

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 2018 to March 2019)*

Part – A

Data of the Institution

(Data may be captured from IIQA)

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

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

http://www.jecollege.org/wp-content/upload/aqar2017_18.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_calendar2018_19.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	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	5 th April 2018	10
IQAC Meeting	30 th June 2018	12
IQAC Meeting	8 th September 2018	12
General IQAC Meeting with teaching & non teaching staff	4 th October 2018	38
IQAC Meeting	8 th March 2019	11

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	RUSA	MHRD	2018-2019	50,00,000/-

RUSA: Rashtriya Uchhatar 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 : **05**

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_meeting2018_19.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)

- ❖ Organized Faculty Development Programme on “In Search of Excellent New NAAC Framework” delivered by Dr. S.R Lyndem on the 28th May 2018 and implementation of teaching-manual-cum-record book for making the teacher acquainted with the value of quality education.
- ❖ Organizing One Day Workshop and Training on “Equity & Gender Sensitization for Girls Students” on the 7th August 2018 at the college premises.
- ❖ Organizing One Day National Seminar on “Innovative Pedagogy and Effective Teaching Learning” on the 15th November 2018.
- ❖ The college participated in NIRF 2018-2019.
- ❖ Remedial classes for slow learner and underprivileged students, introduction of Certificate Course in Computer Application and Khasi Traditional Music for teachers and students.

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
Awareness Programme on Disaster Management.	<ul style="list-style-type: none"> ✓ Extension Committee organised Mock Drill on Earthquake in collaboration with the District Disaster Management Authority. ✓ Observation of World Environment Day, International Yoga Day, Blood Donation Camp, and International Youth Day, etc.
Skills Training Program, Career Guidance programmes, Tourism.	<ul style="list-style-type: none"> ✓ Two days training on Tourism – Its scope and opportunities by Shri. R.K Baruah, Director, North East Education Foundation, Guwahati funded by RUSA Meghalaya. ✓ One Day workshop on Facilitation and Deployment of Communication Skills by Avenues and Team, Shillong. ✓ Four College students attended the training programme at ICICI Academy, Guwahati.
To provide assistance or any help to students. To Conduct student Union election. To organize Orientation Programme-cum-Fresher’s Meet, College Week, Parting Social, Graduation Day, Study Tour,	<ul style="list-style-type: none"> ✓ Student Welfare Committee organized Induction Ceremony-Cum-Orientation programme, Student Union Election, College week, Parting Social, Educational Tour, etc. ✓ 6 (Six) Students belongs to economically poor were rendered exemption of 50% college tuition fee during the academic session of 2018-19. ✓ Organised Remedial Coaching Classes for slow learners and underprivileged students and teachers facilitated students for applying Online Scholarship, Online Anti-Ragging affidavit etc.
To notify the rules and regulations of Anti-Ragging Cell.	<ul style="list-style-type: none"> ✓ Anti – Ragging Cell notified the rules and regulations in the Notice Board, College website and announcement in the induction ceremony before the start of the academic session.

To organize Parents – Teachers Meeting	✓ Annual Parents Teachers meeting was organized on the 10 th November 2018 and obtained feedbacks from the parents for assessing the college performance and delivery.
Intimation of yearly schedule of the college	✓ Academic calendar prepared to inform the Teaching, non-teaching staff and student in advance about the holidays, events, etc. to be organised/held in the College before the start of the academic session.
Awareness program for teaching and non-teaching staff, and students about disaster management	✓ For betterment of safety measure and ensuring safe environment within and beyond the college campus awareness programmes and mock drills on Earthquake were organized in collaboration with district administration.
Transport Committee	✓ The college provides bus for students plying within 10 square kilometres.
To organize and participate in music and cultural activities in and outside the college.	<ul style="list-style-type: none"> ✓ One student selected by Meghalaya Bharat Scouts and Guides to represent India at International Youth Exchange Programme held in Hongkong from the 2nd - 10th May 2018. ✓ Students participate in the Meghalaya Youth Exchange Programme at Tura from the 9th – 14th December 2018. ✓ Organised and participated in the International Youth Day, Republic Day, Independence Day and other important days, etc. ✓ Organised and conducted short term course in Khasi Traditional Music funded by RUSA Meghalaya from 6th July – 6th October 2018. ✓ Organised 6 (Six) days workshop and Training on Khasi Traditional Music on Playing and Crafting Technique of “<i>ka Ksing and Duitara</i>” funded by RUSA Meghalaya.
To organize cleaning drive in and outside the college campus.	✓ Organized Swachhta Pakhwada programme on the 10 th August 2018 Cleaning of Tourist Spot at Krangsuri, Amlarem, West Jaintia Hills District, Jowai.
To participate in NEHU inter-college tournament, local tournament if any, college week etc.	<ul style="list-style-type: none"> ✓ Participated Inter College Football Tournament organised by North Eastern Hills University, Shillong from 8th – 17th November 2018. ✓ Reliance Foundation Youth Football Tournament and Basketball Tournament (Independence Day) Cup for Boys & Girls at Khliehriat

