

## **The Annual Quality Assurance Report (AQAR) of the IQAC** (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year April 2017 to March 2018*)

### **Part – A**

#### **Data of the Institution**

(Data may be captured from IIQA)

- |   |  |
|---|--|
| <b>1. Name of the Institution</b>               | <b>:Jaintia Eastern College</b>                              |
| • Name of the Head of the institution           | <b>:Dr. Phervision Nongtdu</b>                               |
| • Designation                                   | <b>:Principal</b>  |
| • Does the institution function from own campus | <b>:Yes</b>  |
| • Phone No./Alternate phone No.                 | <b>:8837322583</b>   |
| • Mobile No.                                    | <b>:9436115484</b>   |
| • Registered e-mail                             | <b>:je_college@yahoo.co.in</b>                               |
| • Alternate e-mail                              | <b>:iqacjec@gmail.com</b>                                    |
| • Address                                       | <b>:Khliehriat West</b>                                      |
| • City/Town                                     | <b>:Khliehriat</b>   |
| • State/UT                                      | <b>:Meghalaya</b>  |
| • Pin Code                                      | <b>:793200</b>   |
| <b>2. Institutional status:</b>                 |  |
| • Affiliated / Constituent                      | <b>:Affiliated</b>   |
| • Type of Institution                           | <b>:Co-education</b>   |
| • Location : Rural/Semi-urban/Urban             | <b>:Rural</b>  |
| • Financial Status                              | <b>:Grants-in aid/ UGC 2f and 12 (B)/<br/>Self financing</b> |
| • Name of the Affiliating University            | <b>: North Eastern Hill University,<br/>Shillong</b>         |
| • Name of the IQAC Co-ordinator                 | <b>:Dr. (Mrs) Pyrkhatlang A Shadap</b>                       |
| • Phone no.                                     | <b>:9862486513</b>   |
| • Alternate phone no.                           |  |
| • Mobile  | <b>:7005496785</b>   |
| • IQAC e-mail address                           | <b>: je_college@yahoo.co.in</b>                              |
| • Alternate Email address                       | <b>: iqacjec@gmail.com</b>                                   |
| <b>3. Website address</b>                       | <b>: www.jecollege.org</b>                                   |

Web-link of the AQAR: (Previous Academic Year):

[http://www.jecollege.org/wp-content/uploads/aqar2016\\_17.pdf](http://www.jecollege.org/wp-content/uploads/aqar2016_17.pdf)

**4. Whether Academic Calendar prepared during the year? : Yes,**

if yes, whether it is uploaded in the Institutional website: Yes,

**Web link: [http://www.jecollege.org/wp-content/upload/academic\\_calendar2017\\_18.pdf](http://www.jecollege.org/wp-content/upload/academic_calendar2017_18.pdf)**

## 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.5	2016	25/05/2016 to 24/05/2021

6. Date of Establishment of IQAC: DD/MM/YYYY : **01/04/2014**

## 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
IQAC Meeting	4 <sup>th</sup> April 2017	11
IQAC Meeting	11 <sup>th</sup> August 2017	12
IQAC Meeting	30 <sup>th</sup> November 2017	9
IQAC Meeting	2 <sup>nd</sup> February 2018	12

**Note: Some Quality Assurance initiatives of the institution are:**

*(Indicative list)*

- Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback from all stakeholders collected, analysed and used for improvements
- Participation in NIRF
- ISO Certification

8. Provide the list of funds by Central/ State Government: UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Jaintia Eastern College	GDA XII Plan	UGC	2017-2018	19,46,000
Jaintia Eastern College	RUSA	MHRD	2017-2018	1,0000,000

*RUSA: Rashtriya Uchhtar Shiksha Abhiyan*

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **No**

\*upload latest notification of formation of IQAC:

10. No. of IQAC meetings held during the year : **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: **Yes**

(Please upload, minutes of meetings and action taken report).

Web link: [http://www.jecollege.org/wp-content/upload/iqac\\_meeting2017\\_18.pdf](http://www.jecollege.org/wp-content/upload/iqac_meeting2017_18.pdf)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes/No: **No**.

If yes, mention the amount: \_\_\_\_\_ Year: \_\_\_\_\_

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- ❖ Making the teacher acquainted with the value of quality education.
- ❖ Proper implementation of teaching-manual-cum-record book.
- ❖ Introduction of ICT Classroom (mini smart class), Remedial classes for slow learner, introduction of Certificate Course in Computer Application for teachers and students.
- ❖ Feedbacks, organizing seminars, workshops, Alumni Get-together.
- ❖ Organize faculty development program (FDP)

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Special camps at adopted village in collaboration with NSS Unit and RRC	<ol style="list-style-type: none"> <li>1. Extension Committee organised 7 (Seven) days special camping at Suchen Rim an adopted village by NSS unit: Special lecture on Women Empowerment and Women Rights by Dr. P. Nongtdu.</li> <li>2. Observation of Biodiversity Day, World Environment Day, World Tourism Day, Blood Donation Camp, and Youth Festival, etc.</li> </ol>
Skills Training Program, Career Guidance programmes.	<ol style="list-style-type: none"> <li>1. Seminar and Workshop on “<i>Tourism and Its Application</i>” by Dr. Benjamin Lyngdoh, NEHU, Shillong.</li> <li>2. Career and counselling programme by Shri. S. Mawlong, Director, Hundred folds Academy, Shillong.</li> <li>3. Entrepreneurship Development Programme by General Manager, District Commerce &amp; Industries Centre, Khliehriat</li> </ol>
To provide assistance or any help to students. To organize Fresher’s Meet, College Week and Parting Social/Graduation Day.	<ol style="list-style-type: none"> <li>1. Student Welfare Committee organized Induction Ceremony-Cum-Orientation programme, Student Union Election, College week, Parting Social, Educational Tour, etc.</li> <li>2. Students with Physical Challenge (PwD) and belongs to economically poor were rendered exemption of 50% college tuition fee.</li> <li>3. Thirty students availed conveyance fee of Rs. 2483/- per student during the academic session.</li> <li>4. Organised Remedial Coaching Classes for slow learners and established facilitation centre for applying Online Scholarship.</li> </ol>
Installation of CCTV	<ol style="list-style-type: none"> <li>1. Installed CCTV at ground floor of the college premises.</li> </ol>
To notify the rules and regulations of Anti-Ragging Cell.	<ol style="list-style-type: none"> <li>1. Anti - Ragging cell notified the rules and regulations before the start of the academic session.</li> <li>2. Notified in the college notice board, website and announcement in the induction ceremony before the start of the academic session.</li> <li>3. College assist the students to register and fill up online Anti-Ragging affidavit.</li> </ol>

