



YEARLY STATUS REPORT - 2021-2022

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, Shillong**
- Name of the IQAC Coordinator **Smt. Larimi Era Langtang**
- Phone No. **03652221459**
- Alternate phone No.
- 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/folder/8990AQAR%202020%202021.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://thomasjonesjowai.com/folder/2879365442.pdf>

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	2021-2022	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 **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- 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. Special lecture on World Heritage Day.
2. Maintenance of the college campus and One Day Inspection of the campus and outside the campus
3. Regional Seminar on Waste Management in Jaintia Hills.
4. Participation in NIRF.
5. Appointment of Counsellor for students grievances redressal.
6. National Webinar on Cyber Crime and Cyber Security

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. Orientation programme for faculty on NAAC related issues.	1. Orientation Programme will be organised in due time.
2. National Webinar	2. National Webinar on Cyber Crime was held on 1st November, 2022.
3. Workshop on Office Procedure for Teaching and Non-Teaching Staff.	3. The Programme will be organized in due time as arrangement for Resource Person is being finalized.
4. To collaborate with the Local Headman for Extension Activities.	4. The IQAC is identifying areas where the College can carry out Extension Activities along with the Local Headman.
5.To organize Certificate Courses for Students.	5. The Sub-committee is identifying courses to be introduced in the College.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Thomas Jones Synod College Jowai	07/10/2022

14. Whether institutional data submitted to AISHE

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• Alternate e-mail address	eralari00@gmail.com						
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4.Whether Academic Calendar prepared during the year?	Yes						
• if yes, whether it is uploaded in the Institutional website Web link:	https://thomasjonesjowai.com/folder/2879365442.pdf						
5.Accreditation Details							
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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			
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• Name of the statutory body	
Name	Date of meeting(s)
Governing Body, Thomas Jones Synod College Jowai	07/10/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	24/02/2022
15.Multidisciplinary / interdisciplinary	
The Institution has chalked out plans to implement a holistic multidisciplinary approach of study. The aim of arranging such interdisciplinary lectures and courses is to expose the students to different teaching skills and methods from faculty members other than their own. This will also help the students to garner additional knowledge and information of the subject undertaken	

which will develop well rounded individuals with a capacity to engage in fields across humanities, sciences and vocational fields. The Institution has organized interdisciplinary lectures from time to time. The College has also proposed to collaborate different departments and exchange of faculty to corroborate similar ideas or knowledge on the different subjects.

Multidisciplinary curriculum aims to develop all capacities of human being intellectuals, aesthetics, social, vocational, soft skills etc.

In accordance with NEP, the Institution has decided to include areas such as climate change, waste management and sustainable development in the curriculum of interdisciplinary structure. Departments are making combined efforts to lay out a strategic structure of study for creative combination of study for the students.

Thus the Institution is also planning to include various multidisciplinary aspect in its curriculum. That can be collaborative project at par with local computer based institution or other government organizations to provide opportunities for multidisciplinary based works including in academia, government and industry.

16.Academic bank of credits (ABC):

The institution has not yet registered itself under the Academic Bank of Credits(ABC) to permit its learners to avail the benefit of multiple entries and exit during the chosen program. The institution is still functioning under the norms and guidelines of the University since NEP 2020 has not been implemented. However, keeping in view, the policies of NEP 2020, the institution is looking forward to get registered under the Academic Bank of Credits so that efforts can be made for collaborating with other institutions and to enable credit transfer. The institution does not design its own curricular and pedagogical approaches. Although under the given curricular of the University, the faculties design its own academic routine, lesson plans on the provided syllabus, assignments and assessments.

17.Skill development:

Skill Development

Though there are no vocational education and soft skills that the college provides to its students at present, the institution has

tried to provide soft skills to students through collaborations with different firms and agencies. The college will engage in designing structure to ensure that all students take at least one vocational course and engage in certified skill courses.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
The institution at present provides teaching in vernacular language as part of MIL. There are also certain classes where delivery is made in bilingual mode of both English and vernacular language. The current curriculum does include teachings on the Indian ancient traditional knowledge, Indian Arts and Indian culture and traditions. However, the institution will further work on the plans of administering and developing the courses in accordance with the curriculum to provide and integrate the Indian Knowledge system. This can be enhanced and broadened further to provide and promote the Indian knowledge to the students.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The teaching-learning methods have transformed in time and therefore the institution makes initiatives to transform its curriculum. The teachers focus on helping students to develop their knowledge, personalities and also discover their talents and skills through the mentoring system. Through this the teachers monitor, discuss and help students in identifying their strengths and weaknesses and also keep a track of their progression. Teachers help students in identifying their skills and guides them in improving the same.
20.Distance education/online education:
Online education is also used by teachers besides classroom teaching. It facilitates the classroom-learning as teachers can utilise the particular period for explanation and discussion as well while the required learning materials can be sent through Google Classroom and Whatsapp Group. The institution is also working on future plans to provide distance education.

