

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 2019 to March 2020)*

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**
 - Mobile : **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):

https://jecollege.org/wp-content/uploads/aqar2018_19.pdf

4. Whether Academic Calendar prepared during the year? : **Yes**,
if yes, whether it is uploaded in the Institutional website: **Yes**,

Web link: https://jecollege.org/wp-content/uploads/academic_calendar2019_20.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	4 th April 2019	12
IQAC Meeting	16 th July 2019	11
IQAC Meeting	17 th October 2019	12
IQAC Meeting	10 th December 2019	12
IQAC Meeting	3 rd March 2020	10

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	2019-2020	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: https://jecollege.org/wp-content/uploads/iqac_meeting2019_20.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)

- ❖ Gender Sensitization Programme “Counselling & Career Guidance for Girls Students” on the 3rd August 2019.
- ❖ Regional Seminar on the “U Khasi bad ka Riti ka Dustur” on the 3rd December 2019.

- ❖ Aspire Meghalaya Program from 23rd – 28th September 2019.
- ❖ Maintenance of Manual-cum-Record Book.
- ❖ Disaster Management Awareness Program at College 17th December 2019.

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 extempore speech and essay writing on the celebration of Rashtriya Ekta Diwas, skit on Jal Shakti Abhiyan. ✓ Disaster Management Committee organised Methods of Rescuing victims in collaboration with the District Disaster Management Authority. ✓ Awareness programme on “Environment and Human Health with special reference to HIV/AIDS and other infectious diseases”. ✓ 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"> ✓ Organized one day Gender Sensitization Programme for girls students by Career Guidance and Counselling Cell of the college.
To provide assistance or any help to students. To organize Orientation Programme, College Week, Parting Social, Farewell, Study Tour.	<ul style="list-style-type: none"> ✓ Student Welfare Committee organized Induction Ceremony-Cum-Orientation programme, Fresher’s Meet, College week, Farewell, Educational Tour, etc. ✓ 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	<ul style="list-style-type: none"> ✓ Annual Parents Teachers meeting was organized on the 6th November 2019 and obtained feedbacks from the parents for assessing the college performance and delivery.
Intimation of yearly schedule of the college	<ul style="list-style-type: none"> ✓ 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.

To organize and participate in music and cultural activities in and outside the college.	<ul style="list-style-type: none"> ✓ Participated in the District Level Youth Festival and International Youth Day on the 13th to 17th August 2019. ✓ Participated in the District Level Youth Exchange Programme on the 3rd September 2019. ✓ The Cultural committee participated in most of the event organized by the college. ✓ Organised and participated in the International Youth Day, Republic Day, Independence Day and other important days, etc.
To organize cleaning drive in and outside the college campus.	<ul style="list-style-type: none"> ✓ Organized `Swachhta Pakhwada programme on the 3rd August 2019 at college Campus and public streets around the college.
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 16th – 28th August 2019. ✓ Participated Inter-college Basketball Tournament organised by North Eastern Hills University, Shillong from 17th – 23rd September 2019.

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): 22/09/2020

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: **20/01/2020**

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) Like the previous years, before the start 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. Paper presentation by the students.
 - g. Seminars and workshops are organised annually for advance studies by students related to curriculum.
 - 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.
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	Date of introduction and	focus on employability/	Skill development
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	Courses	duration	entrepreneurship	
	Diploma Course in Computer Application By College fund	17.06.2019 - 29.11.2019 Duration:6 months	Entrepreneurship Development	
Certificate course in Microsoft Office & Internet, by College fund		17. 06. 2019 - 20. 08. 2019 Duration: 3months	Entrepreneurship Development	
Certificate in Basic of Computer & Internet, by College fund		01.04.2019 - 30.04.2019 Duration 1 Month	Entrepreneurship Development	

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	Elective Course System	Yes	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
37	Certificate in Basic of Computer & Internet By College fund	17	Diploma course in Computer Application: By College fund
06	Certificate in Microsoft Office & Internet	-	-
		56	Tourism & Travel

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
Jio recruitment for various post in Sales/Customer Services/Operations by Jio Company.	2 nd April 2019 Duration: 1 day	02
Soft Skills Training by the Ministry of Tribal Affairs, Government of India through the Department of Arts and Culture, Government of Meghalaya, and Avenues, Shillong.	23 rd – 28 th September 2019 Duration: 6 days	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	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)

Feedback: The student's feedback is collected from the semester students at the end of the semester examination. 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 feedback 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.

Feedback from teachers was collected during the academic session to assess on the curriculum of the college on various criteria. The analyse feedback of the teachers were discussed in staff meeting. So far, the college has not sent any feedback report to the affiliating university.

Feedback 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.