To organize Parents Meeting.	1. Parents meeting was organized on the 14 <sup>th</sup> March 2018 and obtained feedbacks from the parents for assessing the college performance and delivery.
Intimation of yearly schedule of the college.	1. Teaching, non-teaching staff and student were intimated in advance about the dates of holidays, events, etc. before the start of the session also it was mentioned in the academic calendar for better participation from the part of all concern in the college activities.
Computer training for the teaching and non-teaching staff.	1. Computer training was conducted for Assistant Professors for smooth implementing ICT classrooms. 2. Training for non-teaching staff to enhance their operational skill and better functioning of the college administration, etc.
Awareness program for teaching and non-teaching staff and students about disaster management.	1. For betterment of safety measure and ensuring safe environment within and beyond the college campus awareness programmes and mock drills were organized in collaboration with district administration.
Introduction of new subject	1. To open wide scope for choice of subject combination, the college open new subject in Sociology during the current academic year.

**14. Whether the AQAR was placed before statutory body? Yes /No: Yes**

If Yes

Name of the statutory body: Governing Body

Date of meeting(s): **18/10/2019**

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? Yes/No: No** Date: \_\_\_\_\_

**16. Whether institutional data submitted to AISHE: Yes/No: Yes**

Year: **2018**

Date of Submission: **23/02/2018**

**17. Does the Institution have Management Information System? No**

If yes, give a brief description and a list of modules currently operational (Maximum 500 words)

## Part-B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words.

Jaintia Eastern College is currently having the following mechanisms for effective delivery of curriculum -

- 1) At the beginning of an academic session, staff and departmental meetings were conducted in which topics/units were distributed to the teachers.
- 2) Number of classes for each topic is decided according to the syllabus assigned to each topic/group/paper etc.
- 3) Departmental Heads prepared the routine/schedule time table for each semester and duly approved by the Principal.
- 4) Teacher Manual – Cum – Record Books and Academic Calendar is supply to all the teachers at the beginning of the session to keep record of teaching and number of classes taken.
- 5) Teachers prepare their lectures/lesson plan according to the syllabus allotted and classes available.
- 6) Classes are held according to the schedule under the supervision of college administration.
- 7) Library with good collection of text books and Journals for faculty of Arts and Commerce. Inlibnet (NLIST) for e-books and e-journals facility for benefit of teachers and students.
- 8) Classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as
  - a. Chalk and talk method by using Black board and Green board.
  - b. ICT-enabled teaching-learning method.
  - c. Use of models, charts and maps for effective lecture delivery.
  - d. Distribution of class notes/study materials by teachers.
  - e. Group discussion amongst the students during the class.
  - f. Seminars and special talks by experts are also arranged regularly for advance studies by students related to curriculum.
  - g. Paper presentation by the students.
  - h. Field works and educational tours are carried by the departments for exposure.
  - i. Regular class test, sessional tests, assignments are done to keep track on the improvement of the students and end semester examinations conducted by affiliating university for fulfilment of their degrees.
  - j. Remedial and tutorial classes are also conducted based on requirement.
  - k. Departments maintain the detailed record of the classes, assessments, project works etc.
9. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
	Computer Application By College fund	10 <sup>th</sup> April 2017 Duration: 6 month	Entrepreneurship Development		
Office Automation Computer Application By Under Equity Initiative Fund, RUSA, Govt. of Meghalaya		4 <sup>th</sup> December 2017 Duration:2 months	Do		
Certificate Course in Khasi Traditional Music Under Equity Initiative Fund, RUSA, Govt. of Meghalaya		4 <sup>th</sup> December 2017 Duration: 6 month	Playing, crafting and preserving of Traditional practice.		
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
Bachelor of Arts	13 <sup>th</sup> June 2017		BA in Sociology	13 <sup>th</sup> June 2017	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NA	NA	NA	NA	NA	NA
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
No. of Students	Certificate		No. of Students	Diploma Courses	
59	Certificate Course in Computer Application By College fund		13	Computer Application: By College fund	
41	Office Automation Computer Application By Under Equity Initiative Fund, RUSA, Govt. of Meghalaya		34		
10	Certificate Course in Khasi Traditional Music Under Equity Initiative Fund, RUSA, Govt. of Meghalaya		15		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Entrepreneurship Development Programme: by District Commerce & Industries, Khliehriat		30 <sup>th</sup> - 31 <sup>st</sup> May 2017 Duration: 2 days		30	

