



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	THOMAS JONES SYNOD COLLEGE
Name of the head of the Institution	Ryan Reid Kharkongor
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03652-221459
Mobile no.	9863100777
Registered Email	tjscjowai@gmail.com
Alternate Email	ryanrkharkongor@gmail.com
Address	Iawmusiang, West Jaintia Hills District
City/Town	Jowai
State/UT	Meghalaya
Pincode	793150
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Shri. Edmond Lamare
Phone no/Alternate Phone no.	03652220063
Mobile no.	8259967745
Registered Email	tjsciqac@gmail.com
Alternate Email	edilamare24@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://tjsc.in/images/naac/TJSC-SSR-2017.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://tjsc.in/images/AcademicCalendar/Calender_2019.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.12	2018	01-Jul-2018	30-Jul-2022

6. Date of Establishment of IQAC

14-Apr-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation Programme for the newly admitted students of First Semester	15-Jun-2018 1	490

Meeting of IQAC	05-Sep-2018 1	12
Meeting of IQAC	29-Oct-2018 1	9
Meeting of IQAC	19-Nov-2018 1	10
Meeting of IQAC	13-May-2019 1	8
Students' Feedback	25-Feb-2019 1	200
Parents' Feedback	29-Mar-2019 1	202
Alumni Feedback	21-May-2019 1	127

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Thomas Jones Synod College	RUSA	RUSA	2019 2	20000000

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Counselling by Departments to students seeking admission into the College to enable them to choose subject that suits them.

Student Mentoring System

Orientation Programme for newly admitted students of First Semester to familiarize them with the semester system, rule and regulations, the Library, etc.

One Day Workshop on Research Methodology

Guest Lecture by Dr. Asha Singh

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

Plan of Action	Achievements/Outcomes
To organize a One Day Workshop on Research Methodology	A One Day Workshop on Research Methodology was organized
To encourage teachers to present papers in National and International Seminars/Conferences/Workshops	Three teachers presented papers in International Conferences and Two teachers presented papers at National Seminars
To initiate a system of Student Mentoring	Student Mentoring System was started
To organize Guest Lectures for teachers and students	A Guest Lecture by Dr. Asha Singh was organized

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Thomas Jones Synod College	26-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

16-Apr-2018

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

25-Feb-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Spoken English Communication Skills		18/06/2018	3	Employability	Spoken English Communication Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Dates of Introduction
No Data Entered/Not Applicable !!!	

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!	

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	78	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
BA	0
BCom	0

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The institution regularly collects feedback from students, alumni and parents through structured questionnaires through the IQAC. The feedbacks collected are then evaluated and analyzed by the Coordinator, IQAC. The result of the analysis along with the suggestions is then submitted to the Principal. This was done with the purpose of enabling the institution to identify its strengths and weaknesses and so bring about an improvement in the overall development of the College. The results of the feedbacks are uploaded in the institutional website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Number of seats available	Number of Application received	Students Enrolled
BA	660	778	490
BCom	50	49	37

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1096	0	37	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	25	8	8	0	3

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

The institution has initiated a system of Students Mentoring with the objective of bringing about an allround development of the students. In this connection, Departments have been instructed to allot an equal number of students among the faculty in their respective departments. Each individual teacher is expected to arrange regular meeting with their mentees and the report of the same is submitted to the Principal. Besides, the role and responsibility of the mentors have been prepared by the Coordinator, IQAC and distributed to each individual teacher. This acts as a guide for Student Mentoring System.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1096	37	1 : 30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	36	1	1	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Dakyntuhimi G. Lyngdoh	Assistant Professor	Ph.D awarded by North Eastern Hill University, Shillong

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA2	First Semester	25/10/2018	16/04/2019
BA	BA2	Third Semester	27/10/2018	26/04/2019
BA	BA2	Fifth Semester	29/10/2018	01/05/2019
BCom	BCOM2	First Semester	22/10/2018	13/02/2019
BCom	BCOM2	Third Semester	12/10/2018	13/02/2019

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

Since the semester system has been newly introduced, the college has no specific reforms related to evaluation. However, according to the newly introduced Semester System, 25 marks is allotted as the Internal Assessment (IA) component out of the total of 100 marks. Although the University has not specified the number of Internal Tests to be conducted, the college in relation to evaluative reforms conducts two internal tests for 15 marks out of which the higher of the two is taken. Students are also given an assignment cum project work for 10 marks which they are expected to submit on a specific date before the end of the semester.

