



## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

### Part – A

AQAR for the year

1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017

### I. Details of the Institution

1.1 Name of the Institution

Jaintia Eastern College

1.2 Address Line 1

Khliehriat

Address Line 2

East Jaintia Hills District

City/Town

Khliehriat

State

Meghalaya

Pin Code

793200

Institution e-mail address

je\_college@yahoo.co.in

Contact Nos.

03655 230003

Name of the Head of the Institution:

Dr. Phervision Nongtdu

Tel. No. with STD Code:

03655 230003

Mobile:

9436115484

Name of the IQAC Co-ordinator:

Dr. (Mrs) Pyrkhatalang. A. Shadap

Mobile:

9862486513

IQAC e-mail address:

je\_college@yahoo.co.in

1.3. NAAC **Track ID** (For ex. MHCOGN 18879) - **MLCOGN 21737**

1.4. Website address:

www.jecollege.org

Web-link of the AQAR:

[http://www.jecollege.org/file/aqar2016\\_17.pdf](http://www.jecollege.org/file/aqar2016_17.pdf)

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.50	2016	2021
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY

01/04/2014

1.7 AQAR for the year

2016 -17

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2016 -17 on the 03/04/2018 (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)



Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input checked="" type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="IGNOU, Add-on-Courses"/>								

1.11 Name of the Affiliating University (*for the Colleges*)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other ( <i>Specify</i> )	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	-
2.4 No. of Management representatives	-
2.5 No. of Alumni	-
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	2
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	5

2.11 No. of meetings with various stakeholders:	No.	5	Faculty	√
	Non-Teaching Staff	√	Students	√
	Alumni	√	Others	√

2.12 Has IQAC received any funding from UGC during the year?	Yes	√	No	×
If yes, mention the amount	Rs. 3 Lakhs			

### 2.13 Seminars and Conferences (Only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	2	International	-	National	1	State	1	Institution Level	-
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(ii) Themes	<ol style="list-style-type: none"> <li>The Impact of the Interim NGT Ban on Coal Mining in Meghalaya</li> <li>U Rev.Thomas Jones – I bad ka Jaidbynriew Hynniew Trep, Meghalaya (and his contribution to the Society)</li> </ol>
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### 2.14 Significant Activities and contributions made by IQAC

Monitoring College academic and non academic activities in the college
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### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ Drafting of Annual Calendar, Teacher's Manual-Cum- Record Book, etc.</li> <li>➤ To organize Faculty Development Programmes in and outside the College.</li> <li>➤ To organized Seminar, Training and Workshops, etc.</li> <li>➤ To publish College Annual Magazine.</li> <li>➤ To organize Computer literacy programme for both teaching and non-teaching staff members.</li> <li>➤ To improve ICT Classroom in Commerce Department during the current academic session of 2016-17.</li> <li>➤ To organize Induction-Cum-Orientation Ceremony, Parting Social, College Week, Fresher's meets etc.</li> <li>➤ To complete the construction of College Canteen - Cum - Students Common rooms.</li> <li>➤ To complete the renovation work of College Verandah, Porch, etc.</li> <li>➤ To improve the College infrastructure and renovation of classrooms, etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fulfilled</li> <li>➤ Fulfilled</li> <li>➤ One National and One Regional Seminar organized.</li> <li>➤ Fulfilled</li> <li>➤ Fulfilled</li> <li>➤ Increased number of ICT classrooms</li> <li>➤ Fulfilled (Except Parting Social)</li> <li>➤ Fulfilled and Completed</li> <li>➤ Completed</li> <li>➤ Starts from February 2017</li> </ul>

\* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The following measures are taken by the college to improve the quality education:

- Academic committees
- Faculty Development programme
- Remedial Coaching class
- Increase number of teaching and non teaching staff
- Study tour
- Computer literacy programme
- Library user talked
- Wi-Fi enable campus
- Suggestion box

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	7	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	2	-	-	-
Certificate	2	-	-	-
Others	-	-	-	-
<b>Total</b>	11	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG: 2
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

**No**

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes (Department of Sociology).

