

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
12856371	7713935	8167048	5362433	2464392

4.3

Number of Computers

Response: 56

4.4

Total number of computers in the campus for academic purpose

Response: 42

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is affiliated to North Eastern Hills University Shillong. As an affiliated college, strictly follows the curriculum and exam pattern framed by affiliating university. To ensure effective curriculum delivery through a well planned and documented process. The college prepares "Teacher's Manual-Cum-Record Book" this includes Academic Calendar, record of allotted topics or units of individual teacher. For systematic implementation of the prescribed syllabus and overall development of the students, at the beginning of academic session - Teaching plan, Lesson plan, Record of classes taken, Time table etc are prepared and various Sub Committees like are formed with specific objective for effective curriculum delivery.

The heads of respective department prepares academic calendar contains the activities to be carried out during academic year, distribution of units/topics among the faculties. The teachers prepares teaching plan and get it verified by the head of the department for approval of the Principal. The syllabus completion is integral part of the teaching staff. In this regard action taken report is reviewed by heads of the department and report to the Principal.

The college receives regular updates of circulars through letters and emails from the university, regarding examinations, the changes or modifications in the curriculum and the same was forwarded to the heads of the departments for necessary action. The curriculum of Bachelor of Arts and B.Com (Fifth semester) English was revised in 2015 with the implementation of semester pattern of examination. Syllabus of B.A. Political Science was revised in 2016, B.A. Economics in 2017, B.A. History and Sociology in 2018. And recently in 2019 curriculum for B.Com is also revised.

The college uses traditional chalk and talk method as well as innovative, interactive and ICT enabled teaching-learning process and encourages participative learning to make education understandable. Along with classroom teaching, the teachers give study material, organised seminar, group discussions and field visits to enhance learning experience. Social media are being used for online classes to tackle Covid 19 pandemic outbreaks. The classroom teaching is balanced with co-curricular, extra-curricular and extension activities for development of student.

The evaluation of the students is carried out periodically as per the norms of the affiliating university besides that the college conducts internal class tests, unit tests, home assignments and internal sessional examinations to assess the understanding of the students. The external examination results are reviewed and the teachers identify slow learners among the students and are provided extra lectures, remedial coaching classes, and individual interactions regarding their problems to improve knowledge. Timely instructions are given for submission of assignments and conducting class tests and internal sessional test are well planned.

The Internal Quality Assurance Cell (IQAC) monitor the overall activities of teaching-learning process in the college by collecting the students' feedback includes activity of various Sub-Committees. The IQAC organised Faculty Development Programmes, workshops, seminars training to help the faculty to deliver the curriculum effectively.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

In the beginning of the academic session, the college organise "Induction Ceremony" to welcome newly admitted students. The Principal apprised of academic calendar, about the roadmap of the curricular and co-curricular activities. The academic calendar is prepared well in advance and is displayed on notice board and also in the institution website. It carries approximate schedules regarding admission and readmission process, teaching-learning schedule, curricular and co-curricular activities, institutional events to be organized and dates of holidays. The college follows its academic calendar for conducting internal examinations. Based on the academic calendar, all the faculty members prepare lesson plans, topics to be handled, and ensure unit wise completion as per internal exam dates. Any changes in the academic calendar due to the unforeseen developments are communicated to the students and proper alternate arrangements are done which are also mentioned in the Teacher Manual-Cum-Record Book.

The institution adheres to the academic calendar for the conduct of Continuous Internal Examination (CIE) by conducting class tests, unit tests, sessional tests, home assignments included in the academic calendar.

The heads departments works on the slots reserved in academic calendar for internal evaluation and prepares and displays the time-table well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of internal evaluation as in the academic calendar of the college as well as the additional tests.

The college prepares the final academic calendar in line with the academic calendar published by the affiliating university. The activities in the academic calendar include:

·   Tentative date for End semester examination

·   Admission and Re-admission date

·   Working days and Holidays

·   Date for Internal sessional examination

·   Remedial classes

·   Field visits/Study tours/Industrial visits

·   FDP/Seminar/Conference/Workshop etc.

·   Parents meeting

·   Departmental activity

·   Extra-curricular activities of N.S.S., R.R.C. and cultural Programmes.

·   College week

·   Tentative schedule of University Examinations.

Subject teachers should prepare the examination schedule according to the dates given in the table Examination should be done on the completed syllabus. Internal Sessional Examination should be conducted of 25 marks and answer sheets for the exam will be provided by the concern Department. Question paper and mark list should be submitted to the college office within 10 days after the examination for onwards transmission.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

     1.Academic council/BoS of Affiliating university
     2.Setting of question papers for UG/PG programs
     3.Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
     4.Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 18

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
4	5	5	3	1

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

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

Response: 21.95

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

2019-20	2018-19	2017-18	2016-17	2015-16
116	107	97	116	58

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

1.3 Curriculum Enrichment

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

Response:

The vision, mission and motto of the college speak volume about these cross-cutting issues and the programmes runs in the college are integrates in each and every issue of professional ethics, gender, human values, environment and sustainability. The teacher integrates all these issues as a part of their teaching-learning process such as –

a) Professional Ethics: Professional ethics are taught to students as part of their holistic development. Group work and imbibing the spirit of leadership is also being taught to students. Teachers put their best efforts to groom students and make them responsible citizen by participating in the important days to imbibe the nation values in the students. Moreover, professional ethics are inculcated with the subjects like Insurance, Fundamentals of Entrepreneurship, Accountancy, Mercantile Law, Business Environment and Business Communications of commerce stream.

b) Gender: Gender equality and equal opportunity for all citizen of the country are necessary in the institution as prescribed in the Indian constitution covered by the department of Political Science. Gender equality is also taught in History and Demographic issues in Economics, in the form of poetry, drama and novels such as theories of Feminism, in the literature of Khasi and English. The college provides equal opportunity for the development of the girl students and the female staff. For this purpose Women Welfare Committee, Grievance Redressal Cell and Anti Ragging Cell are instituted in the college. These committees and cells are active and take utmost care to provide support to girl students and the female staff.

c) Human Values: Human values are the virtues that guide us to take into account the human element when we interact with other human being. This issue are covered in curriculum of Political Science, Economics, History, English, Sociology, etc. The college observe 10th December as 'Human Rights Day' lecture and essay competition are organised to spread awareness of Human Rights through extra-curricular activities. To inculcate and serve as a platform to enliven patriotic among students regularly participates in

national festivals like Independence Day, Republic Day, NSS Day and different social activities have been initiated like Health and Sanitation campaign including HIV/AIDS awareness, Blood donation camps, volunteer for vaccination programmes.

d) Environment and Sustainability: As part of curriculum "Environment Studies" was incorporated by the affiliating university in the final semester of undergraduate education. The subjects include the chapters such as, Scope & Nature and importance of Environment also some environmental issues included in the syllabi of History, Economics, English and Khasi were taught to students. Apart from its regular activities, NSS unit of the college conducted special camp at adopted villages and various activities like tree plantation, cleanliness campaign, World Environment Day, Earth Day, Biodiversity Day and other sustainable development programs are organised to makes students aware about the environment. Furthermore programmes like Swachch Bharat Summer Internship (SBSI) Abhiyan, Ek Bharat Shrestha Bharat (EBSB) are organised in the college campus and beyond.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.64

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	0	0	0

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest

completed academic year

Response: 7.41

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 30

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

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 58.88

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
405	382	392	565	742

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
900	900	900	800	800

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 62.11

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
369	357	373	542	717

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Response:

As far as identification of advanced learner and slow learners is concern, the college identifies slow and advance learner on the basis of the marks attained by them in the previous examination. There are no specific methods applied by the college to assess the performance of students, however, continuous internal assessment like class tests, unit tests, sessional examinations, home assignment and end semester Examinations are the only existing system to assess the learning level of the student enrolled in the college. Students performance in terms of grades or marks obtained may be considered as key indicators to categorize students as slow learners and advanced learners in a class.

As per Internal Quality Assurance Cell (IQAC), the heads of department are asked to prepare list of the slow and advance learners. On the basis of the marks scored by the students in the previous examination, majority of them are slow learners and weak students. Thus, to bridge up the knowledge gap, the college organizes remedial coaching classes, tutorial classes at the end of normal class hours for additional teaching to slow learners and solving previous years question papers of affiliating university. In these classes for slow learners series of interactions were being done by the teachers of respective subject. Suggestions are given at the first stage with all necessary instructions to increase his/her strength to become good learner. For a slow learner periodic tests were conducted to increase confidence level and to perform well. Parent-teacher meeting is also conducted to inform parents of the performance of their wards at college are some of the measures followed by the college.