Extended Profile

1.Programme

1.1

8

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

File Description	Documents
Data Template	View File

2.Student

2.1 **1155**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **1155**

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

File Description	Documents
Data Template	View File

2.3 **334**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **42**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **42**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 **8**

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

File Description	Documents
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2.Student

2.1 **1155**

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Data Template	View File

3.Academic

3.1 **42**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	42
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	16694269
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	67
Total number of computers on campus for academic purposes	

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 curriculum adopted by the institution is prescribed by the University. Thus the institution ensures effective curriculum delivery through meetings of its Academic Committee comprising of the Principal, VicePrincipal, Coordinator IQAC and all the Head 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 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 prepares Academic 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. 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	No File Uploaded
Link for Additional information	https://thomasjonesjowai.com/folder/2879365442.pdf

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. Internal Assessment is conducted through tests and assignments. The examination branch in consultation with the Principal provides the time-period for tests and assignments. The tests conducted is either centralized or conducted by the respective departments. 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 maintenance of schedules in a proper process for continuous Internal evaluation.

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

1.1.3 - Teachers of the Institution**B. Any 3 of the above**

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

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****0**

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)****0**

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)	View File

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

0

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

0

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

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. To enhance the professional ethics, human values, environmental and sustainability the institution ensures that students are provided appropriate knowledge as prescribed in the curriculum. Besides that, to make students cautious, the College also display signboards on anti-tobacco awareness in the campus.

File Description	Documents
Any additional information	View File
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

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)	View File

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

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)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

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)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://thomasjonesjowai.com/folder/5883Student%20Feedback%202021-2022.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

570

File Description	Documents
Any additional information	View File
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

362

File Description	Documents
Any additional information	View File
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 students attendance, performance during the internal tests, project works and end semester examinations are recorded. The College follows the mentoring system which has proved to be useful and helpful in bridging the gap and building communication between teachers and students. This helps the teachers of each department to 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	View File

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

Number of Students	Number of Teachers
1155	42

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 accordance with 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 for a while due to the pandemic but has been revived. 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	View File
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 continuous efforts to improve 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, documentaries and you tube links with the shift to online mode, the teaching-learning process has also evolved. Concentration has also shifted to

Google Classroom where teachers provide additional resources and reading materials in the form of PDF notes, you tube links and also audio lectures. Moreover, teachers also use and form Whatsapp groups to communicate to students on important information about academic material and co-curricular activities.

File Description	Documents
Upload any additional information	View File
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

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
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

42

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

2

File Description	Documents
Any additional information	View File
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

42

File Description	Documents
Any additional information	View File
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 assessment through tests and assignments, after which marks are displayed on the Department Notice Board. Due to the pandemic the department initiated display of marks even through Whatsapp 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.

File Description	Documents
Any additional information	View File
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 assessment of the students are assessed and displayed on the department notice board or sent to whatsapp groups before the end semester examinations. A copy of the list featuring marks secured by students is sent to students for verification. Necessary correction is then made whenever needed. 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	View File
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. The IQAC also helps 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. Activities like debate, group discussions and also review are also organized by the departments to enhance the learning of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://thomasjonesjowai.com/department
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 Internal Assessment is evaluated by the institution while the External Course outcome is evaluated by the Affiliated University. 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/department

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

294

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	Nil

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/folder/5668Student%20Satisfaction%20Survey%202021-2022.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)

0

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)	View File

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

5

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

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

0

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 of the College comprising of the NSS, NCC, RRC and Eco-Club which has contributed in various ways towards the community. It is through these committees and their activities that the institution-neighbourhood-community network is developed. During Covid-19 pandemic, the students volunteered to help their respective localities in spreading awareness and sanitization as preventive measures and safety. 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	View File

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

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

File Description	Documents
Report of the event	View File
Any additional information	View File
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

0

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

0

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	View File

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 one Hall on the top floor which is used for conducting seminars, workshops, guest lectures etc. The College has a Computer Laboratory with 67 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. The college has also constructed additional classrooms for tutorial. A common room for students is also provided.