Tourism - Scope and Its Application Under Equity Initiative Fund RUSA, Meghalaya	29 <sup>th</sup> - 30 <sup>th</sup> June 2017 Duration: 2 days	124		
Career Guidance Programme Under Equity Initiative Fund, RUSA, Meghalaya	29 <sup>th</sup> Nov to 1 <sup>st</sup> Dec 2017 Duration: 4 days	80		
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title	No. of students enrolled for Field Projects / Internships			
Nil	Nil			
<b>1.4 Feedback System</b>				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p><b>Feedback:</b> The student's feedback is collected from the students of final year of Annual System of Examination and semester students at the end of the semester examination respectively. The students were advised to fill up the designed questionnaire on varied aspects of the college including teaching and learning aspects - Coverage and completion of syllabus/topics/course contents before examinations, on teacher's performance and punctuality, Infrastructure availability as per course in the college, Canteen, Library, Administration set up and academics and extension activities.</p> <p>The points are calculated according to the grades given by the students in various criteria and grades were given as yes, no and nil (where Yes = satisfaction; No = not satisfied; Nil = Neither yes or no). The Average percentage of various criteria is calculated and analyzed, thereafter; the strength and weaknesses of college as mentioned by the students are summarized.</p> <p>Feedbacks from the parents were also collected during Parent Teacher Meetings (PTMs) to assess the performance of the college and teachers on varied aspects like admitting their wards in this college, their satisfaction with achievement, to assess the changing behaviour, to collect information on the support given and other aspects for the well-being of their wards of their wards after joining the college. These feedbacks also collected from parents to give them a platform to throw their opinions and suggestions and comments on the well-being of the college. The suggestions given by the parents into account for future development. The different areas where improvements are required were discussed in respective committees/sub-committees and departmental meetings for timely improvement. The proposals given by the different committees and departments were send to Governing Body of the college for necessary discussion and approval.</p> <p>The feedbacks collected from the students were calculated analysed and found that apart from teaching learning process the students suggested that more books and reference books should be added to the library in order to help poor students to avail and burrow books from library. Job oriented short term courses also should be introduced for wider career options and the number of days utilize for career guidance training should be increased. The outcomes of the feedbacks also mentioned about the punctuality and timely completion of courses apart from using ICT enabled classrooms. The outcomes of the feedbacks are communicated to teachers during staff meetings, departmental meetings and Governing Body meeting for corrective measures and approval. So far, the college has not sent any feedback report to the affiliating university.</p>				



<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>					
<b>2.1 Student Enrolment and Profile</b>					
<b>2.1. 1 Demand Ratio during the year</b>					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
BA & B.Com	420 and 60	355 & 37		355 & 37	
<b>2.2 Catering to Student Diversity</b>					
<b>2.2.1. Student - Full time teacher ratio (current year data)</b>					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	392	NA	32	NA	NA
<b>2.3 Teaching - Learning Process</b>					
<b>2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)</b>					
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
32	12.6%	04	04	04	NLIST
<b>2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)</b>					
<p>Yes, the college practised a system of mentoring students whereby there are no specific teacher were appointed as a tutor. However, the college was provided wide scope for students for both boys and girls to approach the Career Guidance and Counselling Cell, Grievance Redressal Cell, Women Welfare Committee, Anti-Ragging Cell, Students Welfare Committee, Student Union, to look after his/her academic and psychological well-being and also monitor class attendance and performance. Principal of the College, heads of department and teachers of each class have played vital role and responsibility to take care about the well-being of the students. Moreover, the college through its career guidance and counselling cell organised and invites experts preferably psychologist from outside the college to deliver training and lecture to mentor the students toward their career and psychological well-being. The teachers as a mentors are responsible for academic progress and psychological well-being of their mentees. They are entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the College conduct induction-cum-orientation programmes for the students as mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university and the college respectively. The College maintain the biographic details of each individual mentee including educational background and socio-economic status. They also maintain record of their class-attendance, class-performance and academic progress. The teachers as mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students. Through mentoring it enable the college to know better about the problem face by the students and to help them build up their career.</p>					



Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Ratio	Mentee
392	32	00	

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
32	30	02	02	02

### 2.4.2 Honours and recognitions received by teachers

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017-18	Miss. P. Syrpailin Phawa	Asst. Professor	NET

## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ Year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Bachelor of Arts	B.A	I, III, V	23.10.2017	28.03.2018
Bachelor of Commerce	B.Com	I, III, V	18.10.2017	22.03.2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares Teachers Manual-Cum- Record book including academic calendar was distributed among all teaching staff of the college at the beginning of the academic year. The academic calendar contains the yearly schedule of the college ranging from the list of holidays (National level holidays, state level holidays, local holidays and the institutional holidays), date schedule of the college examinations, working and teaching days, internal tests, evaluation such as seminar presentation, workshops, training of teachers and various co-curricular activities etc. Schedule of other activities such as Parent-teacher meeting, Alumni meeting, Student Union meeting, and other College activities like cultural programmes, College week, parting social, sports etc are also provided in the academic calendar. The academic calendar is printed in college prospectus and displayed in the college Notice Board, College website and moreover it was highlighted in the Induction Ceremony-Cum- Orientation programme organised at the beginning of the academic year for publicity

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (To provide the weblink):

Web link: [http://www.jecollege.org/wp-content/upload/learning\\_outcomes2017\\_18.pdf](http://www.jecollege.org/wp-content/upload/learning_outcomes2017_18.pdf)

2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A	97	72	74.22
	B. Com	15	15	100

### 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (Results and details be provided as web link):

[http://www.jecollege.org/wp-content/upload/feedback2017\\_18.pdf](http://www.jecollege.org/wp-content/upload/feedback2017_18.pdf)

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total				

#### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date (s)
Ka jinglong kawei ka jaitbynriew (Unity of Indigenous Tribes (Khasi and Jaintia - Languages)	Department of Khasi	8/12/2017
Sensitization programme on Children and Women Rights	National Service Scheme	15/03/2018

