YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	THOMAS JONES SYNOD COLLEGE, JOWAI
• Name of the Head of the institution	Dr. Dakyntuhimi G. Lyngdoh
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03652221459
• Mobile No:	9863246794
• Registered e-mail	tjscjowai@gmail.com
• Alternate e-mail	dakyntuhimi@gmail.com
• Address	Iawmusiang, West Jaintia Hills District
• City/Town	Jowai
• State/UT	Meghalaya
• Pin Code	793150
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**North-Eastern Hill University**	
• Name of the IQAC Coordinator	**Smt. Larimi Era Langstang**	
• Phone No.	**03652220063**	
• Alternate phone No.	**03652221459**	
• Mobile	**8837353110**	
• IQAC e-mail address	**tjsciqac@gmail.com**	
• Alternate e-mail address	**eralari00@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://thomasjonesjowai.com/admin/images/17802019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.12**	**2018**	**01/07/2018**	**30/07/2023**

6.Date of Establishment of IQAC	**14/04/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Thomas Jones Synod College, Jowai	**Lumpsum Grant**	**Directorate of Higher and Technical Education, Government of Meghalaya**	**2020-2021**	**1200000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	1	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Organising special online lecture on cross cutting issues from time to time. 2. Organising Inter District Webinar on "Academic and Mental Wellbeing: How Students cope with these real issues during a pandemic". 3. Participation in NIRF. 4. Improvement of IT infrastructure and upgrade of the College Website. 5. Proposal to the Governing Body for appointment of Counsellor.

12.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
1. To make the Campus a Plastic Free Campus	1. Signboards are kept in the college campus inorder to create awareness the student community
2. Introduction of new Add-on / Certificate courses for students	2. A Sub-committee comprising of the following members was constituted to explore this matter and identify courses that the College could introduce: 1. Principal 2. IQAC Coordinator 3. Shri W.E.H. Lamin – Convener 4. Smt. C. Bapui 5. Shri M.J. Lamare 6. Shri L. Ryngkhlem
3. Upgrading of IT Infrastructure and Physical Facilities in the College	3. Computers are being checked and improved on a regular basis to enhance the teaching-learning process. The institution ensures that the computers and projectors has been checked and installed accordingly in classrooms.
4. Workshop on Office Procedure for Teaching and Non-Teaching staff	4. The programme was not organised because of the difficulties in making arrangement with the resource person due to the ongoing pandemic and in securing funding.
5. Lecturers on cross cutting issues	5. Due to the undergoing Covid 19 pandemic, the IQAC has been organizing Lecturers on cross cutting issues from time to time through online mode for the students and faculties of the college by inviting resource persons from various agencies and institutes.
6. Participation in NIRF	6. The college has participated in the NIRF for the year 2021 and for the 2022.
7. To encourage teachers to	7. The institution has been

present papers in National and International Seminars/Conferences/Workshops	encouraging the faculites to participate in seminars, conferences, and workshops organized by other institutions or research institutions, and also to present papers as well as organize these programmes on their own.
8. To organize National Seminars	8. To organize National Seminars, departments have been encouraged to organize national seminar and to apply for funding from agencies which are willing to sponsor.
9. To improve the mechanism for Online Classes / Purchase of G-Suite	9. The College was organising online classes and other activity through various platforms like Zoom and Google Classroom using the free versions of these software that were free but not very secure and that a paid version of any of these platforms would offer better features and reliability. The college has made a monthly subscription of Google Workspace for the benefit of all concerned.
10. To collaborate with the Local Headman for Extension Activities	10. IQAC Coordinator could get in touch with the local Headman to identify areas where the college could carry out extension activities.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY, THOMAS JONES SYNOD COLLEGE, JOWAI	14/10/2021

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2019	30/09/2019

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	8

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1156

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1156

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	278

File Description	Documents
Data Template	View File

3.Academic

3.1	37

Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**37**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**5799154.37**
4.3 Total number of computers on campus for academic purposes	**60**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution ensures effective curriculum delivery through meetings of its Academic Committee comprising of the Principal, Vice-Principal, Coordinator IQAC and all the Heads of Departments. Staff meetings are held before the beginning of each Academic Session to chalk out plans and activities for the academic session after which the Heads of Departments convene departmental meetings to allot and distribute sections of the syllabus among the teachers. The Heads of the various Departments also keep track of the progress of the syllabus to ensure timely completion of the same. Besides this, the Academic Committee regularly assesses and evaluates the progress of the syllabus for each subject.