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	31	-	-	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	-	-	-	-	-	2	-	9	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	15	28
Presented papers	-	16	3
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution  
(For example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Arts	135	-	-	07	87	69.62
Commerce	09	-	-	02	06	88.88

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. Manual Cum Record Book
2. Discussion, Class tests, Unit tests, monthly test
3. Feedback from various stakeholders (Alumni & Parents, etc)
4. Suggestion Boxes and mentoring.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	-	-	-
Technical Staff	1	-	-	-



## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Teachers are encouraged for publication and research activities leading to Ph.D, to attend and participate in the State, National and International Seminar/Workshop.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D Guides and students registered under them

  


3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
 National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- National Seminar, Regional Seminar.
- NSS Extension Activities.
- Educational Tour.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1452.650. mts			1452.650 mts
Class rooms	18			18
Laboratories	1			1
Seminar Halls	1			1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-		
Value of the equipment purchased during the year (Rs. in Lakhs)		1.14	UGC	
Others				

#### 4.2 Computerization of administration and library

\*Administration & admission process of the College are partially computerized.

\*College Library is a member in the N-LIST.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6945	-	183	114319	7128	-
Reference Books	1100	-	26		1126	-
e-Books	-	-	-	-	-	-
Journals	16	-	-	-	16	-
e-Journals	1	-	-	-	1	-
Digital Database	NLIST	-	-	-	NLIST	-
CD & Video	9	-	-	-	9	-
Others (specify) Maps, newspapers, etc.	13	-	-	-	13	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	29	01	Yes	Laboratory	No	06	No	-
Added	-	-	Wi-Fi	-	-	-	-	-
Total	29	01		-	-	03	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- |  |
|--|
| 1. Wi-Fi enable campus                     |
| 2. ICT classroom for Commerce Department   |
| 3. Computer literacy Programme for faculty |

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.11
ii) Campus Infrastructure and facilities	2.69
iii) Equipments	2.50
iv) Others	
<b>Total :</b>	5.30

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial coaching classes for weak students.
- Formation of student union.
- Wi-Fi facility is provided for the students.
- Organized study tour.
- Career Guidance Cell

#### 5.2 Efforts made by the institution for tracking the progression

- Teachers track the student performance and monitor them.
- Alumni and parents get-togethers.
- Feedback system.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
565	-	-	-

#### (b) No. of students outside the state

01

#### (c) No. of international students

Nil

Men

No	%
224	40

Women

No	%
341	60

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
24	1	714	-	3	742	22	1	539	-	3	565

Demand ratio

Dropout 4.9%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Motivational and inspirational workshop on the theme “To improve memory power”.

No. of students beneficiaries

84

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Guidance and counselling by the individual teacher to the student.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- Anti Ragging cell.
- Women Welfare Committee.
- Grievance Redressal Cell.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	87,500.00
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievances.



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

- Vision – With the motto “*Education for All*” Jaintia Eastern College acts as per the principles set by it’s founders to provide quality and affordable education to all sections of the people 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 and the students to face the challenges of this contemporary world and to remain socio-economic 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, 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.

#### 6.2 Does the Institution has a management Information System

- Notice Board
- College Website
- E-Information

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

- ICT classroom for commerce department.
- Orientation classes for the fresher’s.
- Obtained feedback from various stakeholders.

##### 6.3.2 Teaching and Learning

- ICT classroom facilities for commerce department.
- Encouraged teachers to attend seminar and workshop.
- Remedial classes, group discussion, presentation.
- Educational tour.
- Encourage faculty to attend refresher course and orientation course.

##### 6.3.3 Examination and Evaluation

- Examination committee conduct class test, unit test and monthly test periodically for the annual system.
- Departments conduct internal test and assignment for the semester system.
- Result Analysis.

#### 6.3.4 Research and Development

--

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- |  |
|--|
| <ul style="list-style-type: none"> <li>• ICT classroom for commerce departments.</li> <li>• CCTV facility in the college campus.</li> <li>• Wi-Fi enables campus.</li> </ul> |
|--|

#### 6.3.6 Human Resource Management

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Faculty Development Programme.</li> <li>• Computer literacy programme for the faculty</li> <li>• College motivates the teaching faculty to attend seminars, workshops, etc.</li> </ul> |
|---|

#### 6.3.7 Faculty and Staff recruitment

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Recruitment of faculty and staff are done through the selection committee of the college</li> </ul> |
|--|