File Description	Documents
Upload any additional information	View File
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 Institution provides 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	View File
Paste link for additional information	https://thomasjonesjowai.com/gallery

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	View File
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)

5540552

File Description	Documents
Upload any additional information	View File
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. For security measures, CCTV has been installed in the Library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://thomasjonesjowai.com/library

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)

632586

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

70

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

4.3 - IT Infrastructure

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

The Institution frequently updates its IT facilities including WiFi and has also managed to increase the number of computers and update the IT facilities. Over the last few years computers have been purchased for classrooms, Department Rooms, Computer Lab, 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
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)

7539747

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 Committee, 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	View File
Paste link for additional information	https://thomasjonesjowai.com/committee

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

948

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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)	View File

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	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

C. Any 2 of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

2

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

9

File Description	Documents
Upload supporting data for student/alumni	View File
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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

1

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

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 Students Welfare 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 CoCurricular 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	View File

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

6

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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. There are also deserving alumni who have managed to become teachers and also non-teaching staff of the college.

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

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

File Description	Documents
Upload any additional information	View File

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 quality 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, endeavors to ensure that the students who graduate from the institution are equipped with the necessary skills to endure in this challenging world. In order to achieve this, the Governing Body insists upon the appointment of competent and qualified teachers through proper procedures.

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	https://thomasjonesjowai.com/aim-objective
Upload any additional information	View File

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 subcommittees 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/management
Upload any additional information	View File

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 are hostels 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. The college also maintain an eco-friendly environment and plans to enhance the campus by planting more saplings.

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

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/management
Link to Organogram of the Institution webpage	Nil
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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 also provides Employees Provident Fund since the year 2019 to the 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.

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

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)	View File

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

1

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

0

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution regulates a transparent method for checking and keeping track of the performance through self appraisal of the teaching staff and also upgrading the teaching-learning methods.

For this, the Principal convenes a General Staff Meeting annually at the beginning of the academic session and before the end of the session. In the meeting various issues are discussed to suggest as well as make improvements on the shortcomings and requirements of the staff and departments as well. The IQAC also distributes the Self Appraisal format among the faculty members. The college also has a 'drop box' to receive any grievance and tries to rectify the same.

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

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 is audited 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)

0

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)	View File

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	View File

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 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. The IQAC also organizes orientation programmes and seminars. This year the Department of History in collaboration with the IQAC organised a Special Lecture on World Heritage Day on 19th April, 2022. The IQAC was successful in organizing a Regional Seminar on "Waste Management in Jaintia Hills" on 29th June, 2022 and National Webinar on "Cyber Crime and Cyber Security" on 1st November, 2022. The IQAC also encourages departments to organize Seminars, guest lectures to create a broad review on various subjects for the students and the faculty as well.

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

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

The IQAC has 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. 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. A number of steps have been taken for the improvement of quality in the institution. 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 with LCD 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.

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

6.5.3 - Quality assurance initiatives of the 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)

B. Any 3 of the above

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	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

1. Security guard is stationed at the entrance of the college to ensure that the college is safe and secure particularly for the female students.

2. Women's cell is instituted 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 and thereby providing the best solutions which could become codes of conduct for the benefits of the students.

4. The Anti Ragging Cell ensures that there is no ragging in and around the campus.

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

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

7. One female and one male Class Representatives are selected for each class to ensure that female students shall have a voice in the affairs of the college.

8. 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	1. Awareness Programme on Gender Sensitization. 2. Seminar on Anti Ragging.
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	1. Security Guard at the entrance of the college. 2. Counseling Programme. 3. Feedback Box

7.1.2 - The Institution has facilities for 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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Liquid waste that is generated in the college from various sanitary blocks is disposed off into Septic tank. Waste water generated in 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	View File

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	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

D. Any 1 of the above

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	View File

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

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 promotes tolerance and unity through various activities.

The Evangelical Union of the college accommodates students of different culture, language and religion in its prayer meeting which results in harmony amongst the student community and the society as a whole. The college also grant permission to certain religious groups to hold prayer service on sunday.