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

Before the commencement of each session the institution prepares an academic calendar which features all the important dates such as the conduct of internal tests, end semester examinations, and other important college events. The academic calendar regulates the academic affairs of the college from the start till the end of the year and is prepared in consultation with the information

provided by the affiliating university.

2.6 – Student Performance and Learning Outcomes

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

<http://tjsc.in/index.php/homepage-18/homepage-7/homepage-9>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA2	BA	259	79	30%

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://tjsc.in/image/Feedback/Evaluation.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	2	Pratham Education Foundation	0.82	0.82
Minor Projects	1	Thomas Jones Synod College	0.25	0.1

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	0	0
International	0	0	0

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Khasi	1
Department of Political Science	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	0	0

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	0	0	0

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	3	2	0	0

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day	NSS/NCC/EcoClub	10	250
International Day of Yoga	NSS/NCC	5	110
International Day Against Drug Abuse Illicit Trafficking	NSS	3	300
Cleaning Drive at Iawmusiang Market	NSS/NCC/EcoClub	10	30

Street Play on Cleanliness in Public Places	NSS	3	20
Cleaning Drive at Dr. Norman Tunnel Hospital, Jowai	NSS	3	200
Swachh Bharat Campaign Rally	NSS/NCC	5	250
Blood Donation Camp	NSS/NCC	5	21
Cleaning Drive at Public Bus Stand to observe Gandhi Jayanti	NSS	3	100
Adoption of Syntu Ksiar Tourist Spot	NCC	3	80

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Mission (Urban) Campaign	Theatre Club/Jowai Municipal Board	Two Street Plays on the Importance of Cleanliness in Public Places	5	10
International Day against Drug Abuse Illicit Trafficking	Theatre Club/Office of the District Social Welfare Officer, Jowai	Skit on Drugs and its Harmful effects	2	11
Mass Awareness Campaign Rally (World No Tobacco Day)	Theatre Club/District Legal Services Authority, Jowai/District Medical Health Medical Officer, Jowai	Street Play on the Harmful effects of Tobacco	2	8

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme with Lady Keane College,	7	Institutional	2

Shillong			
Student Exchange Programme with Lady Keane College, Shillong	35	Institutional	2
Cultural Exchange Programme with Lady Keane College, Shillong	38	Institutional	2

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Teachers Students Exchange	Memorandum of Understanding	Lady Keane College, Shillong	05/09/2018	05/09/2019	80

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Lady Keane College, Shillong	05/09/2018	Faculty, Student and Cultural Exchange Programmes	80

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
45.32	32.05

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	3.14.11	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6630	2015910	1054	433062	7684	2448972
Reference Books	960	352320	16	21500	976	373820
e-Books	2	23275	2	5900	4	29175
Journals	20	153990	20	41178	40	195168
e-Journals	2	23275	2	5900	4	29175
Library Automation	1	0	1	0	2	0

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	67	1	5	1	1	5	8	26	19
Added	2		1					5	
Total	69	1	6	1	1	5	8	31	19

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

31 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.63	0.3	0.94	0.37

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

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms, etc. (maximum 500 words) (information to be available in institutional website, provide link) The College has constituted a number of Committees for maintaining and utilizing physical, academic and support facilities. Physical Facilities: The College has adequate physical facilities like classrooms, Common Rooms for Boys and Girls, separate Department Rooms for faculty members, adequate Library and Administrative space. These facilities are all available for the benefit of the students and staff. The Campus and Infrastructure maintenance Committee has been constituted for the maintenance of these physical facilities. This Committee holds regular meetings to identify areas that require attention and report the same to the Principal who is responsible for initiating necessary action. Academic Facilities: The College has Committees like the Academic Committee, Admission Committee, Library Advisory Committee, etc. to facilitate the utilization and maintenance of academic facilities and resources available. Support Facilities: Facilities like Medical Care Unit, Canteen and Reprography meant for the use of students and staffs are also maintained through committees which are instituted by the College. 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.