However, for advance learners, the college encourage and motivate them to work harder and help them to get more books from library, motivate them to participate in skill development and communication development programmes, aptitude, coaching classes for competitive exams, provision to participate in various competitions such debate, group discussion, problem solving – decision making exercises, quiz programmes and other events are organized in and outside the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 12:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Response:

The vision and mission of the college clearly states that the entire process of the college is student oriented and focused on their overall development. The management and other stakeholders of the college are well aware about the aspirations of the students because majority of them are local students come from the nearby villages. The methods of teaching are "chalk and talk" and "lecture delivery" methods. However, teacher used local language to explain the difficult concepts. Besides traditional methods, the college used Information Communication Technology (ICT) tools to some classes.

IQAC encourage teacher to participate faculty development programmes, seminars, training and workshops related to innovative teaching methodologies to update their teaching skills. Moreover, Student - teacher relationship in our college is commendable. The teachers not only guide the students but also encourage them to explore knowledge through various means. In every classroom, student's participation is highly sought. Students are inspired to actively take part in the teaching learning process. As far as possible, teachers tried to draw their discussion in such a way that it instills in the students a habit of critical thinking. Student centric teaching methods are adopted for effective communication of the subject knowledge to the students. Students are taught with the objective that fosters a learning environment which nurtures exploration of various skills and critical thinking about the subject. The following are the highlights of student centric methods adopted by the college:

Experiential Learning: Though there are no specific field projects mentioned in the courses of study for both arts and commerce, the college encourages students to go for exposure trips to see and known what they were taught in the classrooms. Educational tours were organized annually in and outside the state for better understanding of the students.

Participative Learning: The students participate actively in each and every events organized by the departments and college such as group discussion, seminars, field visit, industrial visits, debates, seminars, presentations, etc. Moreover, the college gives priority to the holistic development of the students outside the classroom through co-curricular, extra-curricular and field-based activities to enrich students creativity, decision-making ability, critical thinking, reasoning power, the college has adopted outreach activities to develop human values, ethics and leadership qualities among the students. The college organizes programmes through National Service Scheme (NSS) and Red Ribbon Club (RRC) at college and adjacent locality and adopted villages for community service.

Problem solving Method: Apart from academic programmes, students are encourage to ask questions while teaching in the class. Active learning is another form of learning in which teaching strives to involve students in the learning process more directly than other methods. In order to pursue the interest in their field of specialization, student's forum and committees are functional. Some of the committees like Cultural Committee, Sports Committee, Alumni Committee, Grievance Redressal Committee, etc. are having student representations and participation.

File Description	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Out of twenty six classrooms, nine are well-equipped with LCD Projector and screens. Initially, the ICT classrooms were started in 2016 at Commerce stream and one Laptop is given to individual teacher of the department as to enable them to prepare for the class and use the new virtual teaching aids for easy explanation of the portions of the curriculum to the learners. The college is well connected with broadband internet and Wi-Fi enabled campus. Further it has computer Lab with 30 Desktops and internet connectivity. As ICT constituted one of the major components of teaching learning tools in modern days, the college issued nine Laptops to each department namely - English, Khasi, Political Science, History, Economics, Education, Sociology, IQAC coordinator and one for principal. Later in 2019-20 nine classrooms are equipped with LCD Projectors for smooth delivery of teaching learning process in the college. To strengthen their knowledge, the college conducted training on computer education to teachers for use of ICT classrooms, e-resource, etc. All staff is familiar with all latest ICT tools and regularly used by teaching staff while delivering their lectures. During Covid-19 Pandemic teachers are conducting online classes and tests.

To keep our students and teachers update with changing scenario, the college Library is update with online resources and Inflibnet membership is regularly updated and N-List. To enhance the skills of the teaching faculty in the use of ICT, and other lectures delivery tools, the college encourages teachers to attend training and workshops related to ICT use or innovation in teaching and learning process in and outside the college.

With the deployment of ICT mode of teaching, the students understanding of the different concepts and ideas became more visible. They also develop a keen interest and pays better attention.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 12:1

2.3.3.1 **Number of mentors**

Response: 35

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
Mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 95.13

File Description	Document
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 8.77

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	2

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

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 9.94

2.4.3.1 **Total experience of full-time teachers**

Response: 348

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Response:

Assessment and Evaluation is an integral part of teaching-learning process in educational institutions. The Internal Quality Assurance Cell (IQAC) along with all the Head of department plan and work out dates for internal assessment and evaluation of students. The internal assessment and evaluation system in college is decentralized in order to make it more transparent and objective oriented. The college framed and adjusted academic calendar by including dates of internal assessment and evaluation and tentative dates for end semester examination of the affiliating university.

Apart from university prescribed methods like home assignments, sessional tests, the college also conducts unit tests, class tests, project work, etc. to assess the student capability and understanding of the courses taught. The internal assessment and evaluation carries 25 marks as internal assessment(I.A mark) and 75 marks as external examination to be assessed by the affiliating university.

As per the academic calendar, tentative schedule is prepared and displayed on the Teacher' Manual – Cum - Record book, college notice board, etc. The college takes extra efforts for slow learners by conducting remedial coaching classes, tutorial classes after normal class hours. The IQAC and departmental examination committee monitors and conducts more than two sessional tests in every semester.

Prior to the sessional examination, the question paper prepared by individual teacher is submitted to the Head of department for verification and thereafter to the Principal and approval. While preparing question papers the teachers make sure that they follow the standard prescribed by the affiliating University. Moreover, the departments organize field trips for exposure and experiential learning in and outside the state.

After conducting unit test, class tests, sessional tests and home assignments, the teachers assessed their performance after the test. Before forwarding the I.A marks to the affiliating university, their performance is displayed/communicated to the students, if they are not satisfied fair chances are given for improvement within a stipulated time.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

The IQAC continuosly work on the student centric activities along with the head of departments. It interacts and communicate with individual teachers and students about the smooth implementation and action plans. The Academic Calendar is displayed on the college notice board, college website and teachers manual-cum record book for information to all.

During the induction ceremony, principal briefs about the rules and regulations of the college including rules for examination. For more information to students prospectus is prepared by the college. The college conducts tutorial, home assignment, tests, presentations, group discussion, sessional tests, etc. to assess the performance of students. The departmental examination committee executes its internal exams in a very meticulous manner. All exam related grievances are addressed to the Grievances Redressal Cell where Principal is the chairperson.

However, respective head department appoints individual teacher as supervisor for the smooth conduction of tests and sessional examination. If any grievance occurs, the students are encouraged to approach the head department or concern teachers in writing for solution. Internal exam marks of the student are displayed on the notice board and queries are discussed with them till they satisfy. Generally there is a zero tolerance policy for the malpractices conducted by the students. Since it is an internal evaluation, students cooperate in a very positive manner and up to this stage; no such serious grievance is raised in the college while conducting the examinations. Each teacher prepares question paper by keeping in mind the ethical values of the institute and academic integrity. Interestingly, internal assessment is carried out in actual teaching in the class in a very cheerful way by asking questions.

The institutional measures used for the evaluation are to direct and lead the students confidently towards university examination. Hence there is very little scope for grievances regarding evaluation. The students have the freedom to use the suggestion box to put in the note of query/instruction which is considered for improving the internal and evaluation system. The unit tests and sessional tests examination answer scripts are shown to the student on a scheduled day after assessment. The students go through the answer books and know their performance regarding strength and weakness of their studies and techniques in answering the questions. It makes the evaluation process more transparent and robust. If there are any mistakes or complaints regarding assessment, they are clarified on the very day. All the mechanism to deal with examination related grievances is transparent, time bounded and efficient.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Jaintia Eastern College is running 2 (Two) programmes in Undergraduate Arts and Commerce and 3 (Three) Add on Courses on Computer Applications, Khasi Traditional Music and Tourism and Travel. The importance of the learning outcomes has been discussed and communicated to the teachers in the staff meeting and IQAC meeting. The students and teachers are aware about the stated Programme and Course outcomes of the programmes offered by the college via college website and respective Departments. Moreover, hard copy of syllabi and Learning Outcomes are available in the college/departments for ready reference to the teachers and students. Learning Outcomes of the Programmes and Courses are highlighted and made aware to the students in the induction ceremony-cum-orientation programme at the beginning of the session. Information and communication of programme outcomes/course outcomes by the college remains continue throughout the academic session and this helps the students appreciate the topic being covered in the class as they see the relevance.Students are motivated about the outcomes of the courses through induction ceremony, career guidance and counseling programmes. The knowledge about the programmes outcomes further help students of this college in pursuing their higher education like MA, and M.Com.

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Response:

In order to achieve the intended programme outcomes and Course outcomes various sub-committees have been created by the College. For instance, the Academic Committee has been formed to plan and develop strategies for improvement in the academic performance of students, teachers and other stakeholders of the college. An IQAC supervise and monitor the activities of various sub-committees and cells for improving the quality of the teaching-learning process in the college.