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

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

The college with the spirit of improving the socioeconomic aspect of the students community, permits District School Education Office to conduct practical typing test for the post of LDA, Admission India to hold Direct Admission Drive for two days, IIT Guwahati to display posters of GATE 2023 & JAM 2023 and permission to local MLA to use the college rooms for Business Startup Training for 45 days. Colleges such as Riwar College and Ummulong College has chosen our college as their University'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	View File

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

To imbibe a sense of responsibility and to sensitize students and employees as citizens of the country, the college celebrates and takes part in various regional and national events. The college takes part in Republic Day and Independence day celebration. The college also takes 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 activities are also conducted to create awareness on important occassion and national events like World Environment Day, World Blood Donor Day, World Heritage Day, International Yoga Day, Anti Tobacco Day, International Women's Day, Har Ghar Tiranga, Puneet Sagar Social Service and Community Development, Swachh 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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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 and Independence Day, World Environment Day, World Heritage Day, International Yoga Day, Swachh Bharat, Run for Unity, 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	No File Uploaded
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- College Inspection

Objective -To discern the short comings and to improve the institution as a whole, the IQAC undertook the practice of inspection.

Context- The College has successfully completed 25 years of its service to the student community of the region. Therefore to encourage and motivate the institution to comply with the need required to impart quality and environment friendly education, the IQAC resolved to have a yearly inspection.

The Practice-The IQAC has undertaken an inspection for the year 2022 both academic and infrastructure.

Evidence of Success-

Academically, monitoring weak students and tutor them regularly.

Infrastructural improvements have also been made.

Problem encountered and Resources required: Funding

Best Practices- 2

Title- Institution as a centre for various Sports, Academic and Training Programme

Objective of the Practice- To promote unity, encourage the youth for sportsmanship and leadership skill

The Context-To build positive rapport

The Practice-Seminars, Basketball Tournament, Cultural Competition, Chess Competition, Training for Business Start-up and ascentre by INTACH (Indian National Trust for Art and Cultural Heritage).

Evidence of Success- Participation of various Colleges and individual from the society.

Support and participation of Local MLA

Problem encountered and Resources required: Time Factor

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 strives towards achieving empowerment of the youth through education. The goal is to create able and meritorious individuals who can provide service to the community and the country. The institution also tries to keep track of the progression, achievement and placement of the student. With few institutions in the district, a bulk of students strive to get admitted and pursue higher education. To provide assistance and encourage the staff of the college to enroll their wards in the institution, the Staff Representatives has submitted a proposal to the Governing Body for its consideration in the concession in payment of annual fee regarding the children of a full time employee who study in this college, thereby allowing them to continue their education. This initiative has been taken to help the staff and give a better opportunity to their children. It will be of great help and relief to the employees of the college especially in these times when the cost of living is extremely high and with the availability of only one government college in the district.

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 curriculum adopted by the institution is prescribed by the University. Thus the institution ensures effective curriculum delivery through meetings of its Academic Committee comprising of the Principal, VicePrincipal, Coordinator IQAC and all the Head 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 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 prepares Academic 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. 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	No File Uploaded
Link for Additional information	https://thomasjonesjowai.com/folder/2879365442.pdf

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. Internal Assessment is conducted through tests and assignments. The examination branch in consultation with the Principal provides the time-period for tests and assignments. The tests conducted is either centralized or conducted by the respective departments. 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 maintenance of schedules in a proper process for continuous Internal evaluation.

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

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

B. Any 3 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

0

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)

0

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)	View File

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on

programs during the year**0**

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

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. To enhance the professional ethics, human values, environmental and sustainability the institution ensures that students are provided appropriate knowledge as prescribed in the curriculum. Besides that, to make students cautious, the College also display signboards on anti-tobacco awareness in the campus.

File Description	Documents
Any additional information	View File
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

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)	View File

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

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)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

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)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://thomasjonesjowai.com/folder/5883Student%20Feedback%202021-2022.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

570

File Description	Documents
Any additional information	View File
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

362

File Description	Documents
Any additional information	View File
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 students attendance, performance during the internal tests, project works and end semester examinations are recorded. The College follows the mentoring system which has proved to be useful and helpful in bridging the gap and building communication between teachers and students. This helps the teachers of each department to 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	View File

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

Number of Students	Number of Teachers
1155	42

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 accordance with 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 for a while due to the pandemic but has been revived. 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	View File
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 continuous efforts to improve 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, documentaries and you tube links with the shift to online mode, the teaching-learning process has also evolved. Concentration has also shifted to Google Classroom where teachers provide additional resources and reading materials in the form of PDF notes, you tube links and also audio

lectures. Moreover, teachers also use and form Whatsapp groups to communicate to students on important information about academic material and co-curricular activities.