Overall feedback of 40 (Forty) was received from parents during its meeting held on the 6th November 2019 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: 15 questions are prepared question number 1-13 are closed ended question with the answer of yes or no and the last two are in the form of open ended. The rating scale for the questions number 1 – 11 is given as 1 for Yes and 0 for No. For question number 12, 1 is rated for the answer saying 3hours and above while 0 is rated for those who answer less than 3 hours. For question number 13 the rating scale is 1 for No and 0 for Yes.

The overall parent feedback on college was satisfactory and there are some mentioned the need and importance of the extra classes.

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	100	75	75
B.A Khasi	100	80	80

B.A Education	100	65	65
B.A Economics	100	14	14
B.A History	100	24	24
B.A Political Science	100	51	51
B.A Sociology	100	42	42
B.Com	100	54	54

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
2019 – 20	405	NIL	35	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 (LMS, Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
35	08	08	08	08	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. Moreover, 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
405	35	1:11

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
34	31	03	01	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
2019	Shri. Remember Nongtdu	Assistant 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	English	Semester	20.05.2019	02.08.2019
Bachelor of Arts	Khasi	Semester	20.05.2019	02.08.2019
Bachelor of Arts	Education	Semester	20.05.2019	02.08.2019
Bachelor of Arts	Economics	Semester	20.05.2019	02.08.2019
Bachelor of Arts	History	Semester	20.05.2019	02.08.2019
Bachelor of Arts	Political Science	Semester	20.05.2019	02.08.2019
Bachelor of Arts	Sociology	Semester	20.05.2019	02.08.2019
Bachelor of Commerce	B.Com	Semester	16.05.2019	19.07.2019

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

The institution adheres to the academic calendar for the conduct of Continuous Internal Examination (CIE) by conducting class tests, unit tests, sessional tests, home assignments included in the academic calendar. The heads departments works on the slots reserved in academic calendar for internal evaluation and prepares and displays the time-table well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of internal evaluation as in the academic calendar of the college as well as the additional tests.

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

- Tentative date for End semester examination.
- Admission and Re-admission date.
- Working days and Holidays.
- Date for Internal sessional examination.
- Remedial classes
- Field visits/Study tours/Industrial visits
- FDP/Seminar/Conference/Workshop etc.
- Parents meeting
- Departmental activity
- Extra-curricular activities of N.S.S., R.R.C. and cultural Programmes.
- College week
- Tentative schedule of University Examinations.

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

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. 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: https://jecollege.org/wp-content/uploads/learning_outcomes2019_20.pdf

2.6.2 Pass percentage of students

Programme 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):

https://jecollege.org/wp-content/uploads/feedback2019_20.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 (<i>other than compulsory by the College</i>)				
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 Department	Date (s)
U Khasi bad ka Riti ka Dustur	Department of Khasi	3 rd December 2019
Gender Sensitization Programme – counselling & career guidance for girls students	Women Welfare Committee	3 rd August 2019

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						
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 (<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		0	33	02	36	
Presented Papers		0	0	0	0	
Resource Persons		0	1	0	1	
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 2019	National Service Scheme (NSS) Unit	01	100
World Environment Day 2019	NSS Unit & All Jaintia Muster Rolls Workers & Labour Union, East Jaintia Hills Unit	01	100
Swachhta Pakhwada 2019	NSS Unit	10	94
Blood Donation Camp 2019	NSS Unit and RRC	01	20
Observation of Gandhi Jayanti 2019	NSS Unit	02	100
Observation of Birth Anniversary of Sardar Vallabhai Patel (Rashtriya Ekta Diwas) 2019	NSS Unit	01	120
International Youth Day 2019	NSS Unit, RRC Meghalaya AIDS Control Society, Shillong	34	335
Mock Drill on Disaster Management Training 2019	NSS Unit	04	55
Parade Contingent 2019	NSS Unit	01	24
Constitution Day 2019	NSS Unit	02	100
Jal Shakti Abhiyan Rain Water Harvesting 2019	NSS Unit	01	20
World No Tobacco Day 2019	NSS Unit	02	100
Special Camping at Suchen Rim village	NSS Unit	01	40
Awareness programme on Environment and human health with special reference to HIV/AIDS	RRC, Unit	13	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
Best NSS Volunteer	Awarded	NEHU, NSS Cell, Shillong	02