The college had started to introduce ICT based teaching in which nine classrooms were connected with LCD Projectors. Study tours are carried out from time to time by various Departments to provide the students with firsthand knowledge of their respective subject. With the objective of making the students more skills, Add-on Courses in Computers Applications, Khasi Traditional Music, Tourism and Travel besides Training and workshops on spoken English and Communicative Skills have also been organised.

Jaintia Eastern College offering 2 (Two) programmes namely Arts and Commerce streams. The college with its vision and mission has always emphasized on the attainments of the positive outcomes of these programmes. At the beginning of every session the Principal highlighted the the POs, PSO and Cos in the induction programs and classroom interactions. The POs, PSOs, and COs are displayed in the college website.

Programme Outcomes

·   Motivate and encourage students to take part in the extra-curricular activities in and outside the college.

·   Organized debate, quiz competition, departmental tour and communication skills for students.

·   Group discussion, class presentation, etc.

·   Games and sports.

·   Assignments, sessional tests, class tests, unit tests, home assignments.

·   Add on courses on Computer Application, Khasi Traditional Music, and Tourism and Travel.

·   The college also motivates students to contribute writings in the College Annual Magazine such as short story, poems, articles etc.

Programme Specific Outcomes

·   The college measured both through curricular and co-curricular activities/performance of the students.

·   Student performance inside the classroom, department, assignment, internal test and external examination.

·   Participation in different kind of events and programmes in and outside the college

Course Outcomes

·   The college measured the student performances based on different activities in the class.

·   Student attendance, sincerity, participation in classroom discussion, response towards question in the class.

·   Internal and external examination act as the mechanism for the assessment of Cos.

· Each and every activity is pre-planned.

· Students' performance in the internal examinations is the key indication of their learning.

· Teachers play a crucial in helping and guiding the students.

File Description	Document
Upload any additional information	[View Document]

2.6.3 Average pass percentage of Students during last five years

Response: 75.93

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
72	87	164	102	129

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

2019-20	2018-19	2017-18	2016-17	2015-16
91	112	251	145	148

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	8	8

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

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 25

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	7	4	3	9

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

3.2 Research Publications and Awards

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

Response: 0

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Response: 0.13

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Response:

IQAC, in its regular meeting inspires National Service Scheme (NSS) and Red Ribbon Club (RRC) units about participation in the communinity development programmes apart from regular academic activities. As soon as received letter from the government, non-government agencies and affiliating university, the college takes active participation in those activities. The college works as the catalyst in the village and nearby locality by organising and participating in the cleaning drives and other activity related to the welfare of the society.

The NSS and RRC Unit are actively working in the surrounding villages and conducted special camps at adopted villages. Most of the activities are focused on the awareness programmes of environmental promotion and conservation including water, air and land conservation, women rights, construction of drinking wells, repairing of footpath, cleaning drives and literacy programmes. The NSS volunteers actively participated in Swachh Bharat Abbhiyans and any programmes organized office of Deputy Commissioner, East Jaintia Hills District, Khliehriat.

In order to make the holistic development of the students the college regularly conducts the social awareness activities like organizing cleaning drives, training and workshops, career guidance and counselling programmes, seminars and collaborative activities. Students have actively participated and organised programmes on the national importance days, Swachch Bharat Abbhiyan, Health and Sanitation, Child and women rights, World No Tobacco Day, National Unity Day, Blood Donation Camps, Tree Plantation and awareness programmes on HIV/AIDS, Drug Abuse and Illicit Trafficking etc.

NSS volunteers are emotionally attached with the villagers through NSS programmes like regular activities and special camping at adopted villages. Some department conducts outreach activities that promote

institution-neighborhood community network and student engagement between villages. Our students have taken very remarkable initiative to clean the Borkhat Temple by cleaning it with a campaign of 'Swachh Bharat Abbhiyan' through the local public participation.

File Description	Document
Upload any additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 16

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	4	8	3	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copy of the award letters	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 55

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	13	8	13	9

File Description	Document
Reports of the event organized	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 128.18

3.3.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
822	800	287	473	531

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

3.4.2 Number of   functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Response:

The location of the college provides pollution free and surrounded with natural environment. The total built up area is 1452.63 square metres. The building of the college consists of administrative rooms, Principal's room, Library room, and staff common room and spacious student's common rooms for both boys and girls. One room each for Internal Quality Assurance Cell (IQAC), National Service Scheme (NSS) and Indira Gandhi National Open University (IGNOU) is allotted for smooth transaction of their activities. Apart from the above, college has adequate infrastructure and physical facilities for teaching – learning process namely classrooms, laboratories, computing equipment etc. As of now the college has 26 (Twenty six) spacious classrooms with proper light and ventilation. Nine classrooms are fitted with LCD projectors for smooth delivery of teaching learning process via ICT tools and one well furnished computer lab equipped with 30 (Thirty) desktops with UPS battery back-up. The building has 12 (Twelve) toilets at each floor separately for male and female teaching staffs and non-teaching staff and toilets for students (for both boys and girls). The college has a Canteen that fulfils the needs of students and the staff. It offers fresh and good quality hygienic food items at affordable cost.

The college has well furnished library with 9795 text books, reference books, rare books, manuscripts and special reports, other facilities such as e-books, e-journals, and also having separate library website for providing online services. There are various sections in library viz. new arrival section, periodicals, circulation, photocopying, referral services, are rendered to faculty and students.

The college has one generator (15Kv) to meet the power/energy requirements in the college in case of power failure, etc. Broadband connectivity with Wi-Fi enabled campus and drinking water facilities is made available to the students and staff within the campus. For security and safety, the college management has fixed CCTV cameras at various location of the building.

Three stories (G+2) Women Hostel accommodated 40 (Forty) students and one warden room. There is ample parking facility for two and four wheelers of staff members and students. The college has a basketball court and for other outdoor games and sports the college is using village playground.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

Response:

The college has sufficient facilities for games and sports both indoor and outdoor activities. 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, volleyball and other indoor games like debate, drawing, carom-board, arm-wrestling, etc., are also 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 writing, cultural, etc., organizes by the affiliating University, local authority and other institutions. The college has enough available space in the campus for volleyball and badminton. We have plenty of equipment necessary for all indoor and outdoor games. The student common room is used for playing indoor games such as Table Tennis, Chess, Arm Wrestling and Carom, etc., where both boys and girls can play separately.

Regarding cultural activities the college has a separate committee as "Cultural Committee". This committee is responsible to conduct various cultural activities in collaboration with government and non-government agencies.

With the demands of times the college has realized that cultural activities are not only for entertaining or performing skills but it can also generate ample opportunities for jobs in the field of art and culture. Thus, the Cultural Committee is established in the college for effective tool for students and community awareness about the culture. It is one of the important committee to involve the students the college in various cultural activities. Through this committee the college participated and organized cultural activities in and outside the college besides presenting cultural items like Folk Dance and Folk

Song, Group Songs, Vocal and Classical Singing in the celebrations of the important days (Meghalaya day, Republic day, etc.)

The College provides sufficient gymnasium facilities for students (both boys and girls) within the college premises. The college sees the need to improve the gymnasium in the near future. The college is proactive and played a supportive role in grooming the students for social life apart from academic activities.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 34.62

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 9

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 32.66

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1750000	1750000	5198188	1250000	986239

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Response:

The College library house in the first floor of the college building was established since the inception of the college equipped with 11094 text books, reference books, journals, magazines, daily newspapers and other library resources. The library is partially automated and bar code system is adopted recently.

To ensure smooth and effective functioning of the library, efforts are being made to acquire latest editions of books and e-book. The college library has provides a free and open access of books to all students and teachers, extensive use of the facility available in the library for reading and writing assignments, reading room. A regular update on new additions is provided by the library and enables the students to get maximum exposure and participation and also to avail all the facilities provided by the library.

Total area of the library is 40×25=1000 sq.mt, with a total seat capacity of 20. Library working hours is from 09:00 AM to 04:30 PM. Lounge area for relaxed reading is available in the College Library. Broadband Internet connectivity and Wi-Fi enabled campus for accessing e-resources. Student and teachers can also use the computer facilities available in computer laboratory for browsing and search e-resources for self learning.

File Description	Document
Upload any additional information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: D. Any 1 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 370515.4

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1300000	47825	211000	258125	35627

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

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 3.41

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 15

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Response:

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.