#### 6.3.8 Industry Interaction / Collaboration

- |   |
|---|
| <ul style="list-style-type: none"> <li>• NIELIT</li> <li>• IGNOU</li> <li>• NLIST</li> <li>• JHCMA</li> <li>• Society for Promotion of Tourism</li> </ul> |
|---|

#### 6.3.9 Admission of Students

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Admission of the students is followed as per the norms prescribed by the affiliating university.</li> </ul> |
|--|

#### 6.4 Welfare schemes for

Teaching	Accommodation
Non teaching	Accommodation
Students	Conveyance fee

6.5 Total corpus fund generated

No

6.6 Whether annual financial audit has been done Yes

√

No

×

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Commerce Department
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

×

No

√

For PG Programmes

Yes

×

No

×

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Semester Examination system for Degree Courses.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No

6.11 Activities and support from the Alumni Association

- Donation in cash and in kind towards development of College

6.12 Activities and support from the Parent – Teacher Association

- Apart from donation they are also providing suggestion for furtherance of College activities

6.13 Development programmes for support staff

- Personality development, accounting, etc

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Cleaning drive, installation of dustbins, drinking water at visible places.
- Tree plantation.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- National Seminar.
- Regional Seminar.
- Manual-Cum-Record Book.
- Group discussion and presentation.
- Library Work
- Establishment of Examination Committees of respective department

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- National and Regional Seminar
- ICT classroom for commerce Department
- Wi-Fi enable Campus
- Prepared Annual Calendar
- Celebrate the National and other importance days of the year

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Manual-Cum-Record Book
- Extension Activities – Community Development Programmes

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Observation – World Environment Day, Earth Day.
- Cleaning drive.
- Tree plantation.
- Several competitions were conducted on the Environmental issues.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 ~~Any other relevant information the institution wishes to add (For example SWOT Analysis)~~

- Strength: -Accredited Grade B by NAAC with CGPA 2.50.  
-Location of the college
- Weakness: -Students are from rural background.  
-Academic performances of the students are average.
- Opportunities: -Qualified teachers, good library and good infrastructure.
- Challenges: -Migration of students outside the district  
-Limited Courses offered.

## 8. Plans of institution for next year

- To complete College Canteen – Cum- Student Common Rooms.
- To organize Faculty Development Programmes
- To organise training programmes for Assistant Professors on PowerPoint presentation.
- To organize National seminar and Regional seminar.
- To construct separate Computer Centre, Laboratory, Renovation of Classrooms, Toilets, Seminar Hall, etc.

Name. Dr (Mrs) Pyrkhatlang A Shadap



Signature of the Coordinator, IQAC

Name. Dr. Phervision Nongtdu



Signature of the Chairperson, IQAC

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**Annexure – I**

**Academic Calendar 2016-17**

<b>Month</b>	<b>Dates</b>	<b>Event</b>
January	15	Re-opening College Office
Feb	4	Re-opening – semester classes
March	8-22	UG Examination (Annual System)
	18	Parent – Teacher Meeting
	27	Alumni Meet
April	5-7	NAAC Peer Team Visit 1 <sup>st</sup> Cycle
	22	World Earth Day
May	3-9	Even Semester Examination
	11	Motivational Workshop ‘To improve memory Power’
June	5	Observation of World Environment Day
	14	Commencement of Odd Semester classes
	10	Induction ceremony cum orientation classes
	11	One Day Seminar on Research Methodology
	21	Observation – International Day of Yoga
	28	Freshers Meet cum Thanks Giving Ceremony
July	7	Awareness & Voluntary Blood Donation Camp
	13-15	First sessional test (semester system)
	22	Ditty Competition
August	15	Independence Day
September	3	One Day Workshop & Training programme on ‘T-comfort –T3’.
	22	Youth for Green Campaign
	23	Students Union Election.
October	3-15	Odd Semester Examination
	17	Swachh Bharat Abhiyan
	17-21	Youth Festival/ College Week
	31	Rashtriya Ekta Diwas (National Unity Day)
November	7	Commencement of Even Semester Classes
	26	Constitution Day
	28-29	National Seminar
December	9	Regional
	20	Parting Social