The institution preparesAcademic calendar in the beginning of the

year to specify programmes for academic and extra-curricular activities as well as internal examinations.

The routine committee prepares the routine for the semester classes and classes are being allotted equally for each course.

The examination branch in consultation with the principal of the college is entrusted with finalizing dates related to internal assessments and also takes care of the Semester examination under the supervision of the affiliating university.

Currently with the ongoing pandemic the departments are meeting their students in a blended mode in order to ensure that syllabus are completed in time and also quality education is enhanced to the students.

The IQAC in coordination with the departments, committees, clubs, cells and college administration monitors the teaching-learning process, results of each department and the overall requirements for effective curriculum delivery and documentation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of the academic session the students and the staff are acquainted with the academic calendar which is also uploaded in the college website and displayed on the college notice board.

The announcement for the commencement of class is also displayed in the academic calendar. The schedule regarding internal assessment are being specified in the academic calendar. Department orientation, library orientation, and college week are also being displayed in the academic calendar for reference and maintenanceof schedules in a proper process for continuous Internal evaluation.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://thomasjonesjowai.com/admin/images/8462academic.jpeg

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

As the curriculum has been framed by the affiliating university, so integrating such form of crosscutting issues into the curriculum lies on the part of the affiliating university.

However, to make students more aware and conscious, the institutions through its committees, cells and clubs has been organizing programmes from time to time and inviting resource persons to motivate and also to enhance the quality form of education which is relevant and important for the development of their personality.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0 0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

0 0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	C. Any 2 of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**D. Feedback collected**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://thomasjonesjowai.com/admin/images/32 387033Feedback%20from%20Students.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

710

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

490	

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution identifies advanced learners through the marks they have secured at the qualifying examination and their performance in tests, assignments and examinations conducted by the College.Class lectures and other programmes are used to monitor slow learners. Various programmes conducted by the government and other institutes within the district and the state enhances and motivates such students. Such students are also given leadership responsibilities in important college events. Each department of the college maintains a students profile in the form of excel/word files where information like studentsattendance, performance during the internal tests, project works and end semester examinations are recorded. Teachers of each department analyse the data regularly and identify students whose performance is not at par with the rest of the class and initiate corrective action for improvement. Tutorial classes are also conducted for the progress and benefit of these students.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1156	**37**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

In accordancewith the academic calendar each department works out class activities which include assignments, group discussions, projects and study tours to make learning more student-centric. Departments also conduct Student Seminars where students are made to present their assignments in the classroom and library visits are also organised from time to time. Interactive and collaborative learning is also encouraged. Students are also encouraged to actively participate and interact during class lectures. The students also contribute to the College Magazine which is published annually. Departments also publish Department Newsletters where students' contribution in the form of reports or articles , which could not be done in the present session due to the pandemic.. Students are also appointed as members of the various committees, clubs and cells providing a platform for them to freely express their innovative ideas and develop their leadership skills.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college is making efforts to introduce ICT enabled teaching. Classrooms are equipped with PCs and projectors to make the teaching-learning process more interactive and interesting. Teachers are encouraged to make use of audio-visual aids for screening subject related movies and documentaries.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

37

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has always attempted to ensure rigour and transparency in the internal assessmentthrough tests and assignments , after which marks aredisplayed on the DepartmentNotice Board. Due to the pandemic the department initiated display of marks even throughWhatsapp Groups for respective semesters. Students are informed about the dates of the internal assessment tests through the academic calendar.The College does not have any definite provision for awarding weightage to students on their overall performance. However, the College does present awards such as the award for "Student of Year" to students which is based on their overall performance throughout the academic year.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Under the semester system the internal assesment of the students are assesed and displayed on the department notice boardbefore the end semester examinations.Results are declared after proper verification of marks. Students who are dissatisfied with their marks are free to approach individual teachers or the Department Heads for clarification. The College also has a Grievance Redressal Cell which maintains a complaint / suggestion box which is used by students to settle their grievances. Students may also approach the members of the GRC directly if necessary. The University has its own system for

addressing grievances of students, and students who are unhappy with their performance in the examinations may approach the University for re-evaluation of their scripts as per the procedure laid down by the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