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
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Jal Shakti Abhiyan	Meghalaya Institute of Natural Resources in Collaboration the District Administration & Blocks	Rain Water conservation	01	20
International Youth Day	Society for Promotion of Tourism in collaboration with the office of the Deputy Commissioner, Khliehriat	Cultural Dance	01	15
NSS Day	NSS Cell, NEHU, Shillong	Participation on NSS Day	01	20
District Level Youth Exchange Programme	District Sports Officer	Participated in the District Level	01	15
District Level Arts and Cultural Competition	Jaintia Eastern College in collaboration with the office of Deputy Commissioner	Participated in the District Level	01	15
Pre - Republic Parade Camp	National Institute of Technology, Durgapur, West Bengal	Participation on Pre Republic Day Parade	-	01
World Blood Donor's Day	Civil Hospital, Jowai	Participated in observation of World Blood Donor's Day	01	20
National Youth Festival	Uttar Pradesh, Lucknow	Participated on the National Youth Festival	-	04

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/-	35,00,000/-

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	04
Laboratories	01	-
Seminar Halls	01	-
Classrooms with LCD facilities	05	04
Classrooms with Wi-Fi/ LAN	03	21
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	30-Desktop 1- Xerox 1 – Printer
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 19,16,275/-
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	7975		1820	13,00,000	9795	13,00,000
Reference Books	1214		85		1299	
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 Comp uters	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others

Existing	27	1	All	04	-	03	03	100 MBPS	-
Added	30	1	-	26	-	04	07	72 MBPS	-
Total	57	2	All	30	-	07	10	-	-

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

100 & 72 MBPS

4.3.3 Facility for e-content:

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
10,00,00	86810	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):

https://jecollege.org/wp-content/uploads/procedure_policy2019_20.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	156	78,000
	Financial support from College	10	45,000
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	19.02.2019 – 30.04.2019	159	College
International Yoga Day	21.06.2019	100	College

Soft Skills Training		23.09.2019 - 28.09.2019		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		15	
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 enrolling into higher education	Programme graduated from	Department graduated from	Name of Institution joined	Name of Programme admitted to
2019	B.A – 345	64	English, Khasi, Education, Economics, History Political Science	NEHU, Shillong and other	M.A.
2019	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 Service					
State Govt. Service					

Any Other						
5.2.4 Sports and cultural activities/competitions organised at the institution level during the year						
Activity	Level			Participants		
Fresher Meet	Institutional			240		
Farewell	Institutional			168		
College week	Institutional			194		
Cultural song	Institutional			05		
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)						
<p>College creates a platform for the active participation of the students in 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.</p> <p>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.</p> <p>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 2019-20 are as follow:-</p> <ul style="list-style-type: none"> • Cultural Activities. • Observation of Birth Anniversary of Valabhbhai Sardar Patel (Rashtriya Ekta Diwas). • Observation of International Yoga Day. • Observation of Gandhi Jayanti. • Observation of International Youth Day. • Organised Fresher's Meets and Farewell. • Sports Activities at University and Institutional level. • Visit villages for community development programme (NSS activities) <p>Other Activities:</p> <ul style="list-style-type: none"> • 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: 1 (One)

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)

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:

- 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:

- Completed the 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.
- Organizing Regional Seminar.
- Faculty Development Programme for teachers.
- Training programme for students.
- Self-appraisal of the teachers is maintained through Teacher manual – cum – record books.
- Organized Gender Sensitization programme - counselling & career guidance for Girls Students.
- Facilitation centre for online registration of Anti-Ragging form & National Scholarship.
- The Governing Body is the apex body in the College and the Principal as its Secretary.

Apart from regular academic activities, the College conducts, Inter-disciplinary classes, group discussion, students presentation, seminars, 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 on Soft Skills 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:

- 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 pay admission fee in two instalments every academic year. This is one way to support some students facing financial issues. Regarding record of admission, the College has no separate software for the admission purpose but to keep records and other information of student are partially computerised. The College has extended helping counter for the students which provides them several services as such help desk for Admission, Scholarship Form, Online registration of affidavit form of Anti ragging at one place for free of cost. Furthermore, the College also exempted for 30% 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 provided	Amount of support
2019-20	Dr. Phervision Nongtdu, Principal	National Awareness Workshop on NAAC Assessment and Accreditation: the Revised Framework at NEHU, Shillong on 8 – 9.08.2019		1000
	Shri. Beket Siangshai, Asst. Professor, Political Science Department	National Awareness Workshop on NAAC Assessment and Accreditation: the Revised Framework at NEHU, Shillong on 8 – 9.08.2019		1000
	Shri. Firsterborn Dkhar, Asst. Professor, English Department	3 (Three) days Training of Teachers (ToT) for “Student Induction Program” organized by UGC, Guwahati from 8 th – 10 th August 2019 at Assam Down Town University, Panikhaiti, Assam.		10000
	Dr. Phervision Nongtdu, Principal	Commissioner Course at Bharat Scout and Guides office Shillong from 9 – 13.09.2019		1000
	Smt. Dianghun Shadap Asst. Professor, English Department	Commissioner Course at Bharat Scout and Guides office Shillong from 9 – 13.09.2019		1000
	Shri. Jamphrang Lyngdoh, Asst. Professor, Khasi Department	B.C. Jyrwa Memorial Lecture at Shillong College, Shillong on 13.09.2019		1000
	Smt. Percia Phawa, Asst. Professor, Khasi Department	B.C. Jyrwa Memorial Lecture at Shillong College, Shillong on 13.09.2019		1000
	Shri. Lancaster Nongtdu, Asst. Professor, Khasi Department	B.C. Jyrwa Memorial Lecture at Shillong College, Shillong on 13.09.2019		1000
	Dr. Davidson Diengdoh Asst. Professor, Khasi Department	Participation on NSS Foundation Day on 24 th September 2019 at NEHU, Shillong		1000
	Shri. Deibormi Nongpoh, Asst. Professor, Khasi Department	One Day Workshop on “Teaching and Evaluation” at Sankardev College, Shillong on 23.10.2019		500
Shri. Jamphrang	One Day Workshop on “Teaching		500	