**Annexure - II**

**Students' Feedback on Teachers: 2016-17**

Sl. No	Parameters	Yes	%	No	%	Nil	%
1	The teacher covers the entire syllabus/topics before sessional examination/class test	55	76	12	17	5	7
2	The teacher discusses topics in detail	56	77	16	23	-	-
3	The teacher possesses deep knowledge of the subject taught	51	71	16	22	5	7
4	The teacher communicates clearly	58	81	13	18	1	1
5	The teacher inspires me by his/her knowledge in the subject	46	64	21	29	5	7
6	The teacher is punctual to the class	58	81	13	18	1	1
7	The teacher is irregular to the class	14	19	57	80	1	1
8	The teacher is taking only Roll. Nos. and left the class	6	8	66	92	-	-
9	The teacher engages the class for the full duration and completes the course in time	56	77	10	14	6	9
10	The teacher comes fully prepared for the class	61	85	10	14	1	1
11	The teacher provides guidance counselling in academic matters outside the class	33	46	31	43	8	11
12	The teacher encourages participation and discussion in class	45	63	20	28	7	9
13	The teacher uses modern teaching aids/gadgets, handouts, suggestion of references, PPT, web-resources	29	41	37	51	6	8
14	The teacher pays attention to academically weaker students as well	55	76	15	21	2	3
15	The teacher relates the course material with real world situations	48	67	15	21	9	12
16	The teacher's attitude toward the students was friendly and helpful	59	82	11	15	2	3
17	The teacher has professional competence and is a role model	36	50	27	36	9	12
18	The teacher leave the classroom before time	14	20	58	80	-	-
19	The teacher provides regular feedback on performance.	48	67	18	25	6	8
20	Interest generated by the teacher	52	72	16	22	4	6

**Annexure - III**

**Student feedback Outgoing 2016-17**

Sl No	Questionnaire	Ye s	%	No	%	Nil	%
	<b>A COURSE CONTENT</b>						
1	The prescribed syllabus/paper/course was satisfactory	43	94	2	4	1	2
2	The existing content of syllabus is job oriented	36	78	8	17	2	5
3	The course content enhance student analytical skill	37	80	7	15	2	5
4	The student ability to cope with present course content	40	87	6	13	-	-
5	The course content consist project work	35	76	6	13	5	10
	<b>B. TEACHING – LEARNING PROCESS</b>						
	The teacher covers						
	i. 85 – 100 % of the syllabus	13	28	-	-	33	72
	ii. 70 – 85 % of the syllabus	-	-	-	-	46	100
6	iii. 55 – 70 % of the syllabus	-	-	-	-	46	100
7	The teacher comes fully prepared for the class	43	94	-	-	3	6
8	The teacher possesses deep knowledge of the subject	44	96	1	2	1	2
9	The teacher explain/communicates the topic clearly	45	98	-	-	1	2
10	The teacher knowledge and expertise in the subject motivate the student	42	92	2	4	2	4
11	The teacher is punctual to the class	43	94	1	2	2	4
12	The teacher provides regular feedback on performance	41	89	3	7	2	4
13	The teacher provides counseling in academic matters in the class	41	89	4	9	1	2
14	The teacher encourages participation and discussion in class	42	92	3	6	1	2
15	The teacher uses modern teaching aids/gadgets (ICT), suggestion of references, web-resources	33	72	7	15	6	13
16	The teacher pays attention to slow learners	39	85	6	13	1	2
17	The teacher relates the course material with real world situations	43	94	-	-	3	6
18	The teacher’s attitude is friendly and helpful	43	94	2	4	1	2
	<b>C LIBRARY</b>						
19	Do you visit the Library Regular:	21	46	25	54	-	-
20	Are the required titles is available in the Library?	29	63	16	35	1	2
21	Are you satisfied with the cataloguing and arrangement of books?	33	72	13	28	-	-
22	Are you satisfied with the available reading space?	32	69	11	24	3	7
23	Are the Library Staff co-operative and helpful	39	85	6	13	1	2
	<b>D ADMINISTRATION AND MANAGEMENT</b>						
24	Is the College office helpful in administrative matters	43	94	2	4	1	2
25	Are there enough clean class rooms available in the College	44	96	1	2	1	2
26	Are the toilets cleaned properly	29	63	17	37	-	-
27	Are you provided with enough pure drinking water	36	78	9	20	1	2
28	Do you think that your grievances are redressed when suggestion box is used	35	76	7	20	2	4
29	Are you aware of the Career and Counseling Committee in our College	41	89	4	9	1	2
30	Are you aware of the Wi-Fi Internet Facilities/ /Broadband in the College campus	29	63	14	15	1	2