In order to achieve the intended learning outcomes various strategies have been developed by the institution. An Academic Committee has been formed to plan and develop strategies for improvement in the academic performance of both teachers and students. An IQAC has also been set up to assess and improve the quality of the teaching-learning experience in the college. To enable ICT based teaching and learning, computers and projectors have been installed in the classrooms. Educational tours are carried out from time to time by various Departments of the college to give students an experiential knowledge of their subject. Tutorial Classes are also conducted at the end of regular classes to enable the students to clarify any issues related to academic syllabus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Programme outcomes of each course is communicated to the students during orientation programmes and also through the College website. The Department profiles of each Department contain information about the programme/course outcomes and prospects of students after completion of the course. Information regarding the "Conditionality for Certification of Completion of Under-Graduate Courses" under the newly introduced Semester System is also uploaded

on the website and printed in the Prospectus of the College.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://thomasjonesjowai.com/ug-programme

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

278

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://thomasjonesjowai.com/admin/images/7526Result%202021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://thomasjonesjowai.com/admin/images/2748Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

`00`

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

`00`

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

The College has an Extension Activities Committee comprising of the NSS, NCC, RRC and Eco-Club. It is through these committees and their activities that the institution-neighbourhood-community network is developed. The NSS unit, in particular, has been instrumental in promoting this institution – neighbourhood – community network and has been engaged in social activities in different areas of Jaintia Hills. The unit has adopted villages and has been involved in 'asset creation'. Through these initiatives the College aims to contribute towards good citizenship, service orientation and holistic development of students.

File Description	Documents
Paste link for additional information	https://thomasjonesjowai.com/gallery
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

25

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

200

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

00

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The classrooms in the College are large, spacious and adequately equipped for effectively carrying out the teaching-learning process. All classrooms that are used for the undergraduate programmes are equipped with whiteboards, LCD projectors and adequate number of desks and benches. The College has a Computer Laboratory with 32 computers, LAN and internet facility that is available for use by the students and teachers for academic purposes. In addition to the computers and internet facility available in the Laboratory and Library, computers have also been installed in all the department rooms. The College has also subscribed to N-LIST, through which the students and teachers have access to INFLIBNET which is a useful resource for learning and research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College has adequate facility for sports and games. A Basketball Court, a Volleyball Court and sufficient space for the conduct of outdoor sports are available within the College Campus. Indoor games like Table Tennis, Carrom Board, Chess, Arm Wrestling, etc., are usually conducted within the College Building. A large Hall is available on the top floor of the College building for the conduct of other co-curricular activities like Debate, Quiz, and cultural activities such as Singing and Dancing. However, the college does not have a gymnasium or yoga centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1886163

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is automated using Integrated Library Management System called KOHA which is a Linux based open source Library Management System. This system was installed in the Library in the year 2016. The Modules used under this system are - Cataloging, Circulation, Generation of Reports, and Online Public Access Catalogue (OPAC). For optimal use of this system all the computers in the Library are

connected via LAN. A separate computer has also been installed for students and faculty for access to OPAC. Moreover, all Library holdings have been Bar Coded to enhance the efficiency of the service for the convenience of the students and faculty.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

266102

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

67

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution frequently updates its IT facilities including Wi-Fi. In terms of updating its IT facilities the College makes efforts to increase the number of computers from time to time. Over the last few years computers have been purchased for classrooms, Department Rooms, the Computer Lab, the Library and the Administrative section. Projectors have also been installed in the classrooms for effective curriculum delivery. Internet connection along with Wi-Fi facilities are also made available for the Administrative section, Library, Computer Lab and Department Rooms.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

3319886

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

The College has constituted a number of Committees such as the Building Committee, Purchase Committee, Infrastructure and Campus Maintenance Committee, Academic Committee, Library Advisory Commitee, IT and Website Committee, and Sports and Co-Curricular Activities Committee. These committees comprising of faculty members from the various Departments and Administrative staff along with the Principal are responsible for the maintenance and utilization of physical, academic and support facilities. The functioning of these committees is monitored by the Principal who keeps the Governing Body informed about all the important matters that need their approval.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://thomasjonesjowai.com/committee

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

403

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

00

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

The College has an active StudentsWelfare Committee which comprises of elected representatives from each semester. The Secretary and other office bearers are selected from among these class representatives. Student representatives are included in the following academic and administrative committees - IQAC, Discipline Committee, Library Advisory Committee, Boys and Girls' Common Room Committee, College Canteen Committee, Eco-Club, Sports and Co-Curricular Activities Committee, Music Club, Debate Club, Theatre Club, Cultural Club, Grievance Redressal Cell, Anti-Ragging Cell, Prevention of Sexual Harrassment Cell/Internal Complaints Committee

and Health and Sanitation Committee.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