<http://tjsc.in/index.php/homepage-21/homepage-21>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Post Matriculation Scholarships	422	0
b) International	Border Area Scholarships	105	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Spoken English and Communication Skills	04/06/2018	78	Department of English, Thomas Jones Synod College, Jowai

English Bridge Course	15/05/2018	160	Department of English, Thomas Jones Synod College, Jowai
Yoga	01/06/2018	50	NCC Unit, Thomas Jones Synod College, Jowai

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance and Placement Programme	0	73	0	9

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Reliance Jio Digital Life Limited	73	9			

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	20	Bachelor of Arts	English, Khasi, History, Political Science, Education, Philosophy, Economics	North Eastern Hill University, Synod College, IGNOU	Post Graduate

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

Items	Number of students selected/	Reg no/ Rollno for the examination
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	qualifying	
NET	0	0
SET	0	0
SLET	0	0
GATE	0	0
GMAT	0	0
CAT	0	0
GRE	0	0
TOFEL	0	0
Civil Services	0	0

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

Activity	Level	Number of Participants
Football	University	18
Basketball	Institutional	80
Volleyball	Institutional	70
Futsal	Institutional	50
Badminton	Institutional	20
Carrom Board	Institutional	20
Chess	Institutional	8
Draughts	Institutional	16
Table Tennis	Institutional	30
Arm Wrestling	Institutional	22
Singing Competition	Institutional	55
Dancing Competition	Institutional	78
Fancy Dress Competition	Institutional	25
Debate Competition	Institutional	18
Quiz Competition	Institutional	10
Extempore Speech Competition	Institutional	27
Essay Writing Competition	Institutional	35
Poetry Writing Competition	Institutional	31
Drawing Painting Competition	Institutional	16
Spelling Bee Competition	Institutional	22
One Word Substitution Competition	Institutional	20
Dumb Charade	Institutional	36
Caption Writing Competition	Institutional	15

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	0	National	0	0	0	0
2019	0	International	0	0	0	0

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

The College has a Student Welfare Committee which holds regular meetings to discuss issues concerning the student community and important decisions taken are reported to the Principal for necessary actions. Besides this, the Committee is also given important responsibilities during important College events, the Annual College Week in particular. The members of the Student Welfare Committee also assist the Teachers in electing the Class Representative at the beginning of every Academic Session. Students are also members of different academic and administrative bodies, clubs and cells in the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered Alumni association. It was established and registered in the year 2014. Since its establishment, the Association has held various meetings to discuss and identify areas where it can contribute to the development of the college. The Association also registers new members every year. Senior most teachers has also been included as advisors in order to help the Association to identify and keep in touch with senior past pupils of the college.

5.4.2 – No. of enrolled Alumni:

71

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College aims at promoting a system of participative management by following a decentralized form of internal management. Though the Principal is the head of the institution, the departments are given some amount of autonomy in their day to day functioning they are expected to adhere to the guidelines and the academic calendars of the University and the College. The heads of departments are also members of the Academic Committee of the College thereby making them part of the decision making process. Besides this, the College has also instituted a number of Committees, Cells and Clubs with teachers being appointed as Coordinators. Though these committees, cells and clubs are given

the liberty and autonomy to plan and organise different programmes within the college, they are expected to report to the Principal from time to time.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The curriculum is developed by the affiliating University. However, some faculty of the college are appointed by the University as members of the Board of Studies to suggest and make necessary changes to the curriculum.
Teaching and Learning	To improve the quality of teachinglearning, the institution has made ample efforts in order to upgrade Library resources, educational facilities for faculty and students, arrangement of more special Guest Lectures, study tours, students' group discussion and paper presentation and tutorial classes. Besides, the IQAC also conducts an annual feedback system from the students in order to help improve teachinglearning quality.
Examination and Evaluation	Examination and Evaluation under the semester system is divided into two components. The first, i.e., the Internal examination comprising of 25 marks is conducted as per the academic calendar of the institution, and the second, i.e., the External examination comprising of 75 marks is conducted as per the academic calendar of the affiliating University. The teachers are wholly involved in the evaluation of the internal examination, and they also participate in the evaluation of external examination as and when the University demands.
Research and Development	The institution encourages teachers to undertake major and minor research projects through various supporting agencies. Besides, the institution has also earmarked a certain amount as seed money for carrying out minor research projects by the faculty of the college.
Library, ICT and Physical Infrastructure / Instrumentation	The Library resources and facilities are updated from time to time. The institution also upgrades its ICT and physical infrastructure on a regular basis.

Human Resource Management	The institution has 37 faculty members, 1 Computer assistant, 2 Librarians, 7 Office staff, 10 support staffs in the college. Although the role of each member of the faculty and staff is clearly specified, they are also expected to perform additional duties as Conveners, Coordinators and members of various committees, cells and clubs. These responsibilities are rotated among the staff from time to time.
Industry Interaction / Collaboration	The College is located in a relatively remote area with no major industries. However, efforts have been made in this direction through collaboration with Tata Institute of Social Sciences and Reliance Jio Digital Life Limited.
Admission of Students	The College has an Admission Committee to formulate strategies and policies concerning the admission of students into the college. Screening tests are conducted and counselling is offered by respective departments.