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: **2019**

Date of Submission: **15/01/2019**

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 Department. INFLIBNET (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, 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	
	Diploma Course in Computer Application By College fund	10.04.2018 - 12.11.2018 Duration: 6 month	Entrepreneurship Development		
Certificate course Office Automation Under Equity Initiative Fund, RUSA, Govt. of Meghalaya		09.07.2018 - 08.09.2018 Duration:3 months	Entrepreneurship Development		
Certificate Course in Khasi Traditional Music Under Equity Initiative Fund, RUSA, Govt. of Meghalaya		4 th July 2018 – 6 th October 2018 Duration: 4 months	Playing and Crafting technique of ka ksing (drum)		
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	
NA	NA		NA	NA	
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	
23	Certificate Course in Computer & Internet By College fund		12	Diploma course in Computer Application: By College fund	
31	Certificate Office Automation Under Equity Initiative Fund, RUSA, Govt. of Meghalaya		-	-	
06	Certificate Course in Microsoft Office		-	-	
10	Certificate Course in Khasi Traditional Music Funded by RUSA, Govt. of Meghalaya		-	-	

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	
One day workshop/seminar/awareness programme under National SC/ST Hub Scheme organised by District Commerce & Industries, Khliehriat		26 th June 2018 Duration: 1 day	67	
Tourism – Its Scope and Opportunities Under Equity Initiative Fund RUSA, Meghalaya		20 th – 21 st July 2018 Duration: 2 days	100	
One day workshop on Facilitation and Deployment of Communication Skills was organised by Career Guidance & Counselling Cell, Under Equity Initiative Fund, RUSA, Meghalaya. The training was conducted by Avenues and team, Shillong		25 th September 2018 Duration: 1 day	150	
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
NIL		NIL		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	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>Feedback: The student’s feedback is collected from the semester students at the end of the semester examination. The College following the NAAC format is conducting a Student Satisfaction Survey (SSS) regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. 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 examination on teacher’s performance and punctuality, evaluation, etc. His/her identity will not be revealed by the college. However, the Student Satisfaction Survey of various criteria is calculated and analyzed, thereafter; the strength and weaknesses of college as mentioned by the students are summarized. 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> <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 gave a platform to parents to throw their opinions, suggestions and comments for the well-being of the college. The suggestions given by the parents were taken into account for improvements. They were discussed in respective committees/sub-committees and departmental meetings for timely improvement and the same was forwarded to Governing Body for necessary discussion and approval.</p>				