## Annexure - IV

### Alumni Feedback 2016-2017

Put a Tick Mark (√) on the option you select:

Feedback Parameters	Excellent	%	Very Good	%	Good	%	Satisfactory	%	Unsatisfactory	%
1. Quality of Education in the college.	2	50	2	50	-	-	-	-	-	-
2. Learning Environment	2	50	2	50	-	-	-	-	-	-
3. Infrastructure and facilities	1	25	3	75	-	-	-	-	-	-
4. Training & Placement	1	25	3	75	-	-	-	-	-	-
5. Lecturer's Knowledge base, lecture and support	2	50	2	50	-	-	-	-	-	-
6. Office Staffs' support.	2	50	2	50	-	-	-	-	-	-
7. Learning Experience in terms of their relevance to real life application	1	25	3	75	-	-	-	-	-	-
8. Rating the college comparing with other colleges in the state.	-	-	4	100	-	-	-	-	-	-
9. Alumni Association/ Network of Old Friends	-	-	2	50	2	50	-	-	-	-
10. Overall rating.	2	50	2	50			-		-	

**Annexure - V**

**Parents Feedback 2016-17**

Sl No	Items	Yes	No		Total
1	Do the existing Infrastructure facilities vizly: Library, Computer Laboratory, Canteen, internet and other campus facilities benefit your wards?	50	0		50
2	Do the College Programmes arranged by the departments help your wards to know the outside world?	50	0		50
3	Do the College encourage the students/wards to participate co-curricular activities?	50	0		50
4	Do the quality academic resources vizly: teachers, course material available in the College are benefited to your wards?	50	0		50
		Satisfactory	Not satisfactory	Need to be improved	Total
5	Are you satisfied with the efforts taken by the College for overall grooming and personality development of your wards?	14	7	29	50
6	Do your wards share with you their ability and performances in the College education?	32	18		50
7	Does the College authority collect excess fees from your wards?	11	39		50
8	Are you satisfied with the education availed by the College to your wards?	48	2		50
9	Do the College benefited the parents of this area?	47	3		50

## BEST PRACTICE

### Best Practice – 1

#### 1. Title of the Practice: Teacher Manual – Cum - Record Book

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

3. **Introduction:** To compliance with the number of teaching days prescribed by the affiliating University (At least 180 days and 150 days) excluding working days and holidays for annual system and semester system of examinations respectively, the College make use of “Teacher’s Manual – Cum - Record’s Books”.

Generally, the College re-opens from the first week of February every year and the academic programme starts from the 1<sup>st</sup> May 2016 for Undergraduate Arts and Commerce (Annual system). Considering that regular classes will continue upto 23<sup>rd</sup> December 2016, the College gets 263 administrative days, out of which 190 are the actual teaching days. Like in preceding years, the College conducts preparatory test/selection test in the last week of November (For Annual system) which involved of about six to ten days. More often, after the above test is over, the students are busy filling up the University Examination form which takes at least 4 to 5 days. In that case, the College gets about 175 actual teaching days. To make up the loss classes, the College conduct additional classes at the end of the normal classes.

Moreover, classes for Semester Degree Honours Courses (Arts and Commerce), odds semester start from the first week of February every year and it will go up to 30<sup>th</sup> April and the College gets 73 actual teaching days. Whereas Evens Semester classes start from the Second week of June and it will go upto 30<sup>th</sup> September and it gets 87 actual teaching days. To compliance with the number of teaching days (150 days) as prescribed by the University, the College allotted two periods for each department in a day. In that case, the College gets 146 and 174 actual teaching days for Odds and Evens Semesters respectively.

General Time - Table is provides to all teaching community keeping in mind that the syllabi can be completed in due course of time. Modification for adjustment or re-adjustment of the same by the faculty members will not be entertained after being approved by the Principal unless or otherwise with prior permission from the Principal. HoDs are entrusted to allot portions/units to Assistant Professors against the time allotted in the General Time Table for each department and they are advised to keep provisions for revision work/tutorial/extra classes/group discussion/discussion of the previous question papers while preparing teaching plan, etc. Recorded statements of teaching activities are recorded by the respective teachers in consultation with the respective HoDs.