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardees	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre		Name			Sponsored by	
Name of the Start-up		Nature of Start-up			Date of commencement	
<b>3.3 Research Publications and Awards</b>						
3.3.1 Incentive to the teachers who receive recognition/awards: Nil						
State		National			International	
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )						
Name of the Department				No. of Ph. Ds Awarded		
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National						
International						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department				No. of publication		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level	National level	State level	Local level	
Attended Seminars/ Workshops		-	02	-	08	
Presented papers		-	-	-	02	
Resource Persons		-	-	-	-	

<b>3.4 Extension Activities</b>					
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year					
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities		
Observation of the Biodiversity Day 2017	National Service Scheme (NSS) Unit in collaboration with District Administration	01	20		
Swachh Bharat Abhiyan	NSS Unit	01	50		
World Environment Day 2017	NSS Unit	01	80		
Induction Ceremony – cum – Awareness Programmes of NSS	NSS Unit	01	80		
Blood Donation Camp 2017	NSS Unit and RRC	01	150		
Observation of Birth Anniversary of Sardar Vallabhai Patel (Rashtriya Ekta Diwas)	NSS Unit	01	200		
Observation of World Tourism Day 2017	NSS Unit in collaboration with District Administration	03	150		
Quami Ekta Diwas (National Integration Day) 2017	NSS Unit	3	100		
Special Camping at Suchen Rim village	NSS Unit	2	60		
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year:					
Name of the Activity	Award/ Recognition	Awarding bodies		No. of Students benefited	
Blood Donation	Recognition	Meghalaya AIDS Control Society, Govt. of Meghalaya		30	
Intensified Pulse Polio Immunization Programme	Recognition	Medical & Health Officer, Khliehriat, Community Health Centre(CHC), Govt. of Meghalaya		31	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year					
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities	
Regional Workshop	Centre Science Education, NEHU	Participation in the “Promotion of Bamboo for Wood and Health Food”	01	04	

Training Programme	Thomas Jones Synod College, Jowai	Participation on “Life Skills, Personality Development & Career Guidance”	01	10
NSS Foundation Day	NSS Cell, NEHU, Shillong	Participation on NSS Foundation Day	01	20
Pre Republic Day Training camp	NSS Cell, NEHU, Shillong	Participation on Pre Republic Day Parade	-	01
World AIDS Day	Meghalaya AIDS Control Society, Shillong	Participation on World AIDS Day	01	09
Pulse polio Immunization programme	Community Health Centre, Khliehriat	Participation on Pulse polio Immunization programme	01	21

### 3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year: NIL

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/Industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year: NIL

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year: NIL

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1,13,15,000.00	93,03,688.00

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2.47 acres	-
Class rooms	20 Nos	-
Laboratories	01	-
Seminar Halls	01	-
Classrooms with LCD facilities	05	-
Classrooms with Wi-Fi/ LAN	03	-
Seminar halls with ICT facilities	01	-

Video Centre	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	01 (Generator)	01 Generator
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 3,24,500
Others		

#### 4.2 Library as a Learning Resource

##### 4.2.1 Library is automated {Integrated Library Management System - ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

##### 4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7128		656	Rs. 1,90,255	7784	Rs. 1,90,255
Reference Books	1100		21		1121	
e-Books						
Journals	9			Rs. 20,745	9	Rs. 20,745
e-Journals	01				01	
Digital Database						
CD & Video	09				09	
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

#### 4.3 IT Infrastructure

##### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	26	20	All	20	-	04	04	100 MBPS	-
Added	-	-	-	-	-	-	-	-	-
Total	26	20	All	20	-	04	04	-	-

##### 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS /GBPS

##### 4.3.3 Facility for e-content: NIL

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

##### 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc: NIL

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

**4.4 Maintenance of Campus Infrastructure**

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2,10,000	2,11,000	-	-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link):

[http://www.jecollege.org/wp-content/upload/procedure\\_policy2017\\_18.pdf](http://www.jecollege.org/wp-content/upload/procedure_policy2017_18.pdf)

**CRITERION V - STUDENT SUPPORT AND PROGRESSION****5.1 Student Support****5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Conveyance fee	30	Rs. 74,500

**Financial support from other sources**

a) National	<i>Umbrella Scheme for education of ST children – Post Matric Scholarship for ST students - Meghalaya</i> under National Scholarship Portal	Fresh applicants -121 Renewal applicants - 126	Money is sent directly to the students Account through PFMS.
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skills Development	Academic session 2017-18	150	Career Guidance and Counselling Cell
Remedial coaching	Academic session 2017-18	217	By College

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL	NIL	NIL	NIL	NIL	NIL



5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
01	01	One month

## 5.2 Student Progression

### 5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	NIL	NIL	NIL	NIL	NIL

### 5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of Institution joined	Name of Programme admitted to
2018	BA – 230 B.Com-23	BA-142 B.Com-21	Education-01 History-01 Political Science-01 Khasi-01	NEHU, Shillong	M.A.

### 5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

### 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Fresher Meet	Institutional	The students of 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> Semesters and Student union,
Parting Social	Institutional	Student union
College week	Institutional	Student union
Study Tour	Institutional	Teachers & Students

Silver Jubilee Celebration	Institutional	Teachers & Students
Independence Day	Institutional	Students
Republic Day	Institutional	Students
Inter College Football Tournament	Institutional	Students
Inter school Arts & Cultural Competition	District Level	Students

### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
NIL	NIL	NIL	NIL	NIL	NIL	NIL

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College creates a platform for the active participation of the students in the various academic & administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. In our College, Students' Union and its selection, constitution, activities and funding is supervised and managed by the college management.