Overall feedback of 47 (Forty Seven) parents was received from parent during its meeting held on the 10th November 2018 to assess and evaluate the effectiveness of the academic activities and their performance. For rating calculation and analysis purpose, feedback criterions had been given weight-age in the following manners: 1. *Yes*; 2. *No* and 3. *Nil*. The first part was concentrated on courses coverage by the teachers before conducting sessional tests and class tests. On the question, why they choose this college for their wards education, the rating was 87% said this college is equitable and at par with other colleges located in urban area moreover they can be with them. On the question whether they are satisfy with the achievement of their wards, the rating was 91% satisfied the facilities and teaching learning activities availed by the college. About the question on the progress of their ward after joining this college, the rating was 100% said that their wards progress steadfastly after they joined the college. The rating about the question whether the do you see any change in your child behaviour after joining the institute, the rating was 100% said there was a visible changed in their behaviour of their wards. About the question do you support and give time to your wards, the rating was 100% gave time and support their wards. On the question whether they see their wards properly utilized the time for rightful tasks, the rating was 100% answer in affirmative. On the question of study hours, the rating was 100% said their wards spent between two to three hours in study. About the question whether their wards have ever complaint against teaching learning process in the college, the rating was 100% said that there are no complaint against the process of teaching learning in the college. On the question whether they satisfied with the education that their child received from this college, the rating was 100% said yes. On the question whether this college provide all the facilities that you expected, the rating was 100% parents satisfied. On the question whether they have faced any problem while sending their wards to this college, the rating was 100% replied in negative. About the question whether they would like to give suggestion for improvement of education in this college, some parents suggested to improve the sports facilities and programme in the college. On the question to give their comments on the service provided by the college, the rating was 100% expressed their thankfulness to the college for availing education to their wards with less tuition fee compare to other colleges in urban area.

The overall parent feedback on college was satisfactory and there are some area needs to be improved with immediate effect like imposition of strict rules for absentees.

No. of respondents: 10

Feedback about the College:

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	20	5	50	2	20	1	10	0	0
2. Learning Environment.	3	30	6	60	1	10	0	0	0	0
3. Infrastructure and facilities.	2	20	5	50	2	20	1	10	0	0
4. Training & Placement.	3	30	4	40	2	20	1	10	0	0
5. Lecturer's Knowledge base, lecture and support.	2	20	6	60	2	20	0	0	0	0
6. Office Staffs' support.	0	0	8	80	2	20	0	0	0	0
7. Learning Experience in terms of their relevance to real life application.	0	0	9	90	1	10	0	0	0	0
8. Rating the college comparing with other colleges in the state.	3	30	5	50	2	20	0	0	0	0
9. Alumni Association/ Network of old friends.	0	0	5	50	5	50	0	0	0	0
10. Overall rating.	1	10	7	70	2	20	0	0	0	0

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A English	60	73	73
B.A Khasi	60	93	93
B.A Education	60	80	80
B.A Economics	60	13	13
B.A History	60	17	17
B.A Political Science	60	38	38
B.A Sociology	60	31	31
B.Com	60	37	37

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

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
2018-19	382	NIL	30	NIL	NIL

2.3 Teaching - Learning Process

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

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
34	05	05	05	05	NLIST

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the college practised a system of mentoring students whereby there is no specific teacher 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, 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 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, to 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. Senior students' representatives also perform the work as mentorship by welcoming fresher's and familiarize them with the institute culture and practices in general and environment in particular. This kind of programmes helps the fresher's in rebuilding their emotional and other barriers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
382	30	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	
2018	Mr. Nishwa Rymbai	Asst. Professor	NET	
2018	Dr. P. Nongtdu	Principal	Received U Tirot Sing Award on Arts and Literature from Govt. Of Meghalaya	
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	English	Semester	10.05.2018	10.09.2018
Bachelor of Arts	Khasi	Semester	10.05.2018	10.09.2018
Bachelor of Arts	Education	Semester	10.05.2018	10.09.2018
Bachelor of Arts	Economics	Semester	10.05.2018	10.09.2018
Bachelor of Arts	History	Semester	10.05.2018	10.09.2018
Bachelor of Arts	Political Science	Semester	10.05.2018	10.09.2018
Bachelor of Arts	Sociology	Semester	10.05.2018	10.09.2018
Bachelor of Commerce	B.Com	Semester	08.05.2018	13.07.2018
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)				
<p>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,</p>				

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. Tentative date of final semester examination was also included in the academic calendar.