Out of twenty six classrooms, nine are well-equipped with LCD Projector and screens. Initially, the ICT classrooms were started in 2016 at Commerce stream and one Laptop is given to individual teacher of the department as to enable them to prepare for the class and use the new virtual teaching aids for easy explanation of the portions of the curriculum to the learners. The college is well connected with broadband internet and Wi-Fi enabled campus. Further it has computer Lab with 30 Desktops and internet connectivity. As ICT constituted one of the major components of teaching learning tools in modern days, the college issued nine Laptops to each department namely - English, Khasi, Political Science, History, Economics, Education, Sociology, IQAC coordinator and one for principal. Later in 2019-20 nine classrooms are equipped with LCD Projectors for smooth delivery of teaching learning process in the college. To strengthen their knowledge, the college conducted training on computer education to teachers for use of ICT classrooms, e-resource, etc. All staff is familiar with all latest ICT tools and regularly used by teaching staff while delivering their lectures. During Covid-19 Pandemic teachers are conducting online classes and tests.

To keep our students and teachers update with changing scenario, the college Library is update with online resources and Inflibnet membership is regularly updated and N-List. To enhance the skills of the teaching faculty in the use of ICT, and other lectures delivery tools, the college encourages teachers to attend training and workshops related to ICT use or innovation in teaching and learning process in and outside the college.

With the implementation of ICT tools in some of the classrooms, the students understanding of the

different concepts and ideas became more visible and they also develop a keen interest in attending classes. The Wi-Fi enabled campus help the students to browse for study material from e-resources.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 10:1

File Description	Document
Upload any additional information	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 1.19

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

2019-20	2018-19	2017-18	2016-17	2015-16
86810	50880	19411	84980	68890

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response:

Response:

The college constituted various sub-committees such as Building Committee, Purchase Committee, Health and Sanitation Committee, Women Welfare Committee, Academic Committee, Library Advisory Committee, Departmental Examination Committee, National Service Scheme Advisory Committee, Red Ribbon Club, Game and Sports Committee, Music and Cultural Committee, Research and Development Committee, Student's Welfare Committee, Internal Account and Audit Committee, Parent – Teacher Committee, Anti-Ragging Cell, Disaster Management Committee, UGC Planning Board, Grievance Redressal Cell, Career Guidance and Counselling Cell, Jaintia Eastern College Students Union, etc. to monitor the smooth functioning of academic and non-academic activities of college. Moreover, these Sub-Committees are responsible for maintenance and utilization of physical, academic and support facilities. These Sub–Committees comprising members from the different departments and administrative staff along with principal as chairperson. However students are also involved as a member like in Anti-Ragging Cell, Grievance Redressal Cell, Student's Welfare Committee, Women Welfare Committee to name a few. The functioning of these Sub-Committees is monitored by the principal who keeps the Governing Body informed about the important outcomes that need approval.

Daily routine for cleaning and maintenance of college includes the cleaning of the entire college campus and other infrastructure facilities like classrooms, cabins, staff rooms, office, computer centre, library, washing and mopping of toilets are carried out by appointed labourer twice daily before and after class hours. Health and Sanitation Committee also support the cleaning staffs to ensure daily maintenance and cleanliness of college premises and its campus. The college has twenty six classrooms, internal cleaning of these classrooms are done with the support of teaching and non-teaching staff. Garbage Van of locality was regularly collects the carbage from college premises. Regarding furniture like desks, benches, tables if any damaged is repaired and also replaced by new ones if need arise. Green and white boards are fitted for delivering smooth teaching learning process but if broken or not readable are changed immediately by new one. The college has 26 classrooms. The college has its own canteen and offered on annual contract basis which provides good quality food items at affordable rates and regularly reviews its rate and gives specific instructions about the hygiene and quality of the food.

Library has an Advisory Committee headed by the Principal as chairperson and this committee monitors the smooth and effective functioning of library and all the services provided to the users. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and periodicals, etc. Library is partially automated and bar code system is adopted recently. Regular cleaning of racks is done once in a week to preserve the books and other library resources. The Advisory Committee makes suggestions regarding the extension and purchase of text books for college library during the current session under RUSA 2.0. It also takes decision about the Library book collection etc. It provides book bank facility to students. Library makes available different newspapers in Khasi and English. Library provides facility to out-door readers who include retired staff, alumni and general readers. Librarian seeks recommendations from the departments to purchase necessary text books. After arrival of the new books their titles are shared to the departments and also display the books on new arrival section for information of staff and students. The library is using 'KOHA' software for automation of the library and it is not fully utilize. Online access to e-journals is provided through INFLIBNET Consortia for teaching staff, this facility will be extended to students.

There are 56 computers desktops and 14 Laptops, out of which four laptops are issued to Commerce Departments and one each to department of English, Khasi, Political Science, History, Economics, Education, Sociology and three laptops are used for administrative purposes. Regarding maintenance of computer desktops and laptops is done regularly as per requirement and major work is done during the vacation. One Technical staff is appointed on regular basis. He looks after the maintenance job, such as updating of operating system, antivirus, software, hardware and technical problems, etc. In case of physical damage and beyond the capacity of the college, expert from outside is hired for repairing work, etc. Generator is put in place in case of power failure to back up the computer systems. BSNL Broadband Internet connectivity and Wi-Fi enabled campus is provided free of cost. LAN and internet connectivity is regularly checked by the personnel of BSNL. The college website is regularly maintained and update.

The college has a mini gym (fitness center) is well maintained and used by the students and teachers. Student's common rooms are used for playing indoor games such as table tennis, arm wrestling, chess, carom, etc. With the availability of space in the college campus, temporary Volley ball and Badminton courts are made during college week. The college has adopted villages for NSS camps and organised NSS camps at District level. Students of the college have participated at University, State and National level programmes.

Regarding Cultural activities, the college conducts Khasi Traditional Music for effective tool for students and community awareness about arts and culture. Further the college was entrusted by the district administration to organize District level Cultural Competition. There are various musical instruments for practicing cultural activities. Maintenance of musical instruments is taken care by the college and hired experts if needed.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 6.49

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	60	0	82	0

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 19.01

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	175	159	35	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: A. All of the above

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

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 33.14

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

2019-20	2018-19	2017-18	2016-17	2015-16
150	336	24	82	149

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

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 19.44

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 14

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
Upload supporting data for the same	[View Document]
Institutional data in prescribed format	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

Response:

The Jaintia Eastern College Students' Union is setup democratically with an equitable representation from all sections and shared responsibility for the welfare of the students and other stakeholders. The Students' Union constitutes the different posts, viz. Vice President, General Secretary, Assistant General Secretary, Secretaries in-charge - Discipline, Canteen, Common rooms, Art and Culture, Games and Sports and Quiz and Debate while Principal is the ex-officio President of the Students' Union. The union is funding by the college under the supervision of Student Welfare Committee and it involves in decision making as member of Student Welfare Committee, Greivance Redressal Cell, Anti-Ragging Cell, Women Welfare Committee, Music & Cultural Committee, Game and Sports Committee, etc. The students' leaders are given the opportunity to build up a spirit of leadership and empowers in gaining leadership qualities and execution skills.

The activities of the Students Union are:

1. The major activities of the students' Union are to assist in the academic calendar planning, organizing feedback and performance appraisal, grievance redressal, discipline, safety, security and environment friendly campus of the college.

2. The union is also responsible for organizing inter-collegiate events both curricular and co curricular activities.

3. The union also assists in organizing seminars and workshops. The national important days such as Independence Day, Republic Day, Teachers' Day and student related activities in the like College week, are coordinated and organized by the students' union.

4. Regular meetings with Principal and Heads of the departments, faculty members and various class representatives are held.

5.   The student union of the college officially represents all the students in the college for various academic, curricular and co-curricular events. They help and solve problems encountered by the students. The union promotes and encourages the involvement of students in organising field visits, tours, educational trips, seminars and workshops.

Chairperson   Dr. Phervision Nongtdu

Member Secretary: Shri. Besterwell Dkhar,   Department of Commerce

Members: Shri. S. Rymbai,   Department of History

Shri.Nishwa Rymbai,   Department of Political Science

Smt. E. H. Rymbai,   Department of Education

Smt. J. Pyrnge,   Department of Political Science

Smt. D. Bareh   Department of Economics

Shri. L. Nongtdu,   Department of Khasi

Shri. L. Ryngkhlem,   Department of Commerce

Vice President & Secretary   JEC Student's Union

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 66.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
52	66	43	108	65

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

Response:

The college has very strong alumni association since its inception because this was the only college to cater the needs of higher education in the area. The college organize at least one alumni's meet in a year, the local and outsider alumni take initiative for arranging such meetings. The alumni of the college are placed in industries, education, business, professional fields, entertainment and media industry, academics and social work.

Two of our teachers are the members of the alumni association who play a key-role in binding this group for the development of the college and works for the overall development of students. The members of the Alumni occasionally contributed towards the college in cash and in kind. Financial contribution of the Alumni Association for the development of the college is very notable. Alumni students who joined the government services or successful entrepreneurs are invited to guide the existing students. We are quite fortunate to have the expert tutors as our alumni students for add on and skill-based courses.

They also guide the present students in preparation of various cultural events for youth festival. Alumnae NSS student help the college in organizing the special camps at village level.