	Lyngdoh, Asst. Professor, Khasi Department	and Evaluation” at Sankardev College, Shillong on 23.10.2019		
	Shri. Jamphrang Lyngdoh, Asst. Professor, Khasi Department	One day workshop on “Preservation of vulnerable and endangered heritage at Thomas Jones Synod College, Jowai on 15 th November 2019		1000
	Dr.Davidson Diengdoh Asst. Professor, Khasi Department	Training Programme at Thomas Jones Synod College, Jowai from 13 th – 17 th January 2020		1000
	Hannahbell Lapasam Asst. Professor, History Department	Training Programme at Thomas Jones Synod College, Jowai from 13 th – 17 th January 2020		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)
2019	Two days’ Workshop for teachers on “NAAC Assessment and Accreditation – the revised framework” at college premise.		01-08-2019 02-08-2019	34	

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 Refresher Course	01	11 th - 24 th November 2019.

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
01	01	-	-

6.3.5 Welfare schemes for

Teaching	7 (HOD) teachers provided with financial help for accommodation of teachers rental basis
Non-teaching	-
Students	156 students provided with financial support to procure uniform (Dress code) and 10 students exempted 30% 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 2015-2016, 2016-2017, 2017-2018, 2018-19 and 2019-20 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	2015 – 16	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2015	31 st March 2016
2	2016 – 17	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2016	31 st March 2017
3	2017 – 18	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2017	31 st March 2018
4	2018 – 19	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2018	31 st March 2019
5	2019 – 20	Kiron Joshi & Associates Chartered Accountants, Shillong	1 st April 2019	31 st March 2020

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. 5,00,000 /-	For support the Commerce Department
Donation	Rs.8,00,00/-	

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 Khasi department at PG level.
- Initiation of proceedings for introduction of Education department at PG level.
- Certificate course in Computer Applications, Tourism & Travel.

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
2019	Soft Skills Training	23 rd – 28 th September 2019	20 th – 21 st July 2018	150
2019	Gender Sensitization for Girls Students	3 rd August 2019	3 rd August 2019	78
2020	Mother Tongue Day	21 st February 2020	21 st February 2020	21
2020	International Women Day	7 th March 2020	7 th March 2020	60

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	
Gender Sensitization for Girls Students		3 rd August 2019		78	00	
Mother Tongue Day		21 st Feb.2020		11	10	
International Women Day		7 th March 2020		43	17	
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, 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
2019	Nil	1	31 st May 2019	World Tobacco Day	No to Tobacco	100
2019	Nil	1	5 th June 2019	World Environment Day	Tree Plantation	100
2019	Nil	1	21 st June 2019	International Yoga Day	Climate Action	100
2019	Nil	1	1 st August 2019	Swachhta Pakhwada	Say no to plastic pollution	104
2019			2 nd October	Observation of	Cleaning	

	Nil	1	2019	Gandhi Jayanti	Drives	100
2019	Nil	1	31 st October 2019	Rashtriya Ekta Diwas	Indian Youth	120
2019	Nil	1	26 th November 2019	Constitution Day	Constitution of India	100
2019	Nil	1	17 th December 2019	Disaster Management	Mock Drill	59
2020	Nil	1	26 th January 2020	Participation in Republic Day	Parade contingent	07

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 Republic Day Celebration	26 th January 2020	06
Participation in Independence Day Parade	15 th August 2019	24
Participation in NSS Day	24 th September 2019	20

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 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 on the theme Say No to Plastic pollution.
- Climate Action
- Clean India

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: https://jecollege.org/wp-content/uploads/best_practice2019-20.pdf

BEST PRACTICE –1: Teacher Manual - Cum - Record Book

BEST PRACTICE -2 : Remedial Coaching class

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.

https://jecollege.org/wp-content/uploads/distinctive2019_20.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