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

The Alumni Association of the College was established in the year 2014 and was registered in the same year. Since its establishment, the Alumni Association has made efforts in supporting the development of the institution in various areas. For smooth running of the alumni association, Department Alumni have been formed to work as a force in bringing better contributions to the institution.The Association holds regular meetings through which attempts are made to identify areas in which they can be of any assistance to the College.Besides this, the Association has also assisted the institution by providing and maintaining details on students' progression.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs) — **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College was established with the objective of providing education of a high standard to the youth of the area and to mould them into responsible citizens of the country who are able to meet challenges with courage and confidence. The Governing Body, therefore, endeavours to ensure that the students who graduate from the institution are equiped with the necessary skills. In order to achieve this the Governing Body insists upon the appointment of competent and qualified teachers through proper precedures. It is also ensured that students are provided with the necessary physical and academic facilities for their overall development and these facilities are upgraded from time to time. Besides the academic curriculum the students are also encouraged to contribute towards the community through active participation in NSS and NCC.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The College aims to promote a system of participative management by following a decentralised form of internal management. The Principal

is the head of the institution and the final authority on all matters. The Heads of the Departments are responsible for the smooth functioning of their departments. They are also members of the Academic Committee of the College thereby making them part of the decision making process. The Academic Committee has other sub-committees that function under it. Teachers are appointed as coordinators, conveners and members of various committees. With the objective of working towards providing operational autonomy to the departments, the College have allotted separate department rooms equipped with computers and internet facility. While all departments are given some amount of autonomy in their day to day functioning they are however expected to adhere to the guidelines and the academic calendars of the University and the College.

File Description	Documents
Paste link for additional information	https://thomasjonesjowai.com/committee
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has a Strategic Plan for the development of the Institution. The aspects considered in this plan for infrastructural development arehostels for boys and girls, residential facilities for Principal and staff, a vocational training centre and an auditorium complex. On the Academic front, the institute has introduced the Science Stream and is striving to get affiliation for the same. Other streams and courses will be introduced as and when adequate infrastructure is available. There is also a constant effort on the part of the Governing Body to improve and enhance the available infrastructural facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The College follows a pyramidal structure for internal management. The Governing Body is at the apex of this structure with the Principal who carries out and implements its decisions. The College administrative office, the Departments, the IQAC and the various Cells, Clubs and Committees function under the Principal and are directly responsible to him. The conduct and discipline of the employees of the institution are governed by the Constitutions and Bye Laws of the College. Faculty and Staff of the College are recruited as per the regulations of the State Government, the UGC and the affiliating University. The College has a Grievance Redressal Cell which ensures that grievances/complaints are promptly attended to and resolved effectively.

File Description	Documents
Paste link for additional information	https://thomasjonesjowai.com/img/constitution.pdf
Link to Organogram of the Institution webpage	https://thomasjonesjowai.com/committee
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

All bodies/cells/committees/clubs in the institution hold regular meetings and proceedings are recorded and maintained and the minutes of these meetings are circulated among all members. The Secretary/Convener/Coordinator is responsible for implementing the resolutions taken at the meeting. At the start of every meeting the minutes of the last meeting are read and confirmed, after which the action taken on the resolutions is conveyed to the members. The Principal/Governing Body are informed about pertinent issues and their consent is sought whenever necessary. This process is followed to ensure effective implementation of the resolutions taken by these bodies. Two teachers are elected as Staff Representatives to represent the grievances or any issues to the Governing Body. The college has also taken the initiative to provide Employees Provident Fund to the teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

5

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

The College is almost wholly dependent on the fees realized from students in order to meet the salary requirements of the teaching and non-teaching staff. Only a meager amount is received from the State Government under the Lumpsum Grant-in-aid scheme along with the yearly sponsorship amounting to Rs. 1200000 from the Sponsoring Body. Due to this financial constraint the College has not been able