Some of the alumni are elected as public representatives; they help us whenever there are some local problems, they also participate in the governance of the college. Their feedback is valuable for the administration of the college. The college website and other social media are the best means to have a fruitful communication with the alumni and former faculties scattered all over the world.

File Description	Document
Upload any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Response

Vision

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

Mission

The college is committed to serve the society by developing the young generation to face the challenges of this contemporary world and to remain socio-economically alert. Through knowledge-base education, students are sensitised to be competent in the employment opportunities also. Apart from creating an atmosphere to promote all round development of an individual, the college also equip 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.

The College was founded in 1992 to provide quality higher education to rural poor students who could not afford for higher education elsewhere. The quality policy of the College is well conveyed from the vision and mission. The Governing Body is the apex body of the College. It is comprises of educationist, donor members, representatives from teaching staff including a woman and two representative from affiliating University. For smooth transaction of work, the college encourages participation of teachers by following decentralized form of management for transparency. In this regard different Sub-Committees and Cells are constituted and periodically interact with the Principal to review

the implementation of policies and plans. The governance of the institution is fully transparent, democratic and reflective of and in tune with the vision and mission of the college.

The Principal is the Executive Head of the college and is responsible in policy making and implementing the action plans. He provides directions to the teachers and staff and coordinates them with the key decision making body. The staff meeting is a formal place for the teachers to interact with the Principal. Thus regular staff meeting is convened for planning and discussing issues related to academic and non-academic tasks. Heads of department convened departmental meeting to discuss issues related to allotment of work to individual teacher.

The IQAC is constituted as per UGC norms under the chairmanship of the Principal as tools to ensure quality education. The IQAC prepared action plans/strategic plan for teaching learning process and monitor the activities of different Sub-Committees throughout the year. Teachers of the College play an important role in the execution of the quality policy of the college. They prepared action plan in accordance with the prescribed curriculum as per time scheduled in the Academic Calendar and also member of administrative work like examinations and in-charge of various sub-committees.

Keeping in mind, the vision and mission, the college encouraged student to attend regular by giving financial assistance to the needy students like concession college tuition fee, conveyance fee and financial assistance to procure college dress code (Uniform).

File Description	Document
Upload any additional information	[View Document](#)

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Response:

For fulfilling and achieving the vision and mission, a system of decentralized and participative management in the internal administrative and management of college is practiced. The Principal as the

Executive Head of the college is responsible in policy making and implementation of the action plans. He provides directions to the teachers and staff and coordinates them in the process of implementation of the tasks allotted to them. The Principal monitor and evaluate policies and plans for effective implementation from time to time. He prepares annual budgets, policy and review the implementation of the action plans. He conveyed decisions of the Governing Body to the teachers in the staff meeting which is a formal place for the teachers to interact with the Principal.

The Heads of the Departments are responsible for the smooth functioning of their departments. They convened departmental meeting to discuss issues related to allotment of work to individual teacher. They are also members and heads of different Sub-Committees including Academic Committee, Grievance Redressal Cell, Anti-Ragging Cell of the College thereby making them part of the decision making process. Teachers are appointed as member secretaries and members of various 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. With the objective of working towards providing operational autonomy to the departments, the college allotted Laptops to each departments and internet facility. By keeping in mind rules and regulations of the affiliating university all departments are given some amount of autonomy in their day to day functioning. They are however expected to adhere to the guidelines and the academic calendars of the College. The heads of the respective departments play a vital role in bridging the gap between the administration and the academic affairs of the College.

For effective implementation of the policy, the college delegates work and provide operational autonomy to teachers by assigning works on various aspects of teaching learning process and non-academic activities. To this effect, the College constituted different Sub-committees and appoints individual teachers as coordinator, member secretary and members of different Sub-Committees to frame plans and execute the work. Besides, the college also nominates students as members of various sub-committees and leaders in Students' Union, NSS, RRC units of the College.

However, to maintain its transparency, the decisions proposed at various levels are discussed in the staff meeting and then the Principal conveyed to the Governing Body approval.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Response:

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 sections irrespective of caste, community, religion, sex etc. without any bias. Moreover, majority of students enrolled in this institution are belonging to poor family and wards of poor migrant workers. Most of them are not able to pay college tuition fee in time due to poverty. Hence, they were given the privilege to pay the fees in installments.

By sticking to its motto, 'Education for All' the college in all possible efforts and initiatives has been taken to motivate and support the rural poor students to complete their higher study. The College encourages students/parents to approach teachers and principal to address the problems they face related with admission and payment of college tuition fee.

In view of the above mentioned motto, apart from Post Matric Scholarship funded from state and central governments, the college introduced Institutional Level scheme to support poor students who enrolled in the institution. The motto is implemented whole heartedly and vehemently for promotion of student welfare. Regarding Institutional Level Schemes, the college and management have jointly envisaged and administered certain schemes for the progressiveness of students and society. The College provide financial assistance to the needy and poor students. This is one of the unique initiatives of the college to grant concessions and to provide financial assistance to economically deprived students especially students at risk of failure and drop-out. They are also provided with counselling to motivate them to continue and complete their studies. Such students were also provided with text-books from college library book bank. The college also provided conveyance fee to some selected and needy students and financial assistance to all first Semester students to reimburse 50% the cost of college dress (College Uniform). Moreover, majority of the students are from rural-base schools for which the sense of competitiveness of the students and parents are very poor, the college conduct career guidance, remedial coaching classes and computer literacy to all students free of cost before and after normal class hours.

Apart from the above institutional level scheme, the college help the student to apply various welfare schemes for the deprived and underprivileged class of society from the Office of District Social Welfare, etc. Awareness programmes are organised and teacher is engaged to help students applying various schemes from state and central governments.

Our association with Government and Non-Government Organization in and around Khliehriat has proved that the educational institutes can play pivotal role in removing major stumbling blocks with regard to problems and issues of the society. Our tie up with these organisation have shown clear path for the effective functioning and performance of both the organizations.

File Description	Document
Upload any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Response

The college has a designed decision making structure composed of various stakeholders as its members. The internal organizational set up of the college is in descending order. The Governing Body includes 15 (Fifteen) members is the apex body headed by the President and followed by the Principal who is also the secretary. It prepares annual budget and financial statements, discuss the academic progress of the college and appoint teaching and non teaching staff.

The Principal as a head pays special attention for smooth functioning of administrative and academic activities of the college and carries out and implements the decisions of the Governing Body. He forms different Sub-Committees for monitoring and facilitating several activities organized in the college namely IQAC, Grievance Redressal Cell, Building Committee, Anti Ragging Cell, Grievance Redressal Cell, Students' Union, Women Welfare Committee, etc. and other Committees function under the Principal are directly responsible to him. Besides the above, the Principal is the authorized person to communicate with the external agencies such as affiliating University, UGC, RUSA, etc.

Head of departments and office clerk helps the principal for smooth functioning of administrative work related to admission, examination, maintaining the daily record, to communicate with stakeholders, affiliating University, Government, etc. The Coordinator of IQAC, teacher in-charge of various Sub-Committees of college is given with specific roles and responsibilities to decide and execute plan of action as assigned to them. The Governing Body is the approving and deciding body, however, specific decisions concerning internal matter of departments, different Sub-Committees and individual teacher are the concerned of respective departments/different Sub-Committees/individual teacher with due approval of the Governing Body.

In relation with Service Rules, Procedures and Recruitment of teaching staff, the college follows the rules and regulations of the UGC, state government and the affiliating University for the recruitment.

File Description	Document
Upload any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college is privately run by the non-profit organization with meager amount of financial support from state government under the Lump-sum Grant-in-aid scheme. The college almost wholly dependent on the fees realized from students in order to pay the monthly salary of teaching and non-teaching staff. The college has not been able to introduce regular welfare measures/scheme for the teaching and non-teaching staff due to unstable financial resource. However, the College has taken some corrective measures for attracting and retaining eminent faculty by revising pay structure from time to time, given advance payment and free interest short term and long term loan to teaching and non-teaching staff for meeting their immediate need. Also financial assistance for accommodation of teachers on rental basis funded by UGC is given to teaching staff but this scheme had been stopped now.

Thus, apart from the above assistance the college bear in mind that the well being of teaching and non-teaching staff is more important for effective functioning of academic and non-academic activities of college, the following welfare measures have been implemented are staff quarters, Medical leave, Maternity leave, etc.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 10.39

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	7	2	4

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response: 1.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	2	1	1

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation /

Induction Programmes, Refresher Course, Short Term Course).