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_outcomes2018_19.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 English	19	18	94.73
	B.A Khasi	29	20	68.90
	B.A Education	23	16	69.50
	B.A Economics	03	03	100.00
	B.A History	04	04	100.00
	B.A Political Science	03	03	100.00
	B.A Sociology	-	-	-
	B. Com	10	08	80.00

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/feedback2018_19.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)
Im ka Ktien, Im ka Jaidbynriew	Department of Khasi	25 th August 2018
On Equity & Gender Sensitization for girls students	Women Welfare Committee	7 th August 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

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards: Nil

State	National	International

3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)

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			0	30	0	30
Presented papers			0	01	0	0
Resource Persons			0	01	0	03
3.4 Extension Activities						
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	
International Yoga Day 2018			National Service Scheme (NSS) Unit	01	100	
Swachh Bharat Abhiyan 2018			NSS Unit	01	100	
World Environment Day 2018			NSS Unit	01	86	
Swachhta Pakhwada 2018			NSS Unit	01	35	
Blood Donation Camp 2018			NSS Unit and RRC	01	20	
Observation of Gandhi Jayanti 2018			NSS Unit	01	150	
Observation of Birth Anniversary of Sardar Vallabhai Patel (Rashtriya Ekta Diwas) 2018			NSS Unit	01	120	
International Youth Day 2018			NSS Unit	07	120	
Mock Drill on Earthquake			NSS Unit	05	60	
Parade Contingent			NSS Unit	01	15	
Special Camping at Suchen Rim village			NSS Unit	1	50	

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
World Blood Donor Day 2018	Recognition	Meghalaya State Blood Transfusion Council, Shillong	20
Certificate of Appreciation for 25 years of service	Awarded	NEHU, NSS Cell Shillong	10
Swachh Bharat Summer Internship Camp 2018	Awarded	Ministry of Human Resource Development and Swachh Mission (Gramin), Ministry of Drinking Water and Sanitation	20

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
Competition	St. Anthony's Extension, Byndihati	Youth Parliament	01	03
NSS Day	NSS Cell, NEHU, Shillong	Participation on NSS Day	01	20
Pre Republic Day Training camp	NSS Cell, NEHU, Shillong	Participation on Pre Republic Day Parade	-	01
Adventure	National Institute of mountaineering & Allied Sports (NIMAS)	Adventure Camp	01	05
World Blood Donor's Day	Civil Hospital, Jowai	Participated in observation of World Blood Donor's Day	01	20
Workshop & Awareness Programme under SC/ST Hub Scheme	District Commerce & Industries Centre, Khliehriat	Participated in Workshop & Awareness Programme under SC/ST Hub Scheme	01	67

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
NIL	0	0	0

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				
35,00,000/-		17,50,000/-				
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) 09 Laptop	01 (Generator) 09 Laptop		
Value of the equipment purchased during the year (Rs. in Lakhs)			-	Rs. 421555		
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	7784		191	Rs. 27,600	7975	Rs. 27,600
Reference Books	1147		67		1214	
e-Books						
Journals						
e-Journals	01				01	
Digital Database						
CD & Video	15				15	
Library automation						

Weeding (Hard & Soft)						
Others (specify)						
Others (back volumes)	49				49	
Others (Maps)	11				11	
Others (Newspaper)	02				02	
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computer s	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	35	25	All	25	-	06	04	100 MBPS	-
Added	-	-	-	-	-	-	-	-	-
Total	35	25	All	25	-	06	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
NIL	NIL	NIL	0

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
10,00,000	47825	00	00

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_policy2018_19.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	Uniform	169	77000
	Financial support from College	6	33500
Financial support from other sources			
a) National	NIL	0	0
b) International	NIL	0	0

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
Remedial coaching	04.09.2018 – 05.10.2018	263	College
Remedial coaching	19.02.2019 – 31.04.2019	159	College
International Yoga Day	21.06.2018	100	College
Facilitation and Deployment of Communication Skills	25.09.2018	150	M/S Avenues, Shillong