to introduce any welfare schemes for the teaching and non-teaching staff. However, based on a request placed by the teaching and non-teaching staff, the Governing Body has given its approval and the EmployeesProvident Fund (EPF) has been introduced since the year 2019.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The accounts of the College are audited annually by the auditors from the Khasi Jaintia Presbyterian (KJP) Synod Mihngi, which is the sponsoring body of the College for the period from January to December. These audited statements are scrutinised by the Governing Body before they are forwarded to the sponsoring body for their necessary information. In addition to this, the College also conduct an external audit by a Chartered Accountant. The accounts of the college isaudited by the Chartered Accountant annually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is not recognized under section 12B of the UGC and is, therefore, not eligible for receiving UGC grants. However, efforts are made by the institution to mobilise funds from other funding agencies and through donations and sponsorships from well-wishers. Strategic linkages are also developed through which a certain amount of funds can be realized through the conduct of Add-on and Short Term courses. Apart from this, the College is wholly dependent on students' fees for its day to day functioning and since financial resources are limited, the college makes all attempts to make efficient use of the resources that are available. An annual budget is prepared at the beginning of the year and presented before the Governing Body for approval and the financial expenditure of the institution is guided by this budget. Apart from the yearly recurring expenditure for staff salary and office equipment, all major expenditure is carried out with the prior approval of the Governing Body. These are the institutional mechanisms to monitor effective and efficient use of the available financial resources.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

The IQAC was set up in the College in the year 2014 and its membership is as per the guidelines of the NAAC. The IQAC is responsible for maintenance and enhancement of quality in the institution and reviews various processes including the teaching-

learning process. In order to facilitate the system of reviewing the teaching learning process, all teachers in the College maintain Lesson Plans for teaching which are monitored by the Heads of Departments and reviewed by the IQAC and the Principal from time to time. Further, to evaluate the outcome of this process, internal tests and assignments are given to students, and tutorial classes are also arranged whenever needed. This acts as a good indicator of the effectiveness and improvement of teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

A number of steps have been taken for the improvement of quality in the institution. Over the last five years the number of computers have been increased. Department Rooms are now equipped with computers and internet facilities. Computers have also been installed in the Library and the Computer Lab. Classrooms have also been equipped withLCD projectors for effective curriculum delivery. Wi-Fi facilities are also available in the Library and the College building. The infrastructure of the Library and its holdings have been improved. The IQAC has also played a significant role in improving quality throughout the institution. All faculty members have been asked to maintain Lesson Plans and also make use of the IT infrastructure available in the college. Training Programmes for enhancement of IT skills and improving curriculum delivery have also been organized by the IQAC. In order to assess the performance of the students and understand the general perception of all stakeholders about the institution a feedback mechanism has been introduced.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the	C. Any 2 of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college since its inception has initiated many measures for the promotion of gender equity for thewelfare of the students as a whole and in particular the female students. Following are the various measures taken by the college:

1. Safety and Security:

1. **Security Guard is stationed at the entrance to the college to ensure that the college is safe and secure particularly for the female students.**
2. **Women's cell is instituted in the college particularly for the safety and protection of female students from harassment and any sort of harmful activities that undermine the modesty of a woman.**
3. **Grievance Redressal Cell has been initiated to study the different types of grievances the students are facing and thereby providing the best solutions which could become codes of conduct for the benefits of the students.**
4. **Anti Ragging Cell is put in place to ensure that there is no**

ragging in and around the campus.

5. Feedback Box is fixed at various points of the college building to enable students to make complaint regarding their safety and any sort of problems faced.

6. The College has also come up with Medical Care Unit to help the students in case of medical emergency. In addition to that, since the college is in the vicinity of a mission hospital, for any serious cases, the affected students can easily be taken to that hospital for their safety.

1. Counseling:

1. Career and Counseling Cell is put in place to assist the students to build their career and get better jobs. With that, the female students in particular can take up the opportunities provided by the cell and empower themselves.

2. Mentoring System is set up in the college where students are encouraged to share their difficulties and problems to a mentor who will in turn assist and guide them to overcome their hardship in life.

1. Common Rooms:

1. Separate common rooms are provided for boys and girls to ensure privacy and comfort especially for the female students.

1. Other Measures to ensure gender equity:

1. Class Representatives of one girl and one boy are selected for each class. This is to ensure that female students shall have a voice in the affairs of the college.

2. College Admission is opened for both male and female students to safeguard the right to higher education of female students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for | D. Any 1 of the above

alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College has designed methods for the management of waste generated in the campus using the basic waste management in order to reduce the amount of waste generated and to make campus clean, hygienic and healthy.No biomedical waste, hazardous waste and radioactive waste is generated.