Response: 69.55

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
6	29	27	43	6

File Description	Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The Performance Appraisal System for teaching and non teaching staff is not well established in the college. So far only few teachers have responded to the system. The outcomes are reviewed by the Principal 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 staff meeting for improving the same. Personal discussion also involved with the teaching and non-teaching staff to improve in those areas so that they can do better in the future. In this regard the IQAC has also distributed Self-Appraisal Format among the faculty members.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has internal and external mechanism for financial auditing the receipts and payments of the institution. The fund of the college is audited by two different wings of the audit system viz. Internal and

External audit. The internal audit is conducted by the faculty of Commerce department along with auditors appointed by the Governing Body. The external audit is carried out by Kiran Joshi and Associate, a reputed firm from Shillong. The last external audit was done on 31.03.2019. So far no major audit objections have been raised and found by the panel of auditors in our institution except for a few minor suggestions made by the auditor.

File Description	Document
Upload any additional information	View Document

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

Response: 1748500

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

2019-20	2018-19	2017-18	2016-17	2015-16
530000	413500	785000	20000	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Annual statements of accounts	View Document

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

Response:

The college ensures effective creation and procurement of resources, its consistent mobilization and proper utilization for the sustainable development of students and other stakeholders. The College is recognized under section 2(f) and 12(B) of the UGC and is, therefore, eligible for receiving UGC grants (upto 12th Plan Period), Lump-Sum Grant-In-Aid from State Government, fund from Rashtriya Uchhtar Shiksha Abhiyan (RUSA) for development of infrastructures and donation from well wishers. Apart from these resources, the college is wholly dependent on students' fees for its day to day functioning and payment of teaching and non teaching staff salary. Since resources are limited, the college makes efficient use of the

resources that are available. However, efforts are made to mobilise funds from other funding agencies. The grants we get from the state government is utilised for salary of teaching and non-teaching staff and grants from UGC are fully and effectively utilized for the purchase of electronic gadgets, textbooks, computer equipments, preventive maintenance and repairs, and for upgrading the infrastructural facilities and academic standards. The college provides financial assistance to the needy and economically deprived students and accommodation to teacher on rental basis. The financial resources generated through from all sources are mobilized through proper channels and used for the specific causes. An annual budget to guide the college in term of financial use is prepared at the beginning of the year and presented before the Governing Body for approval. Apart from the yearly recurring expenditure for staff salary and office equipment, all major expenditure is carried out with the prior approval of the Governing Body. These are the institutional mechanisms to monitor effective and efficient use of the available financial resources.

File Description	Document
Upload any additional information	[View Document]()

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Response

For fulfilling the vision and mission of the college, the Internal Quality Assurance Cell (IQAC) was established in the college on 1st April 2014. Subsequently the process of quality enhancement of teaching learning and administrative process began through different strategies. The IQAC is also responsible for proper planning and execution of academic calendar of the college. Moreover, for the effective functioning it coordinates with the Students' Union, Student Welfare Committee, Grievance Redressal Cell (GRC), Alumni Committee, etc. The IQAC gave directions and collect reports from heads of the departments, various sub-committees and prepares comprehensive reports at the end of academic year. The following are the two practices institutionalized as a result of IQAC initiatives.

Practice – I- Teacher Manual-Cum-Record Book

Teacher plays vital roles in the enhancement of quality education where their performance is accountability, without which it may lead to slackness and negligence. The college has integrated framework such as Teacher Manual-Cum-Record Book and Academic Calendar for quality assurance of the academic and administrative activities. Teacher Manual-Cum-Record Book is a book to keep record of the academic and non academic activities including performance of the teaching community of the college. It contains academic calendar, list of holidays, teaching plan, lesson plan and daily record of classes taken by individual teachers.

The objective of this practice is to help teachers not only to deliver quality education but also to develop a system of consciousness, consistent and catalytic action for improving the overall academic performance of the college. To motivate teachers to perform duties as assigned to them and also to take corrective steps for timely completion of syllabus as per plan.

Teacher Manual-Cum-Record Book issued to individual teacher at the beginning of every academic session for recording their daily activities such as – dates of classes, tests, sessional examinations, submission of assignments, seminar/workshop/departmental works, co-curricular, library work, topics/units allotted and classes taken as per time table. There is considerable changes and improvement in teaching learning process, evaluation process, assessment, and maintenance and quality upgradation of the college after the implementation of Teacher Manual-Cum-Record Book.

Practice – II - Remedial Coaching Classes

Since its inception, majority of the students enrolled in the college are from rural poor villages and below average. The academic records of the last examinations are enough proof to identify their capability and proficiency. On the basis of these records and their performance in the internal tests, the IQAC introduced remedial coaching classes for slow learner before and after normal class hours in order to bridge the knowledge gap between the fast and slow learners.

The main focus of Remedial Coaching Classes is to develop a confidence level among the students with regards to their education and come up to the level necessary for pursuing higher studies efficiently and to help weaker students perform better in their final examinations. The Coordinator of IQAC supervises the work and teachers from all departments take part in this programme as per allotted time table.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Response:

The IQAC of the college has always focused on student-centric teaching learning process and follow the policy and method of evaluation as per rules and norms of affiliating university issued from time to time. The IQAC supervise the teaching learning process in the college and take action on the learning outcomes and make corrective measures in the teaching learning activities after taking proper reviews and suggestions. To further the progress in the learning outcomes, the IQAC make a gradual improvement by acquiring, upgrading and adding of the requisite material, equipment, and other infrastructure, etc. The following are the examples regarding implementation of teaching learning reforms facilitated by IQAC –

1.   Teaching Learning through Add on Courses, etc -

Since first cycle of the NAAC, the college has always been focusing in bringing positive outcomes for the well-being of the present and outgoing students. Therefore, seeing the needs and requirements of skills education, the Governing Body and IQAC introduced job-oriented Add on courses in Computer Applications, Khasi Traditional Music, Tourism and Travel. These courses are free of cost and it helps the student to become familiar with the current requirements in the job market and its applications. As a part of effective teaching learning, the IQAC develop a system to improve in the overall performance of the institution. The IQAC develop a system for catalytic improvement in the overall performance of the college, the organized Workshops and Training in Research Methodology for teaching community. To ensure effective learning the college uses different method of teaching such as Group discussion, Quiz, slide presentation, workshop, seminar etc. The IQAC of the college work hard to improve infrastructural and teaching learning resources in the college, co-curricular activities, extra-curricular activities etc. The college premise is used to its fullest capacity; the classrooms are engaged for various events and activities conducted by Government Organizations and Non-Government Organizations. All departments practice

and utilize available online resources such as WhatsApp groups, Google classrooms, YouTube and other online applications especially during the lock down period of Covid-19. For providing exposure to the students, MoU is signed with JHCMA where the students are allowed to visit the industries on any arranged day.

2. Transformation to Digitized Classrooms

In addition to the traditional chalk and talk method, the IQAC and the college uses methods such as projects, field visit and ICT based teaching. The IQAC of the college move to transform the traditional method of teaching into digital one. Therefore, IQAC insists and encourages ICT based teaching learning process in the college. The college has well maintained computer laboratory to facilitate the students and teachers with training in ICT enabled teaching learning process. Consequently, the chalk and talk method of teaching go side by side with the LCD projectors, PPTs, Film Screening, Video Conferencing and so on. Now, students experience a joyful learning and the better understanding in the classroom. Therefore, the teachers are trained and adopting with new phases by utilizing the technological resources available in the college.

File Description	Document
Upload any additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Response:

In the last five years, Jaintia Eastern College has taken drastic steps to create awareness and promote gender equity. Through the Women Welfare Committee many programmes were organized to arrive at the goal of sensitizing women issues and empowerment. This Committee is taking keen interest in the cause of women and therefore, had scheduled its own plan of action as linked herewith.

a. Safety and security:

The college is very keen regarding safety and security of the girl students and women faculties and take appropriate steps in this regard. It has a discipline committee to continue monitoring the security in the campus. The complaints related to the violation of disciplines are reported to the concerned staff and placed before the principal and the members of the discipline committee. The confidence building is done by organizing workshops and programs on use of sophisticated gadgets for girl students. The college campus is fully covered with sufficient light.

The Anti ragging committee takes necessary action on sensitive issues of the girls students which help to ensure their vibrant presence. The entire campus is covered under CCTV cameras.

Regarding the health of the students, the college have provided First Aid Box. If the case is serious, the college takes the responsibility to take the students to the nearest health centre, which is just 100 meter away from the college.

The college also have a separate washroom, toilets for boys and girls as well as for the staff of the college.

b) Counselling and awareness programmes:-

The women welfare committee organises all important activities associated with the

students. Formal and informal counselling is done in the college. Staff members motivate the students to improve their overall personality by participating in various activities organised by the college. It also organised the following activities to fulfil the objectives of serving the need of women, not only within the college but also in the surrounding areas.

i) Awareness programme on 'Women's Rights and Women Empowerment' on the 15th November 2016 at Lumchyrmit village in collaboration with the NSS Cell.

ii) Awareness programme on "The importance of Education of Women" on 5th December 2017 at Suchen Rim village.

iii) One day workshop and training on "Equity and Gender sensitization for Girls students" on the 7th August 2018.

iv) One Day programme on Gender sensitization on the 3rd August 2019 with T.Sawain, founder, winner's Mind Foundation, Jowai as the resource person in collaboration with career guidance and counselling cell.

v) Observation of the International Women's Day on the 7th March, 2020, as the 8th March 2020 falls on Sunday.