The Students' Union constitutes the different posts, viz. Vice President, General Secretary, Assistant General Secretary, Secretaries in-charge - Discipline, Health and Sanitation, Canteen, Common rooms, Art and Culture, Games and Sports and Quiz and Debate while Principal is the ex-officio President of the Students' Union. The union has a representative in various committees of the College and bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. The Student Union helps students share ideas, interests, and concerns with lecturers and principal. They often also help raise funds for -wide activities, including social events, community projects, helping people in need and college reform. Various programs like paper presentations, workshops and seminars are organized by the college are supported by the Student's Union.

The objective of this union is to work for the benefit of the students throughout the year and pursues several activities within and outside the college campus. The major activities pursued by the Students' Union in 2017-18 are as follow:-

- Cultural Activities:
- Fresher's Meets.
- Observation of Birth Anniversary of Valabhbhai Sardar Patel.
- Observation of International Youth Day.
- Organisation of the Parting social/Graduation Day
- Sports Activities at University and Institutional level.
- Organising Students Union Election of the college.
- Visit villages for community development programme (NSS activities)

<p><b>Other Activities:</b></p> <ul style="list-style-type: none"> <li>• Providing financial support to economically backward students and Person with Disability.</li> <li>• Being a part of the organising team of Blood Donation Camp and donors held each year in the college premises along with the NSS Units of the college in collaboration with the Health Officer, In-Charge Blood Bank, Civil Hospital, Jowai.</li> <li>• The College involves some selected few students in the various sub-committees as member, representatives or as co-opt members to ensure their participation in the teaching learning process and extra-curricular activities organized by the College and other institutions.</li> </ul>
<p><b>5.3 Alumni Engagement</b></p>
<p>5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):</p> <p>So far the College does not have registered Alumni Association. But, Alumni Committee is formed to sustain networks with the past students. The Committee organizes “Get Together” programmes by inviting all the past students. The Alumni Committee has rendered its generous contribution by donating one reading table to the College library.</p>
<p>5.3.2 No. of <del>registered</del> enrolled Alumni:</p>
<p>5.3.3 Alumni contribution during the year (in Rupees):</p> <p>1. Ten Chairs, one table and Rs. 1,34,140.00</p>
<p>5.3.4 Meetings/activities organized by Alumni Association:</p> <p>Meeting – 01</p>
<p><b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b></p>
<p><b>6.1 Institutional Vision and Leadership</b></p>
<p>6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)</p> <p>The institution practises decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college. The Ways in which Heads of Departments participate in the Management Process:</p> <ul style="list-style-type: none"> <li>• The Head of the Department oversees the Teaching Plans of his/her departmental members.</li> <li>• He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.</li> <li>• He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided.</li> <li>• He/she often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours.</li> <li>• He/she is at liberty to introduce creative and innovative measures for the benefit of their students.</li> <li>• Heads of Departments plan, prepare and action plan or working paper in consultation with their departmental colleagues.</li> </ul>

- He/she organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians.
- He/she, in consultation with their department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.
- He/she decides on the nature, pattern and duration of special and remedial classes for the students of their department.
- He/she even takes the initiative, at times to organize alumnae chapters of the department within the larger framework of the Alumnae Committee.
- The Head is encouraged to conduct activities apart from academic work to favorably influence admission in their subject.
- The Head, in consultation with their departmental teachers enjoys total flexibility in planning and organizing seminars from the UGC sponsored or college level.
- Through their adept handling of their departments Heads discharge their function as nodal agents of the academic and administrative processes in the college thereby contributing to the health and vibrancy of the management mechanisms in the college. The above enumeration of features comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: **No**

## **6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

### **Curriculum Development:**

Inclusion of field work, industrial visit and educational excursion inside and outside the state are also organized with the purpose of getting more exposure.

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

### **Teaching and Learning**

- Learning through Field Work, Industrial visit.

- Enhancement of learning skills of the Students through participation in different seminars.

The heads of the respective department is responsible to allot units or portions from the syllabus to respective teachers. The IQAC supervise and monitor the activity of various sub-committees for quality assurance. The College conducts regular internal class tests, unit tests, selection tests, internal sessional examinations and maintenance of daily attendance register so as to enable monitor and evaluate the quality of teaching in the College.

#### **Examination and Evaluation:**

College has complemented traditional written examination with project work assignments, debates, group discussion, power point presentation and seminal lectures.

The affiliating University offered degree to the students on the basis of the result of external examination through specified evaluation process. In case, the students dissatisfied over allotment of marks and for those grievances arising from the University, formal settlement is made as per the provisions contained in the rules. In this regard, students can apply for re-evaluation abides by the rules and regulations of the University. The individual teacher assessed the students through his/her performance in the internal assignments and attendance registers for each subject.

#### **Research and Development:**

College publishes College Annual Magazine “Thaba” (Means Reflection)

- Motivates faculty members for research publications in peer reviewed journals.
- Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons.
- Exhibits the publication of research work of the faculty members in the college library to inspire further research.
- Motivates the faculty members and the students to organise various seminars & workshops at Institutional / State / National / International levels.
- Encouraging faculties to pursue for M.Phil/ Ph.D.

Besides that, the teachers are given an opportunity to pursue faculty development programmes, seminars, workshops and training conducted by other institutions in and outside the state. Efforts are being made to upgrade the College Library to attract researchers and experts to visit the campus.

#### **Library, ICT and Physical Infrastructure / Instrumentation:**

- Construction of Women Hostel to cater to the needs of the students and the society at large.
- Provision for Wi-Fi facility in college premises.
- Provision of more ICT class rooms for Commerce department.
- Procurement of more equipment, teaching aids and books.