Within the Campus dustbins are placed everywhere to make sure that the wastes in the campus are thrown in the dustbins which in turn is disposed off to the Municipal Van that comes to collect the waste twice a week.

Disposable itemsused in the college canteen are replaced by reusable items such as steel, glasses and plates.

Liquid waste that is generated in the collegefrom various sanitary blocks are disposed off into Septic tank.Waste water generatedin the campus are disposed into natural drain passing near by the college campus.

E-waste includes electronic devices, such as computer systems, servers, monitors, compact discs (CDs), printers, scanners, copiers, calculators, fax machines, battery cells etc. E-waste is disposed off through vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

NSS and NCC activities of the college is promoting and helping the students towards attainingtolerance, harmony and also mitigates socio-economic diversities of the students by helping in gettingjobs.

The Evangelical Union of the college accomodatesstudents of different culture, language and religion in its prayer meeting which results in tolerance and harmony amongstthe student community and the society as a whole.

Woman Cell and Anti Ragging Cell are set upto deal with grievances without considering racial or cultural background.

The college admission is open to allirrespective of their culture, region, language and religion.

The college with the spirit of toleranceand improvethe socio-economic aspect of the students community, permits Meghalaya Public Service Commission, District Selection Commission and DHTE to hold various competitive exams including MTET in its premises and also permit its faculty to take part in various programmes conducted by departments such as AIR, Lok Adalat, etc.

New colleges such as Riwar College, Shangpung College and Ummulong College has chosen our college as theirUniversity's Exam Center and our college grant permission for the same with an aim for inclusive environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To sensitize students and employees, the college celebrates and takes part in various regional and national events. to imbibe a sense of responsibility as citizens of the country thecollege encourages and takes part in the Republic Day andIndependence day celebration. The college also encourages the students and employees to take part in various programmes organised by the college as well as other institutions and organisations on programmes and sports to

inculcate a sense of oneness. lectures and seminars are also conducted to create awareness on important occassion and national events like B.R.Ambedkar Day, World Blood Donor Day, World Heritage Day, International Yoga Day, World Intellectual Property Day, Swacch Bharat, Fit India Movement and many more. The Extension Activities Committee of the college actively participates and makes such programmes a success.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates and takes part in various regional and national events like the Republic Day andIndependence Day.Due to the Pandemic, Online Lectures and Webinars were conducted to create awareness on important occassions and national events like

B.R.Ambedkar Day, World Blood Donor Day, World Heritage Day, International Yoga Day, World Intellectual Property Day, Swacch Bharat, Fit India Movement and many more. The Extension Activities Committee of the college actively participates and makes such programmes a success.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

Best Practices- 1

Title - Improving Teaching and Learning Process

Objective of the Practice- To achieve the principles of the teaching learning process which are multi-fold. The principles on the basis of which this best practice was decided was - to raise the curiosity of a student in a particular topic, to encourage the students to ask questions and to increase the interaction in the class.

The Context - Rapid advancement in technology is one of the major issues that affect the teaching learning process. The facilitator is required to use a variety of tools to keep the learner engaged in the learning process. Hence, the teaching learning process is given immense importance in the institute. The institute trains their facilitators continuously to help them enhance their teaching abilities. The learning imparted to the teachers is implemented in enhancing the learning experience of the learner.

The Practice - The teaching learning process starts with designing of a lecture or lesson planned by the facilitator. Teaching nowadays, requires teachers to be flexible and find new ways to improve their teaching quality. During the lecture, discussion and questioning is encouraged. Holistic learning is encouraged through the continuous evaluation system. Various forms of assessment are used for continuous evaluation such as group discussions,

assignments, class test, paper presentation. Various co-curricular activities are also organized for the learner. These activities gives opportunity to the students to put their knowledge into application. An aspect very unique about our teaching learning process is the freedom given to learners to share their views and ideas. Even ideas that sound impractical are discussed and a proper explanation is given to the learner as towhy they cannot be implemented. The learner ispart of the learning process rather than just a spectator of the same. A major limitation of the teaching learning process is the time constraint. The facilitators have various ideas which they would like to implement in their class, however due to paucity of time all of them cannot be implemented.

Evidence of success : The evidence of success is visible, qualitatively as well as quantitatively. The qualitative indicators are a more positive outlook towards life, improvement in etiquettes and desire to understand things. The quantitative indicators for learners who actively participate in co-curricular activities are that they show improvement in academic performance. Students who have passed out have done extremely well in the corporate world. The results bring some prominent factors to light. Some of the factors are that students when shown the right direction and given the right encouragement can achieve the goals they desire. Holistic development rather than only academic success contributes in creating socially sensitive individuals which is a prominent requirement of educational institute.