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
02	02	10

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	0	0	NIL	0	0

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of Institution joined	Name of Programme
------	--------------------	--------------------------	---------------------------	----------------------------	-------------------

	enrolling into higher education				admitted to
2018	B.A - 345	64	English, Khasi, Education, Economics, History Political Science	NEHU, Shillong and other	M.A.
2018	B.Com – 37	08	Commerce	NEHU, Shillong	M.Com
5.2.3 Students qualifying in state/ national/ international level examinations during the year (e.g: 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		224	
Parting Social		Institutional		150	
College week		Institutional		190	
Graduation Day		Institutional		70	
Independence Day Cup Basket Tournament		Institutional		15	
Republic Day		Institutional		15	
Inter College Football Tournament		Institutional		16	
Basketball		Institutional		15	
Khasi Traditional Music 'Playing and Crafting Technique of ka ksing'		Institutional		15	
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 number	ID 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, Quiz and Debate while Principal is the ex-officio President of the Students' Union. The union has a representative in various sub-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 seminars, workshops and paper presentations, are organized by the college are supported by the Student's Union.

The objective of the student 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 2018-19 are as follow:-

- Cultural Activities.
- Fresher's Meets.
- Observation of Birth Anniversary of Valabhbhai Sardar Patel.
- Observation of International Yoga Day.
- Observation of Gandhi Jayanti.
- 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)

Other Activities:

- Providing financial support to students through uniforms.
- Providing financial assistance to some needy students.
- 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.
- 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.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details

(maximum 500 words): 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.
5.3.2 No. of registered enrolled Alumni:
5.3.3 Alumni contribution during the year (in Rupees):
5.3.4 Meetings/activities organized by Alumni Association: Meeting – 01
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>The institution practises decentralization and participatory management 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"> • The Head of the Department supervise the Teaching Plans of his/her departmental members. • He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties. • He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided. • He/she often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, interdepartmental/inter-college exercises, departmental excursions and study tours. • He/she is at liberty to introduce creative and innovative measures for the benefit of their students. • Heads of Departments plan, prepare and action plan or working paper in consultation with their departmental colleagues. • 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 take charge of 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 favourably 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 seminars, presentation 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 examinations and maintenance of daily attendance register so as to enable to 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. It is mandatory for the students to view their evaluated assignment and internal test scripts to indicate their satisfaction with the evaluation process and can ask to review the evaluation in case of any discrepancies.

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 Computer Centre and Laboratory.
- Provision for Wi-Fi facility in college premises.
- Provision of more ICT class rooms for various departments.
- Procurement of more equipment, teaching aids and books.
- Procurement of more projectors and laptop computers.
- The library maintains separate section for various departments / reference / periodicals / journals / newspapers / magazines.

In addition, the College has it separate rooms for seminar / 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.
- Organizing 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 related to Youth and Human Health.
- Organized workshop and training on Equity and Gender Sensitization for Girls Students.
- 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, 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. SMS system for dissemination of information including regular notice to all stakeholders. Recording of lectures in the class.

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 its 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) and 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 one of the important issues which support some students 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 separate Examination Committee with equipped computer Desktop as per the requirement of Examination Committee and all the necessary equipments such as 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	Amount of support

			provided	
2018	Shri. Firsterborn Dkhar, Asst. Professor, English Department	Faculty Development Programme		500
	Smt. Dianghun Shadap, Asst. Professor, English Department	Faculty Development Programme		500
	Smt. Vincible Malang, Asst. Professor, English Department	Faculty Development Programme		500
	Dr. Davidson Diengdoh, Vice Principal, Khasi Department	Faculty Development Programme		500
	Smt. Percia Phawa Asst. Professor, Khasi Department	Faculty Development Programme		500
2018-19	Shri. Deibormi Nongpoh, Asst. Professor, Khasi Department	Faculty Development Programme		500
	Shri. Jamphrang Lyngdoh, Asst. Professor, Khasi Department	Faculty Development Programme		500
	Shri. Speinlang Rymbai, Asst. Professor, History Department	Faculty Development Programme		500
	Smt. R. Merika Nogtdu, Asst. Professor, History Department	Faculty Development Programme		500
	Smt. P. Syrpailin Phawa, Asst. Professor, History Department	Faculty Development Programme		500
	Smt. Hannahbell Lapasam, Asst. Professor, History Department	Faculty Development Programme		500
	Smt. Renuka Pde, Asst. Professor, Economics Department	Faculty Development Programme		500
	Smt. F. Dalamki Lytan, Asst. Professor, Economics Department	Faculty Development Programme		500
	Smt. Deogratia Bareh, Asst. Professor, Economics Department	Faculty Development Programme		500
	Smt. Dakaru Bareh, Asst. Professor, Economics Department	Faculty Development Programme		500
	Smt. Jinalin Pyrnge, Asst. Professor, Political Science Department	Faculty Development Programme		500
	Shri. Nishwa Rymbai, Asst. Professor, Political Science Department	Faculty Development Programme		500
	Shri. Beket Siangshai, Asst. Professor, Political Science Department	Faculty Development Programme		500
	Smt. Ridalabha Dkhar, Asst. Professor, Political Science Department	Faculty Development Programme		500
	Smt. Eva Aibok Nongtraw, Asst. Professor, Education Department	Faculty Development Programme		500