1.   Common Room:

The Institution has provided separate common room for boys and girls with essential amenities, so that the students can have a recreative sessions during the off periods or break. The college also has Girls Hostel for the accommodation of rural students.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

1. **Solid Waste Management**

Response:

Our college has a sprawling green campus and gives top priority to keep the campus clean and eco-friendly. The faculties and students are regularly advised to reduce waste at a lower extent. The solid waste is collected twice a week by the Khliehriat West Village Committee and disposed off in the community garbage collection centre and then processed them.

To keep the campus clean, the waste is collected once in a day from every classroom, office room, corridors and lawn and then stored in a larger dustbins before it is disposed off to the vehicle of the community which comes and collect the waste from the college campus on a regular basis.

As the college has a green campus, it is obvious that some amount of waste is also collected in the form of biodegradable wastes from the dry leaves, etc. After these forms of waste is collected from different points, they are dumped in a special area within the campus and there and then they are allowed to decompose and some of it is use in the growing of plants and flowers.

2. **Liquid Waste Management**:

Response: As our College is running Bachelor of Arts and Bachelor of Commerce programme, there is not much of liquid waste management required, except the liquid waste coming out from urinals and wash basin which is passed into a filtered unit before it is disposed off.

3. **E-Waste Management**

Response: E-waste is becoming an in alienated part of any institution. With the coming up of new technology, the old and un-use one is creating problems of storage. But with regard to our college, the college is till date keeping a good stock of these non-working laboratory equipment, computers, monitors, printers and batteries, etc. as scrap materials in a particular room which will be disposed off for recycle. But for doing that, there is a systematic procedure which has to be followed with the approval of the purchase committee. When this is done, all the sold materials are then ruled out from dead stock register for future records for safe recycling.

Jaintia Eastern College is also planning to create an 'E Museum' where all those non-working equipment will be kept in a separate well-ventilated room in order for the students to observe and realise the internal structure of computer and other devices. Later, they will be sold out as scrap materials for safety recycling for future use. However, these equipment were kept for few days in the college before they were carried to their respective place or area of work for recycling.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: D.1 of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

(within 500 words).

Response:

Response:

Jaintia Eastern College is the only college in the town. It was established with the aspiration of providing higher education to the rural poor youths, including migrant workers coming from different part of the country. The admission process is carried out as per government rules. The admission process is based on first come first serve basis. The Statutory committees of the college are well balanced with the presence of each category. In major extension activities local citizen participation is commendable. The Deputy Commissioner of the District is fully involved in the national and regional developmental activities, festival, awareness rallies and government campaigns. These flex board of environmental awareness, social harmony, unity and values are displayed in the college campus. The College is playing an effective role of catalyst in the town to maintain the peace and national integration. The college regularly organised different activities for inculcating the value of tolerance, harmony toward cultural diversities. Our college belong to the rural background. Its activities had a very positive impact in the society's common thought and culture.

The college in order to promote and preserve the Traditional music through the Music and Cultural Committee of the college, organised a four days programme to teach the interested youths of the college and those belonging to the nearby villages, on how to play the traditional musical instruments and also to preserved it.

The National Service Scheme unit of the college organised a special camp at Suchen Rim village from 4th – 9th November 2019 and the student personally participated in trees plantation in the village. The National Service Scheme unit also carried out the activities of trees plantation in Cham Cham village as well. The students volunteered in the Immunization Program regarding Rebola in the local community and also participated as paralegal volunteer in the training program under legal literacy campaign.

To maintain the idea of linguistic importance, the Department of Khasi observed the mother tongue days on 21st February 2020 and the Department also celebrated activities such as Thomas Jones Day, the

founding father of Khasi Alphabets and literature with the local community. Thus the college has create a positive impact in the society by carried the activities outside the college.

File Description	Document
Any other relevant information.	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Response:

The institute is a role model of best governance and democracy. Not only the student and employees but every citizen of the town respects the institution for its contribution to social development. The college area in the surrounding is reorganised as a centre of social transformation. Established in 1992 with the motto "Education for all", our institution had arranged a good number of programs covering freedom of expression through which the student are encourage to express themselves. The institution had organised personality development programs every year to prepare the student to face the future with poise and confidence as they leave the college.

On the 26th November, every year, our institution celebrates the "Constitutional Day". Various types of activities had been arranged to make this day meaningful.

The College organise massive rally throughout the town to spread the message on "No Smoking Day" and Swachh Bharat. The National Unity Day is also celebrated every year in the college on the occasion of Birth anniversary of Sardar Vallabhbhai Patel. On this day "Pledge of Unity" is organised in the college. The disaster management committee organised a one day training in collaboration with Civil Defence, government of Meghalaya for the Student and staff both inside and outside the college campus.

The International Yoga Day, Legal Literacy, Freedom of Expression programs had been conducted. The

institution had also conducted a program from time to time on Right to Education, Right of Women, Human Right etc.

The Department of Political Science as a part of their Study Tour had visited Indo-Bangladesh Border to acquaint the students with regard to International Trade.

File Description	Document
Any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Response:

India is well known for its festival and cultural diversity. The college helps students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. The College organised National and International festival as well as Birth and Death anniversaries of great Indian personalities with enthusiasm. The event is followed either by lecture, rally or the competition like debate, quiz, easy writing and drawing. The college organise activities on these of national importance to recall the event or contribution of our leader in building the nation and imbibe moral and ethical behaviour of Student in their profession and personal lives.

The College celebrated the following days.

- International women day-8th March

- World No Tobacco Day – 31st May

- International Youth day - 12th August

- World Environment Day- 5th June

- International Yoga Day - 21st June

- National Unity Day – 31st October

- Republic Day – 26th January

- Independence Day – 15th August

- World Tourism Day – 27th September

- Teacher Day – 5th September

- World AIDS Day – 1st December

- Birth and Death anniversaries of national and regional great personalities.

- Mahatma Gandhi – 2nd October

- Sardarvallbhbhai Patel – 31st October

These days are announced as National and Regional occasions and all institutes and workplace are closed on their celebration.

Cleaning drives outside the college campus on Gandhi Jayanti (2nd October) is organise almost every year by the college under the guidance of NSS Unit of the college.

The college also observe national and local festival like Durga Puja, Holy, Diwali, Id-Ul -zuha, Buddha Purnima, Behdienkhlam, SengKutsnem, Christmas, etc .

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

1. Title of the practice: Teacher Manual-cum-Record Book.

2. Objective of the practice:

1   To maintain a self study report so that we could see and understand the weaknesses and strong point during the class hours of the session.

2   To record classes that has been taken and also a classification for the course completed.

3   To record all the extracurricular activities and also the observation of the local, state and national important days and events.

4   To maintain the record for any requirement from the management or any other authority.

5   To maintain the strategy of teaching.

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 the college and students. The teacher plays a vital role 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 teacher to perform duty as assigned to them. Besides, the college have a 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 teacher 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 head of department and individual teacher is handed over with Teacher Manual - cum - Record Book in every academic session. The individual teacher record their teaching and daily activities as teaching activities, seminar/workshop/departmental work, co-curricular/extension activities, library studies, classes allotted and taken as per time schedules, academic calendar, record of test and examination taken by individual teacher .

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

5.   Evidence of success:

After the introduction of Teacher Manual–Cum–Record Book considerable changes are evidenced in term of improvement of teaching learning process, evaluation and maintenance of overall academic activities of the college. The outcome and success of this practice are mentioned below:-

1.   The practice inspired the improvement of all teachers in academic and non-academic activities both inside and outside the college.

2.   Before the introduction of Teacher Manual–Cum–Record Book, some of the teachers used to confine themselves only in classroom and their participation in other activities is limited. But after its introduction, the perspectives of the teachers have changed through their participation as member of one or the other sub-committees.

3.   Teachers are found working with diligence in his or her capacity in their respective sub–committees. This is a positive side for all progress of the college.

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

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

6.   Keeping of daily records of individual teacher gives clear information 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 the overall academic ambience of the college.

6. Problem encountered and resources required:

        There are circumstances and condition posing constraints on the effective implementation of the practice. The performance of the individual teacher is not the same as their performance in various activities. As such equal work spirit of teacher forgets to record his/her daily activities and other information as required in the manual. This also happened due to unexpected holiday, hartals and bans for which teacher find it difficult to keep his/her daily record of activities. In the odd and even semester session the student are attending regular classes after examination which create problem for the teacher to record their daily activities. In case of teacher or on leave, it create problem of record entry. The other problem encountered by the teacher is with the structure and formal of the manual.