File Description	Documents
Upload any additional information	View File
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

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
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

42

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

2

File Description	Documents
Any additional information	View File
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

42

File Description	Documents
Any additional information	View File
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 assessment through tests and assignments , after which marks are displayed on the Department Notice Board. Due to the pandemic the department initiated display of marks even through Whatsapp 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.

File Description	Documents
Any additional information	View File
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 assessment of the students are assessed and displayed on the department notice board or sent to whatsapp groups before the end semester examinations. A copy of the list featuring marks secured by students is sent to students for verification. Necessary correction is then made whenever needed. 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	View File
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. The IQAC also helps 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. Activities like debate, group discussions and also review are also organized by the departments to enhance the learning of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://thomasjonesjowai.com/department
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 Internal Assessment is evaluated by the institution while the External Course outcome is evaluated by the Affiliated University. 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/department

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

294

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	Nil

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/folder/5668Student%20Satisfaction%20Survey%202021-2022.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)

0

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)	View File

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

5

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

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

0

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 of the College comprising of the NSS, NCC, RRC and Eco-Club which has contributed in various ways towards the community. It is through these committees and their activities that the institution-neighbourhood-community network is developed. During Covid-19 pandemic, the students volunteered to help their respective localities in spreading awareness and sanitization as preventive measures and safety. 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	View File

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**4**

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
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****3**

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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****122**

File Description	Documents
Report of the event	View File
Any additional information	View File
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

0

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

0

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	View File

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 one Hall on the top floor which is used for conducting seminars, workshops, guest lectures etc. The College has a Computer Laboratory with 67 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. The college has also constructed additional classrooms for tutorial. A common room for students is also provided.

File Description	Documents
Upload any additional information	View File
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 Institution provides 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	View File
Paste link for additional information	https://thomasjonesjowai.com/gallery
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	View File
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)	
5540552	
File Description	Documents
Upload any additional information	View File
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. For security measures, CCTV has been installed in the Library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://thomasjonesjowai.com/library

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)

632586

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

70

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

4.3 - IT Infrastructure

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

The Institution frequently updates its IT facilities including WiFi and has also managed to increase the number of computers and update the IT facilities. Over the last few years computers have been purchased for classrooms, Department Rooms, Computer Lab, 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

7539747

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 Committee, 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	View File
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

948

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

0

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)	View File

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	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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)	View File

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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

2

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

9

File Description	Documents
Upload supporting data for student/alumni	View File
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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

1

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

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 Students Welfare 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 CoCurricular 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	View File

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

6

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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. There are also deserving alumni who have managed to become teachers and also non-teaching staff of the college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 quality 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, endeavors to ensure that the students who graduate from the institution are equipped with the necessary skills to endure in this challenging world. In order to achieve this, the Governing Body insists upon the

appointment of competent and qualified teachers through proper procedures. 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	https://thomasjonesjowai.com/aim-objective
Upload any additional information	View File

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 subcommittees 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/management
Upload any additional information	View File

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 are hostels 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. The college also maintain an eco-friendly environment and plans to enhance the campus by planting more saplings.

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

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/management
Link to Organogram of the Institution webpage	Nil
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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 also provides Employees Provident Fund since the year 2019 to the 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.

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

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)	View File

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

1

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

0

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution regulates a transparent method for checking and keeping track of the performance through self appraisal of the teaching staff and also upgrading the teaching-

learning methods. For this, the Principal convenes a General Staff Meeting annually at the beginning of the academic session and before the end of the session. In the meeting various issues are discussed to suggest as well as make improvements on the shortcomings and requirements of the staff and departments as well. The IQAC also distributes the Self Appraisal format among the faculty members. The college also has a 'drop box' to receive any grievance and tries to rectify the same.

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

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 is audited 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)

0

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)	View File

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	View File

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 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. The IQAC also organizes orientation programmes and seminars. This year the Department of History in collaboration with the IQAC organised a Special Lecture on World Heritage Day on 19th April, 2022. The IQAC was successful in organizing a Regional Seminar on "Waste Management in Jaintia Hills" on 29th June, 2022 and National Webinar on "Cyber Crime and Cyber Security" on 1st November, 2022. The IQAC also encourages departments to organize Seminars, guest lectures to create a broad review on various subjects for the students and the faculty as well.

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

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

The IQAC has 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. 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. A number of steps have been taken for the improvement of quality in the institution. 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 with LCD 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.

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

6.5.3 - Quality assurance initiatives of the 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)

B. Any 3 of the above

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	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

1. Security guard is stationed at the entrance of the college to ensure that the college is safe and secure particularly for the female students.