Dr. Pyrkhatlang A Shadap, Asst. Professor, Education Department	Faculty Development Programme		500
Smt. Theilinda Kyndait, Asst. Professor, Education Department	Faculty Development Programme		500
Smt. Sophi Kitbok Dkhar, Asst. Professor, Education Department	Faculty Development Programme		500
Shri. Livingson Ryngkhlem, Asst. Professor, Commerce Department	Faculty Development Programme		500
Shri. Banpynskhembha Papang, Asst. Professor, Commerce Department	Faculty Development Programme		500
Shri. Besterwell Dkhar, Asst. Professor, Commerce Department	Faculty Development Programme		500
Shri. Niphri Rymbai, Asst. Professor, Commerce Department	Faculty Development Programme		500
Shri. Remember Nongtdu, Asst. Professor, Commerce Department	Faculty Development Programme		500
Smt. Shida Siangshai, Asst. Professor, Sociology Department	Faculty Development Programme		500
Smt. Thywillbedone Bareh, Asst. Professor, Sociology Department	Faculty Development Programme		500
Smt. Bethelda W Bamon, Librarian	Faculty Development Programme		500
Smt. Mericia Suna, Librarian	Faculty Development Programme		500
Smt. Milsha Wanshong, Music	Faculty Development Programme		500
Shri. Polycarpus Syrti, Music	Faculty Development Programme		500
Smt. Percia Phawa Asst. Professor, Khasi Department	One Day Seminar on “Community and Identity Formation in Northeast India” from 28 th – 29 th September 2018 at Kiang Nangbah Government College, Jowai.		1000/-
Shri. Deibormi Nongpoh, Asst. Professor, Khasi Department	One Day Seminar on “Community and Identity Formation in Northeast India” from 28 th – 29 th September 2018 at Kiang Nangbah Government College, Jowai.		1000/-
Shri. Besterwell Dkhar, Asst. Professor, Commerce Department	6 (Six) days Rural Camp on Socio-Economic Survey and Vocational Training Needs of Rural Youth at Wahiajer Community College from 13 th – 18 th May 2018 organized by NEHU, Shillong.		1000/-
Shri. Banpynskhembha Papang, Asst. Professor, Commerce Department	1 (One) day Workshop and Awareness Programme under SC/ST Hub Scheme organized by the District Commerce & Industries Centre on the 26 th June 2018 at Community Hall, Khliehriat, East Jaintia		500

		Hills District			
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)
2018-19	1 (One) Day Faculty Development Programme on the topic on 23 rd May 2018 at Orchid Hotel, Thadlaskein, Jowai	-	21 st June 2018 at Orchid Hotel, Thadlaskein, Jowai	35	-
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)	
UGC-Sponsored Orientation Programme		02		4 th – 31 st July 2018	
Faculty Development Programme		33		21 st June 2018	
Faculty Development Programme		30		28 th May 2018	
UGC Refresher Course		01		22 nd October to 11 th November 2018.	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching		Non-teaching			
Permanent	Fulltime	Permanent	Fulltime/temporary		
03	03	-	-		
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"> 169 students provided with financial support to procure uniform (Dress code) and 6 (Six) 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 2014-2015, 2015-2016, 2016-2017, 2017-2018 and 2018-19 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	2014 – 15	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2014	31 st March 2015
2	2015 – 16	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2015	31 st March 2016
3	2016 – 17	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2016	31 st March 2017
4	2017 – 18	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2017	31 st March 2018
5	2018 - 19	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2018	31 st March 2019

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. 4,00,000 /-	For support the Commerce Department
Donation	Rs.3000/-	

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

6.5 Internal Quality Assurance System

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)

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.