4. **The Context:** The teacher plays vital roles in the enhancement of quality education where their performance of duty without accountability may lead to slackness and negligence. So, this practice is very vital and encourages teachers to perform the duty as assigned to them. The Manual – cum - Record Book is expected to make the teachers aware of the progression and enables them to take corrective steps for timely completion of syllabus as per plan. Teachers are entrusted to keep record on the portions/units allotted including number of days and dates of teaching learning activities for approval by the head of the institution.

5. **The Practice:** The manual – cum - Record Books are issued to respective heads of department and individual teacher in the beginning of the academic session. The teacher records his/her teaching and daily activities such as - teaching plan, seminar/workshops/departmental works, co-curricular/extension activities, library studies, classes allotted as per time schedules, academic calendar, record of tests and examinations taken by individual teacher. The Principal periodically review the manual and suggests for improvement if needs arise. This practice needs sincerity and dedication of teachers to execute it in letter and spirit.

5. **Evidence of Success: Following** the introduction of Teacher Manual – Cum - Record Book, considerable changes have evidenced in terms of improvement of teaching learning, evaluation process and maintenance of overall academic and non-academic activities in the College. The main outcomes and success of the practice are below:-

- The practice inspired the involvement of all teachers in academic and non-academic activities both inside and outside the College.
- Prior to the introduction of Teacher Manual – Cum - Record Book, it was observed that some teachers confine themselves only in the class rooms with limited participation in non-academic activities. But soon after its introduction, it was found that many teachers are motivated to participate in the non-academic activities of College. The practice not only helps the teachers to be discipline but also it help to improve their knowledge beyond class rooms.
- Teachers are found working with diligence in his/her capacity in their respective works assigned to them. This is a positive side for all round development of College.
- The progression for execution of the curriculum has changed instantaneously. Proper records of topics taught, classes taken and their involvement in other activities are maintained by individual teacher. This has made them to become more active and sincere in their duties and responsibilities.
- Timely completions of syllabus with smooth conduct of internal tests, and examination, seminars, home assignment, etc are some of the essential outcomes of the practice.
- Keeping of daily records of individual teacher give a crystal clear on the performance or non performance of individual teacher.

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

6. **Problems Encountered and Resources Required:** There are circumstances and conditions posing constraints on its effective implementation due to overlook to record his/her daily activities and information required in the manual. Apart from that, unexpected holiday, *hartals* and *bandhs* make them difficult to keep his/her daily records of activities.

7. **Note (Optional):** The College is making efforts to modify the existing Teacher's Manual – Cum - Record Book and to introduce Students Diary in the next academic session to enable the College to keep proper record for both students teachers participation in the academic and non academic activities.

## Best Practices - 2

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

**2. Goal:** With an aim to fulfil the vision, mission and objectives and to develop the personality of students, the College encourages students and other stakeholders to participate in Community Service in the adjoining villages, of which, Extension Committee is constituted to supervise the activities. The objective of the above said committee is to provide training and enable students and other stakeholders to involve and serve the community alongside with their academic pursue.

**3. The Context:** The need of the practice was felt to ensure effective implementation of academic and non-academic activities, besides, NSS regular activities.

**4. The Practice:** Besides, College campus, the committee organizes programmes for Promotion of Community service in the adjoining locality where students are encouraged to take part in community development programmes. Apart from adopted villages, various social works and other events were organized in the nearby locality such as creation of fixed assets, cleaning drives, awareness programmes on women rights, health, adult education, renovation of drinking wells, footpaths, etc.

**5. Evidence of success:** The community service rendered by the College also serves as a mean to teach people about ideas of development they might not have heard before. The practice also provides insight into various activities of the community life and the realization that working together can be promoted. This practice not only helps to bridge the relationship between the community and the College but also helps to inculcate the love and respect for one's identity and respect for that of others.

**6. Problems Encountered and Resources required:** The problem faced for community service and other activities of the Extension Committee is the time schedules and fund.

**7. Note (Optional):** The College is making efforts to conduct various programmes in the near future for upliftment of the community at large in collaboration with other agencies.