Problems encountered and Resources required : The non availability or non workability of technology is one of the major problems encountered in the teaching learning process. Further, encouraging discussion in the lecture become self-obliterate towards its aims, at times. Questions posed by learners may not be to find an answer to the problem but to test the knowledge of the facilitator. Teachers today have to play the role of an educator and entertainer combined, rather than just an educator. Resources in terms of finance are continuously required to upgrade technology requirements.

Notes : The Academic Calendar is prepared before the beginning of the academic year. This aids the facilitators and the learners in understanding the time schedule for implementation of the learning process.

Best Practices II

Shift of Physical Learning towards Online Learning

The Context: Due to the Pandemic the usual teaching learning process in the educational institution could not be carried on because of the suspension of educational institution. This has created a big challenge to the teachers as they are not able to finish the course in time and students faced problems because they are not able to come to the college to attend their classes. Academic activities involving internal assessments, University examination has created a big problem for the institution on how to conduct them. Even though Academic activities were suspended but this did not stop the students from learning. TheCollege started online classes for the undergraduate students. Teachers were instructed to adopt innovative teaching methods for continuing education through online learning platforms. This is the first time that the college has initiated online teaching - learning activities. This move has been met with enthusiasm, and faculty have dealt with many challenges so as to help the students acquire knowledge during the pandemic.

Objectives: Because of the Pandemic the syllabus could be completedby conducting online classes and students will not be left idle. Students are engaged during the pandemic by attending online classes, writing assignment at home and tests are also conducted via online. The Practice:

The change from physical learning to online learning is challenging and requires a lot of preparation. Teachers who are not accustomed to online learning found it difficult to adopt new methods. As a result, it became a trial and error method for the teachers. But one of the advantage of this pandemic is that it acted as a change and enabled many teachers to find new solutions within a relatively short period of time. During previous years the percentage of teachers using ICT were very low whereas during the pandemic the number of teachers using ICT for conducting online classes were more. Students are provided with learning material, assignments and test to complete within a given time period through Google Classroom, Screencast-O-Matic, WhatsApp Groups, Google Meet, Zoom, video call, phone call, etc. which serve as a means to help students acquire learning material during the pandemic.

Obstacles: Though it is necessary to make students engage themselves in learning activities during the pandemic but the new experiment has some disadvantages. 1. Online teaching and learning process are filled with challenges such as lack of requisite digital equipment, reliable internet access. 2. Poor students does not have access to smart phones or laptop. 3. Students living in rural areas faced

problem of poor network connectivity. 4. Physical class teaching are far better for inexperienced faculty members. 5. Compared with physical class lectures, teachers have less control over the students as most of the students skip the class on the pretext of poor network connectivity, no smart phones etc. 6. Only few students participates in class discussions.

Required Resources: The resources needed are just a proper wi-fi connection, good internet connectivity and a digital device such as a phone or laptop.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college has consistently endeavoured to groom and nurture it's students by providing an enabling environment for their academic development. In this respect, all the Head of the Departments are inducted to the Academic Committee of the College. The committee discusses various matters relating to academic interest of the college, which forms the academic policies to be followed and implemented. The members of the committee from different department sit together at regular intervalsto develop the ways and means to ensure that quality teaching learning process should remain the topmost priority. This committee also formulates the guidelines, rules and regulations of all academic affairs of the college. The main functions of the committee are: Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect. Review the academic and other related activities of the college. Visualize and formulate perspective plans for the development and growth of the college. Prepare and review academic calendar for the college.Review and update the college prospectus.Keep vigilance on the attendance of teachers and regularity in taking the classes. Take disciplinary action to the students for violation and disobedience to the college rule.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. **To make the campus disabled - friendly**
2. **Introduction of new Add-on / Certificate courses for students**
3. **Upgrading of IT Infrastructure and Physical Facilities in the College**
4. **Implementation of e- governance in all areas of operation**
5. **To organise more lectures on cross cutting issues**
6. **Participation in NIRF**
7. **To encourage teachers to present papers in National and International Seminars/Conferences/Workshops**
8. **To organize National Seminars**
9. **To collaborate with various organisations and welfare departmentsfor Extension Activities**