2. Women's cell is instituted 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 and thereby providing the best solutions which could become codes of conduct for the benefits of the students.
4. The Anti Ragging Cell ensures that there is no ragging in and around the campus.
5. Feedback Box is fixed at certain points of the college building to enable students to make complaint regarding their safety and any sort of problems faced.
6. Separate common rooms are provided for boys and girls to ensure privacy and comfort especially for the female students.
7. One female and one male Class Representatives are selected for each class to ensure that female students shall have a voice in the affairs of the college.
8. 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	1. Awareness Programme on Gender Sensitization. 2. Seminar on Anti Ragging.
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	1. Security Guard at the entrance of the college. 2. Counseling Programme. 3. Feedback Box

7.1.2 - The Institution has facilities for 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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Liquid waste that is generated in the college from various sanitary blocks is disposed off into Septic tank. Waste water generated in 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	View File

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	View File
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	View File
Any other relevant documents	View File
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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

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	View File

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 promotes tolerance and

unity through various activities.

The Evangelical Union of the college accommodates students of different culture, language and religion in its prayer meeting which results in harmony amongst the student community and the society as a whole. The college also grant permission to certain religious groups to hold prayer service on sunday.

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

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

The college with the spirit of improving the socioeconomic aspect of the students community, permits District School Education Office to conduct practical typing test for the post of LDA, Admission India to hold Direct Admission Drive for two days, IIT Guwahati to display posters of GATE 2023 & JAM 2023 and permission to local MLA to use the college rooms for Business Startup Training for 45 days.Colleges such as Riwar College and Ummulong College has chosen our college as their University'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	View File

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

To imbibe a sense of responsibility and to sensitize students and employees as citizens of the country, the college celebrates and takes part in various regional and national events. The college takes part in Republic Day and Independence day celebration. The college also takes 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 activities are also conducted to create awareness on important occasions and national events like World Environment Day, World Blood Donor Day, World Heritage Day, International Yoga Day, Anti Tobacco Day, International Women's Day, Har Ghar Tiranga, Puneet Sagar Social Service and Community Development, Swachh 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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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 and Independence Day, World Environment Day, World Heritage Day, International Yoga Day, Swacch Bharat, Run for Unity, 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	No File Uploaded
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- College Inspection

Objective -To discern the short comings and to improve the institution as a whole, the IQAC undertook the practice of inspection.

Context- The College has successfully completed 25 years of its service to the student community of the region. Therefore to encourage and motivate the institution to comply with the need required to impart quality and environment friendly education, the IQAC resolved to have a yearly inspection.

The Practice-The IQAC has undertaken an inspection for the year 2022 both academic and infrastructure.

Evidence of Success-

Academically, monitoring weak students and tutor them regularly.

Infrastructural improvements have also been made.

Problem encountered and Resources required: Funding

Best Practices- 2

Title- Institution as a centre for various Sports, Academic and Training Programme

Objective of the Practice- To promote unity, encourage the youth for sportsmanship and leadership skill

The Context-To build positive rapport

The Practice-Seminars, Basketball Tournament, Cultural Competition, Chess Competition, Training for Business Start-up and ascentre by INTACH (Indian National Trust for Art and Cultural Heritage).

Evidence of Success- Participation of various Colleges and individual fromthe society.

Support and participation of Local MLA

Problem encountered and Resources required: Time Factor

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 strives towards achieving empowerment of the youth through education. The goal is to create able and meritorious individuals who can provide service to the community and the country. The institution also tries tokeeptrack of the progression, achievement and placement of the student. With few institutions in the district, a bulk of students strive to get admitted and pursue higher education.To provide assistance and encourage the staff of

the college to enroll their wards in the institution, the Staff Representatives has submitted a proposal to the Governing Body for its consideration in the concession in payment of annual fee regarding the children of a full time employee who study in this college, thereby allowing them to continue their education. This initiative has been taken to help the staff and give a better opportunity to their children. It will be of great help and relief to the employees of the college especially in these times when the cost of living is extremely high and with the availability of only one government college in the district.

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

7.3.2 - Plan of action for the next academic year

1. To encourage teachers to present papers in National and International Workshop/Seminars/Conferences.
2. Introduction of new Add-on / Certificate courses for students.
3. To conduct training programme on office procedure for teaching and non-teaching staff.
4. Encourage teachers to publish books, journals, articles.
5. To organize National, International Seminar on relevant topic.
6. Signing an MOU with Greta Solutions, Shillong for setting up of training centre in the college.