7. Notes (Optional):

The practice of maintaining teacher Manual-cum-Record Book is to make the Teacher 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 teacher beware of the course progression.

Best Practice-2

I.   Title of the Practice: Career Guidance and Counseling Cell

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II.   Objectives of the practice:

Career Guidance and Counseling Cell objective is to guide and direct students to set their career, goals and stimulate them to exercise their consistent endeavours to accomplish their career objectives. Keeping in view the competence, interests and acquired knowledge of the students, it channels the young trainees to fetch lucrative specialize career. To explore new knowledge and train students to inculcate recent company attitude amongst them as per the requirement of the global competitive world. To provide guidance and counseling to the students for encounters all problems related to career and update them related to current trends and developments.

III.   The Context

The newly enrolled students coming from different schools have different levels of experiences,

this range from vernacular medium, urban and rural schools, universal side of varying socio-economic, educational backgrounds and gender factors. So, in the current trend, guidance and counselling are very much required for college going students to identify their strength, weakness and at the same time work on their strength and area of interest to do wonder in future. Thus, continuous career guidance and counselling in the college is expected to enhance the knowledge of students and make well informed about their career and future prospect.

IV.   The practice:

Career Guidance training programs are conducted for students to help them aware and explore about various career opportunities. Students are trained on Entrepreneurship Development Programme (EDP), life skills programme, tourism and travel, etc. in order to make them confident to face the challenges. Resource persons from affiliating university, government agencies, private agencies and industries are invited to deliver awareness about the job opportunities in various sectors for both government and private. Workshops and Training, Seminars highlighting the importance of higher education and Institution of Higher Learning for admission are conducted

V.   Evidence of success

Over 17 Career Guidance Programmes were conducted by Career Guidance and Counselling Cell of college in collaboration with Government and Non-Government Organization during the last five years. The following Programmes mentioned below:-

    i.   Skills Fest-Cum Job fair 18th May 2016 by Directorate of Employment & Craftmen Training Labour Department Government of Meghalaya

    ii.   Entrepreneurship Development Programme by the Office of the General Manager District Commerce & Industries Centre, Khliehriat 19th – 20th June 2015

    iii.   Seminar on Career guidance in collaboration with Tula Institute Dehradun 9th July 2015

    iv.   Chief Minister Career Coaching cum Guidance Programme by Jain IAS Study Center, Delhi,

5th Feb 2015

v.   Motivational Workshop by Shri. Rashikesavan, Hayagreeva Academy 11th May 2016

vi.   One Day Workshop for Teacher and Students by Sun@beam, Kolkota 3rd September 2016

vii.   Entrepreneurship Development Programme by the Office of the General Manager District Commerce & Industries Centre, Khliehriat 30th & 31st May 2017

viii.   One Seminar on Tourism and Its Applications in collaboration with Socio Econoimic Life Development (SELD) Rymbai 30th June 2017

ix.   Three days Career guidance programme in collaboration with Rashtriya Uchhtar Shiksha Abhiyan (RUSA), Government of India and shri S. Mawlong Director, Hundredfold Academy, Shillong as resource person 29th November to 1st December 2017

x.   Career Guidance Cum Life Skills Programmes at St. Anthony's College, Byndihati on Career in Banking on 14 March 2018

xi.   Entrepreneurship Development Programme by the Office of the General Manager District Commerce & Industries Centre, Khliehriat 26th June 2018

xii.   Career guidance on Tourism & Travel- Its Scope and Opportunities in collaboration with Rashtriya Uchhtar Shiksha Abhiyan (RUSA) Government of India Shri. R.K. Burauh, Director, North East Education Foundation, Guwahati as resource person 20th & 21st August 2018

xiii.   Career guidance on "Youth without Barrier" on the Graduation Day by Shri.. B. Papang Asst Professor of Commerce as resource person on 7th August 2018

xiv.   One Day Workshop on "Facilitation and Deployment of Communication Skills and Speaking English" conducted by Avenues and Team, Shillong on 25th September 2018.

xv.   Gender Sensitization Programmeand Counselling and Career guidance for girls students in collaboration with Rashtriya Uchhtar Shiksha Abiyan (RUSA) Government of India 3rd August 2019

xvi.   Aspire Meghalaya – Soft Skill training programme from 23rd – 28th September 2019 by Avenues and Team Shillong

VI.   Problem Encountered and Resource Required:

The common problem encountered by the college in conducting Career Guidance and Counselling classes are:-

Ø Apart from academic practice, career guidance and counseling classes is time consuming which involved learning about new things and meet other expectations.

Ø The students are rural in nature; lack of career-related guidance, limited or no information and knowledge about career opportunities at school level which created additional problems to the resource persons to deal with.

Ø Lack of interest from the students side

Ø Limited parental support from parents e.g. job leads, specific ideas about where to receive training and advice about vocational options are absence especially if the parents were not educated.

Ø A lot of background work had to be done before, during and after organizing career guidance activities. These included identifying appropriate topics, features or skill needs to be imparted. This has led to appropriate identification of resource persons to handle the training followed by technical, financial and physical resources needed to conduct the activity.

VII.   Notes(Optional):

Ø Students attending career guidance and counseling classes has increased over the years.

Ø The retention rate of graduates in their employed organizations is better compare than before setting up Career Guidance and Counseling Cell in College.

Ø   A few of the students have become successful in selecting and getting through District Selection Committee examinations.

Ø Some students have become successful entrepreneurs also.

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust

within 1000 words

Response:

Response:

I.   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.

II.   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 and also equipped them to become good citizens and to meet the social needs of our nation. Through various College activities, an awareness regarding preservation and restoration of the environment is also in the roadmap of the College**.**

III.   Objectives of the College:

Ø To impart higher and quality education in rural areas.

Ø To provide vocational training to the educated unemployed youths.

Ø To impart skills on Information Technology.

Ø To provide career guidance and counselling.

Ø To promote environmental awareness.

Ø To transform the young minds through moral and ethical education based on value system.

IV.   Title of the Practice:

Promoting Community Service through Extension Committee.

V.   Goal:

The College formed Extension Committee and organized awareness programmes such as environmental protection, creation of community assets, blood donation camp, rain water conservation campaign, health and sanitation, disaster management, national integration and social harmony etc.

VI.   The Context:

The need of the practice was felt to ensure effective implementation of academic and non-academic activities in the College through NSS regular activities, the NSS unit adopted villages for community services, etc.

VII.   The Practice:

The NSS unit identifies programmes before adoption of any village. Advisory Board and informal meeting with local headman and elders were organized before selection of villages for adoption. It also organizesprogrammessuch as cleaning drives, tree plantation, etc. e.g. Pulse Polio immunization programme, Blood donation, cleaning drives, awareness programmes, renovation of drinking wells and footpaths.

VIII.   Evidence of success:

The College makes the villagers to feel a sense of belonging and oneness. This is revealed during special camping where the villagers facilitate the student's volunteers to take part in social work and also provides an insight into the various activities of the community life and helps to inculcate the love and respect for one's identity.

IX.   Problems Encountered and Resources required:

The College did not face much problem as this practice is extra-curricular activities. However, girl's student shows their reluctance to go because they have to stay there for a week. Fund was less and could not meet the expenses for accommodation, drinking water, electricity, etc.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Besides academic activities, the college has contributed in many ways with regards to nation building such as community development programmes through National Service Scheme & Red Ribbon Club by adopting adjacent villages for development work. In adopted villages the college conducts various programmes like cleaning drive, awareness programme on Health & Sanitation (HIV/AIDS), Conservation and Protection of Environment and Cleaning of Drinking well. Moreover, the college regularly organizes/participate in Swach Bharat Abhiyan in collaboration with Government and Non Government agencies.

The college observes National important days (Independence Day, Republic Day, Gandhi Jayanti) and also observed/conducted various activities on the World Environment Day, National Unity Day and International Yoga Day. To prepare the students, the college conducted programnmes/trainings like Career Guidance & Counseling for appearing in various competitive examinations (Distirct/State/National Level). Since majority of the students enrolled are from rural schools, the college conducts programmes such as Personality development, Communication skills and Spoken English.

Concluding Remarks :

The college encourages a quest for knowledge that is rooted in an ethical understanding of the world and this enthusiasm for learning along with a desire to evolve into socially responsible being is reflected not only in academic atmosphere but also visible in the field of extra-curricular activity. In these 28 years, the college has produced many eminent personalities who have excelled themselves in the field of politics, academics, bureaucracy, judiciary, etc. Lastly, during this short period of existence, the college has carved a distinctive place for itself in the state as it is among the NAAC accredited college affiliated to North Eastern Hill University (NEHU), Shillong.