- Procurement of more projectors and laptop computers.
- Construction of Canteen - cum - Students Common Rooms.
- Construction of Ramps, toilets for PwDs students

In addition, the College has it separate rooms for seminar and workshops and Conference Hall to hold meeting or annual gathering.

#### **Human Resource Management:**

- Motivating and facilitating the faculty members to participate in Refresher & Orientation courses.
- Arrangement of computer training programmes for Teaching & Non-teaching staff.
- Organization Faculty Development Programme (FDP).
- Awareness Programme cum Training programme for students and teachers.
- Self-appraisal of the teachers is maintained through Teacher manual – cum – record books.
- Organised Awareness Programme on Child and Women Rights and active Women welfare Committee, Grievance Redressal Cell, etc.
- Facilitation centre for online registration of Anti-Ragging form,.
- The Governing Body is the apex body in the College and the Principal as its Secretary.

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

#### **Industry Interaction / Collaboration:**

- Career Guidance and Counselling Cell organises training programme for employability related skill development to students.
- Industrial visits for commerce department to Cement factory with a view to help them gain meaningful ideas or knowledge taught in classrooms.
- Eminent members from industries act as a Governing Body member of the college.

#### **Admission of Students:**

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

- The eligibility for getting admission into Three Year Degree Course in Arts and Commerce is a minimum 10+2 pass or equivalent examination from recognized board in India.
- Admission of students is based as per government and University norms.
- The salary of teachers is paid by the Governing Body met from admission fees and other sources.
- Other infrastructural expenditure is provided by the College Management and from external sources like UGC, MPLADS, etc.
- Optimum tuition fee is charged (From the students) fixed by the Governing Body and is subject to revision but not beyond Government prescribed rate.
- Details of fees are published in the College Prospectus, etc.
- Concession fee is also given to the students on their course fees at the time of admission provided if they secured 60% and above at the qualifying examination.
- The College appoints well qualified teaching members who possess minimum qualification and good knowledge of the subject.

- Appointments are made by the Governing Body through Selection Committee as per University norms.
- The salary of the teaching and non-teaching staff is consolidated.

#### 6.2.2 : Implementation of e-governance in areas of operations:

##### **Planning and Development:**

- Planning and Development: To use ICT in the process of planning college-events and activities, institute uses personal e-mails. Important notices and reports are also circulated via e-mails. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, to be cost and time effective. SMS system for dissemination of information including regular notice to all stakeholders.

##### **Administration:**

- The Administration of the College is functions with E-governance system at Government and College level. Even though the college is established in rural area still the college tries their best to keep in touch with latest tools of administration with available tools in hand. With the help of developed technological world college staff uses the same for administration purpose. Such as use of Smartphone for Short Message Service (SMS) they share the information to students. It helps to provide the brief notice of any event to be happened on college and of smooth functioning of the same. The college campus is equipped with CCTV Cameras and installed at very place of need. Apart from that college also installed language lab for students and teachers.

##### **Finance and Accounts:**

- Though the college located in rural area, it tries it level best to implement e-governance and it partially computerised office and accounts section. The college uses MS Office for E-governance for transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The college conducts regular audit of annual books of accounts by the faculty of commerce department. The administrative office keeps all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.

##### **Student Admission and Support:**

- The most important key factor of the college toward the student's admission and support is that college has system which allows the student to take admission with fee of Rs. 3000/- at the initial stage of admission process of every academic year. This is the one of the important thing which supports some students those are facing financial issues. The College has no separate software for the admission purpose but to keep record and other information of student are partially computerised. College has extended helping counter for the students which provides them several services as such felicitation centre for Admission form Filling, Examination form filling as well as Scholarship Form filling and Online registration of affidavit form of Anti ragging at one place for free of cost. The College has provided the facility to the students for applying Adhaar Number, EPIC, etc. which was mandatory for the students as per the government rule. The College also exempted for 50% discount on admission fee for first division of HSSLC Examination.



**Examination:**

- The College has the separate Examination Committee with equipped computer Desktop as per the requirement of Examination Committee and all the necessary equipments such Printing machine; Xerox machine and Internet Facility for online procedure for exam purpose are provided by the college. However, end of each semester examination is conducted by the affiliating university of which all the confidential papers and other requirements are arranged and prepared by the university itself. Moreover, the necessary equipments for conducting class tests, unit tests, internal tests, sessional examinations assignment, project works, group discussion and presentation by students and teachers are provided by the College.

**6.3 Faculty Empowerment Strategies**

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year .

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-18	Shri. Firsterborn Dkhar Asst. Professor of English Department	6 (Six) Days National Workshop at Shillong College, Shillong from 7 <sup>th</sup> – 13 <sup>th</sup> June 2017		1000/-
	Smt. R. Merika Nongtdu Asst. Professor of History Department	Do		1000/-
	Shri. Firsterborn Dkhar, Asst. Professor of English Department	One day seminar on “Role of IQAC on Quality Enhancement in Higher Education Institution” at Synod College, Shillong on 21 <sup>st</sup> April 2017		1000/-
	Smt. R. Merika Nongtdu Asst. Professor of History Department	Do		1000/-
	Shri. Besterwell Dkhar, Asst. Professor of Commerce Department	3 (Three) Days National Workshop – “Promotion of Bamboo for Wood and Health Food” from 25 <sup>th</sup> – 27 <sup>th</sup> May 2017 at Wahiajer, NEHU Campus		1000/-
	Shri. Banpynskhembha Papang, Asst. Professor of Commerce Department	Entrepreneurship Development Programme (EDP) at Khliehriat from 30 <sup>th</sup> -31 <sup>st</sup> May 2017		500/-
	Smt. Percia Phawa Asst. Professor, Khasi Department	One Day Seminar on “Haba Im ka Ktien ka Jaitbynriew ka im” at Khasi National Dorbar Hall, Shillong on 16 <sup>th</sup> September 2017		1000/-
	Shri.Lancaster Nongtdu, Asst. Professor, Khasi Department	One Day Seminar on the topic “Haba Im ka Ktien ka Jaitbynriew ka Im” at Khasi National Dorbar Hall, Shillong on 16 <sup>th</sup> Sept. 2017		1000/-