Providing valuable suggestion for development of the institution

- Weaknesses of the college to take action against the absentees.
- Suggested to convene this parent meeting twice a year, i.e one after admission is over and other before End Semester examination.
- To inform parent if their wards doing mischievous in and outside the college.
- Sports need to be improved.

6.5.3 Development programmes for support staff (at least three)

-

6.5.4 Post Accreditation initiative (s) (mention at least three)

- Initiation of proceedings for introduction of Sociology department at UG level.
- Certificate course in Computer Applications
- Certificate course in Khasi Traditional Music

6.5.5

- 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
2018	In Search of Excellence New NAAC Framework	28 th May 2018	28 th May 2018	30
2018	Faculty Development Programme	21 st June 2018	21 st June 2018	33
2018	Equity & Gender Sensitization for Girls	7 th August 2018	7 th August 2018	50

	Students			
2018	Career Guidance Programme	20 th – 21 st July 2018	20 th – 21 st July 2018	80
2018	Tourism – Its Scope and Opportunities	20 th July 2018	21 st July 2018	100
2018	Facilitation and Development of Communication Skills	25 th September 2018	25 th September 2018	150

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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
Equity & Gender Sensitization for Girls Students	7 th August 2018	50	00

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
2018	Nil	1	12 th April 2018	Mock Drill	Earthquake	65
2018	Nil	1	5 th June 2018	World Environment Day	Tree Plantation	86
2018	Nil	1	21 st June 2018	International Yoga Day		100
2018	Nil	1	10 th August 2018	Swachhta Pakhwada	Clean drives	35
2018	Nil	1	12 th August 2018	Swachh Bharat Abhiyan	Cleaning Drives	30
2018	Nil	1	21 st September 2018	Observation of International Youth Day	Lecture on "Together against HIV/AIDS"	150
2018	Nil	1	2 nd October 2018	Observation of Gandhi Jayanti	Cleaning Drives	150
2018	Nil	1	31 st October 2018	Rashtriya Ekta Diwas	Pledge Taking & Run for Unity	120
2019	Nil	1	26 th January 2019	Participation in Republic Day	Parade contingent	15
2019	Nil	1	12 th March 2019	Blood Donation Camp	Safe a Life	70

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 the 70 th Republic Day Parade	26 th January 2019	15
Participation in Independence Day Parade	15 th August 2018	15
Participation in Adventure Camp	15 th – 24 th November 2018	06

Participation in Youth Parliament	7 th February 2019	03
Participation in NSS Day	24 th September 2018	20
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> • Active Initiatives on Tree plantation in the college and NSS adopted village. • Provide dustbin around the campus. • Cleaning drive, collection of wasted plastic bags, bottles etc. inside the college campus and its surrounding areas. • Run for Unity. 		
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: http://www.jecollege.org/wp-content/upload/best_practices2018_19.pdf		
BEST PRACTICE –1: Teacher Manual - Cum - Record Book		
BEST PRACTICE -2 : Career Guidance and Counselling Cell		
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. http://www.jecollege.org/wp-content/upload/distinctive2018_19.pdf		

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.

OTHERS

- To organise Disaster Management Programme.
- To organise programme on cleanliness and hygiene in the college campus.
- To participate in NEHU Inter College Tournament.
- To increase the number of music instruments, etc.
- To improve teaching Mechanism by using LCDs.
- To organise debate on pertinent issues.
- To conduct Departmental seminars.

Name: Dr (Mrs) Pyrkhatlang A Shadap

Name: Dr.Phervision Nongtdu



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in