	Shri. Banpynskhembha Papang, Asst. Professor of Commerce Department	2 (Two) Days Training on Career Guidance-Cum- Life Skills Programme at St. Anthony's College, Byndihati on 14 <sup>th</sup> March 2018		1000/-
	Dr. Davidson Diengdoh, Vice Principal	Attended 48 <sup>th</sup> NSS Foundation Day at Shillong on 23 <sup>rd</sup> September 2017		1000/-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	1 (One) Day Faculty Development Programme on the topic "Train the Teachers" on 13 <sup>th</sup> June 2017 at Orchid Hotel, Thadlaskein, Jowai	-	13 <sup>th</sup> June 2017 at Orchid Hotel, Thadlaskein, Jowai	34	-
2017-18	-	Computer Literacy Programme	7 <sup>th</sup> – 12 <sup>th</sup> August 2017 at College	-	06

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Entrepreneurship Development Programme	01	30 <sup>th</sup> – 31 <sup>st</sup> May 2017
Career Guidance cum Life skills programme	01	14 <sup>th</sup> March 2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
02	02	-	-

6.3.5 Welfare schemes for

Teaching	28 teachers provided with financial help for accommodation of teachers rental basis
Non-teaching	-
Students	<ul style="list-style-type: none"> <li>Conveyance fee for 30 students,</li> </ul>

- 125 students provided with financial support to procure uniform (Dress code) and
- 4 (Four) students exempted 50% college tuition fee.

#### 6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each): **Yes**  
Last 5 (Five) Years Financial Auditor Report.

Auditing is an important part of the functioning of Jaintia Eastern College. During the years 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018 all the expenses made by the college and by its different units were audited by two different wings of the audit system viz. Internal audit conducted by faculty of Commerce department of Jaintia Eastern College and the external audit team deputed by the Chartered Accountant audited the account and finance of the college annually. All expenses such as of revenue nature are audited by the internal audit. Besides, any such expenditures involving payment from the grants received from the state govt. and the UGC is audited by Chartered Accountant from time to time. The audit team deputed by the Chartered Accountant does the 'Test Checking' of various types of accounts relating to the funds especially received from the State government and University Grants Commission (UGC). All these are regulated by the college Governing Body.

Sl No	Financial Year	Auditor	Period	
			From	To
1	2013 – 14	Kiron Joshi & Associates, Chartered Accountants, Shillong	1 <sup>st</sup> April 2013	31 <sup>st</sup> March 2014
2	2014 – 15	Kiron Joshi & Associates Chartered Accountants, Shillong	1 <sup>st</sup> April 2014	31 <sup>st</sup> March 2015
3	2015 – 16	Kiron Joshi & Associates Chartered Accountants, Shillong	1 <sup>st</sup> April 2015	31 <sup>st</sup> March 2016
4	2016 – 17	Kiron Joshi & Associates Chartered Accountants, Shillong	1 <sup>st</sup> April 2016	31 <sup>st</sup> March 2017
5	2017 – 18	Kiron Joshi & Associates Chartered Accountants, Shillong	1 <sup>st</sup> April 2017	31 <sup>st</sup> March 2018

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Jaintia Hills Cement Manufacture Association (JHCMA)	Rs. 3,50,000 /-	For support the Commerce Department
Alumni Committee	Rs.1,34,140 /-	For Silver Jubilee Celebration
Donation	Rs.10,000/-	For Silver Jubilee Celebration

6.4.2 Total corpus fund generated : Rs.79,86,431/-

<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NA	NA	Yes	IQAC
Administrative	NA	NA	Yes	Governing Body
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<p>Our college has established a sub-committee, called Parent –Teachers Committee (PTC) consists of 8 (Eight) members elected from parents of students and teachers. A strong Parent –Teachers Committee is functioning in the college, it helps and cooperates with the institutions in the welfare of the students and provides support for the improvement in the infrastructural facilities and also to look the grievances and suggestions of the Parents. Moreover, it encourages parent involvement in the activities of the college besides promoting a sense of partnership between parents and teachers for the benefit of the students and other stakeholders. Above all, is a living organization where all the parents and teachers have to participate on equal footings and is playing a vital role in imparting quality education in college.</p> <p>Providing valuable suggestion for development of the institution</p> <ul style="list-style-type: none"> <li>• Weaknesses of the college to take action against the absentees.</li> <li>• Suggested to convene this parent meeting twice a year, i.e one after admission is over and other before End Semester examination.</li> <li>• To inform parent if their wards doing mischievous in and outside the college.</li> </ul>				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"> <li>• Computer Literacy Programme to office staff on MS Office</li> <li>• Tally, etc for Accounts department</li> <li>• Librarians were sent for on job trainings for update</li> </ul>				
6.5.4 Post Accreditation initiative (s) (mention at least three)				
<ul style="list-style-type: none"> <li>• Initiation of proceedings for introduction of Sociology department at UG level.</li> <li>• Certificate course in Computer Applications</li> <li>• Certificate course in Khasi Traditional Music</li> </ul>				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : (Yes /No): Yes				
b. Participation in NIRF : (Yes /No): Yes				
c. ISO Certification : (Yes /No): Yes				
d. NBA or any other quality audit : (Yes /No): No				

6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from---to--)	Number of participants
2017	Faculty Development Programme - Train the Teachers	13 <sup>th</sup> June 2017	13 <sup>th</sup> June 2017	34
2017	The importance of Education for Women	5 <sup>th</sup> September 2017	5 <sup>th</sup> September 2017	50
2017	Career Guidance Programme	29 <sup>th</sup> November 2017	29 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.2017	80

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
The importance of Education for Women (Legal Rights, Domestic violence, etc)	5 <sup>th</sup> September 2017	50	-
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources			
Observation of World Environment Day; Biodiversity Day, World Tourism Day, Tree Plantation, awareness campaign, Eco Trail, Trekking, etc			
7.1.3 Differently abled (Divyangjan) friendliness			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical facilities	Yes	All differently abled students	
Provision for lift	No		
Ramp/ Rails	Yes (Ramp)	All differently abled students	
Braille Software/facilities	No		
Rest Rooms	No		
Scribes for examination	No		
Special skill development for differently abled students	No		
Any other similar facility	No		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017	Nil	1	22 <sup>nd</sup> May 2017	Observation of Bio-Diversity Day at Lumshnong village	Cleaning of Tourist spots (Caves)	20
2017	Nil	1	2 <sup>nd</sup> June 2017	Swachh Bharat Abhiyan	Clean drives (Market place)	50
2017	Nil	1	5 <sup>th</sup> June 2017	World Environment Day	Tree Plantation	80
2017	Nil	1	27 <sup>th</sup> July 2017	Swachh Bharat Abhiyan	Clean drives	100
2017	Nil	1	6 <sup>th</sup> September 2017	Blood Donation Camp	Public Health	30
2017	Nil	1	1 <sup>st</sup> December 2017	Participation in World AIDS Day	Public Health	10
2017	Nil	1	4 <sup>th</sup> – 9 <sup>th</sup> December 2017	Special Camping to adopted village, Suchen rim	Health and Sanitation	50
2018	Nil	1	26 <sup>th</sup> – 27 <sup>th</sup> February 2018	Participation in Pulse Polio Immunization	Public health	21

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Nil	Nil	Nil

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Participation in Republic Day Parade	26 <sup>th</sup> January 2017	15
Participation in Independence Day Parade	15 <sup>th</sup> August 2017	15
Birth Anniversary of Sardar Vallabhai Patel	17 <sup>th</sup> September 2017	150
Observation of Quami Ekta Diwas (National Integration Day)	25 <sup>th</sup> November 2017	100
Participation in World AIDS Day	1 <sup>st</sup> December 2017	10
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> <li>• Active Initiatives on Tree &amp; Flower Plantation in the college.</li> <li>• Use of organic manures and fertilizers in the college garden.</li> <li>• Provide dustbin around the campus.</li> <li>• Cleaning drive to make the campus ground clean.</li> <li>• Increase parking.</li> </ul>		
7.2 Best Practices		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link: <a href="http://www.jecollege.org/wp-content/upload/best_practices2017_18.pdf">http://www.jecollege.org/wp-content/upload/best_practices2017_18.pdf</a>		
BEST PRACTICE –1: <b>Teacher Manual - Cum - Record Book</b>		
BEST PRACTICE -2 : <b>Career Guidance and Counselling Cell</b>		
7.3 Institutional Distinctiveness		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust. Provide the weblink of the institution in not more than 500 words. <a href="http://www.jecollege.org/wp-content/upload/distinctive2017_18.pdf">http://www.jecollege.org/wp-content/upload/distinctive2017_18.pdf</a>		



## 8. Future Plans of action for next academic year (500 words)

### FUTURE PLANS

#### Curriculum

1. To open PG courses in Khasi and Education Departments.
2. To open more UG courses in conventional subjects
3. To open Spoken English Course for Past and Present student.
4. To open more short term job oriented courses

#### Teaching-Learning & Evaluation

1. Remedial programme for students
2. Evaluation on Teaching and Learning with the assistance of students' Feedback
3. Inter-disciplinary teaching program.

#### Research & Extension

1. Promotion of Research Culture among faculty and students.
2. Initiative for National & International Linkage.
3. Organise National/International Seminar/Conference.
4. Encourage teachers to present paper in seminars, workshops

#### Infrastructure

1. Construction of additional classrooms for PG courses
2. Construction of spacious teachers common room
3. Construction/Expansion of college library.

#### Learning Resource

1. Improvement and Extension of Library facility with special attention of e-information resource by purchasing CDs, DVDs etc.
2. Introduction of Departmental Library.
3. Upgrade the library with Book Bank Facility.

#### Student Progression

1. Facilitating support services through Career Guidance and Counseling Cell.
2. Coaching of Staff Selection Commission and Combined Service Examination.
3. Planning specific programme to aware students about job vacancy in Indian Defense Services, Different State Services, and Central Services etc.
4. Organisation of Seminars/Workshop for entrepreneurship Development.

#### Organisation & Management

1. Planning and Development Strategies for resource generation.
2. Budgeting and optimum utilization of finance, reflected in up-to-date audit.
3. Improvement of Teacher-Student ratio for better Academic Development.

#### Innovative Practices

1. Parent-Teacher Association.
2. Students' Feedback.

3. Academic Counselling.
4. Earn & Learn Programme.
5. Teachers' Performance Appraisal.
6. Alumni Association

**Institutional Commitment towards community**

1. Improve Blood Donation camp
2. Proposal of Community Service
3. Psychological counselling cell for inattentive students.

*Name: Dr (Mrs) Pyrkhatlang A Shadap*

*Name: Dr. Phervision Nongtdu*



*Signature of the Coordinator, IQAC*



*Signature of the Chairperson, IQAC*

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## **Annexure I**

### **Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

**The Director**

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