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

E-governance area	Details
Planning and Development	The College has not yet implemented e-governance in the area of Planning and Development.
Administration	The College has not yet implemented e-governance in the area of Administration.
Finance and Accounts	The institution has made it compulsory for all students to pay all their fees in the Bank. Moreover, the salary of all the teaching and nonteaching staff of the college has been directly credited by the college into their accounts through the Bank.
Student Admission and Support	The Admission of students is still carried out physically, hence, e-governance has not been implemented in this area.
Examination	With the semester system, the affiliating University has made it compulsory for all institutions to register their students into the OASIS portal of the University. In this regard, the entry of names of students and marks obtained by them in the Inte

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Shri. Edmond Lamare	International Conference on Tradition of Cultural Production in North East India organized by Department of English, Gurucharan College, Silchar, Assam	0	5788
2018	Smt. Pynhunmiki Susngi	International Conference on Tradition of Cultural Production in North East India organized by the Department of English, Gurucharan College, Silchar, Assam	0	5788

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37		17	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accounts of the institution 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 institution also conducts an external audit by a Chartered Accountant. There have been no major audit objections except for a few minor suggestions made by the auditors.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Khasi Jaintia Presbyterian Synod Mihngi/Jingiaseng Kynthei Jowai Presbytery	1535900	Administrative, Library Upgradation, Miscellaneous

6.4.3 – Total corpus fund generated

1500000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

6.5.3 – Development programmes for support staff (at least three)

NIL

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

1. Attainment of RUSA Grant for upgradation of Physical Facilities 2. Recognition from the affiliating University in connection with the offering of Certificate Course on Spoken English and Communication Skills 3. Organizing Guest Lecture for both Staff and Students

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	MoU with Lady Keane College, Shillong	05/09/2018	05/09/2018	05/09/2019	80

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
BA	10/07/2018	10/07/2018	25	116
BA	07/09/2018	07/09/2018	138	56

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	24/07/2018	1	Street Play on Cleanlines in Public Places	Community awareness on importance of cleanlines in	20

						public places	
2018	0	1	11/08/2018	1	Cleaning Drive at Dr. Norman Tunnel Hospital	Help maintain cleanliness in and around the Hospital	200
2019	1	0	15/02/2019	1	Start up India, Meghalaya Yatra	Providing platform for budding entrepreneurs	31
2019	1	0	25/02/2019	1	TATA Institute of Social Sciences Registration Drive	Opportunity for the Youth to register for Post Graduate programmes	150
2019	1	0	03/04/2019	1	Jio Digital Life Campus placement	Campus recruitment	73

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/06/2018	The College publishes its College Prospectus annually at the beginning of every Academic Session. This Prospectus is made available to newly admitted students through the Office of the college. It contains all the necessary information about the college, the admission process, the various courses offered, and departments in the college, the semester system, the various committees, cells and clubs, as well as the code of conduct of students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Role of the Youth in Nation Building	12/02/2019	12/02/2019	116
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rain Water Harvesting
2. Maintenance of trees and plants in the College Campus
3. Paperless Internal Correspondence
4. Establishment of EcoClub
5. Cleaning Drive within and around the College Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Spreading Awareness and Outreach through Theatre
2. Community Service through the Extension Activities Committee

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://tjsc.in/image/Institutional.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The primary objective of the institution is to provide students with education of a high standard of scholarship and learning and to inspire them for selfless and dedicated service in any parts of India as responsible citizens of the country. In this respect, teachers as well as the students has a major part to play. The priority objective of the teachers is to guide the students in the quest for knowledge and facilitate the curricular and cocurricular development of the students. Tutorial classes, Library visits, field visits, and various extension activities were organized from time to time. The institution also aims at developing the allround capabilities of students. In this aspect, students are encouraged to be part and parcel of the various committees, cells and clubs in the institution as well as partake in the various activities organized by them. The institution through the Annual College Week held every year provides students not only with opportunities to develop and express their special talents and abilities, but also to develop their organizational skills as the College is almost wholly managed and planed by the Student Welfare Committee along with the guidance of a few of the teachers. This is done with the view of developing leadership skills among the students. The institution tries to create a positive impression on the community by organizing various extension activities through the NSS, NCC, RRC, Theatre Club and EcoClub.

Provide the weblink of the institution

<http://www.tjsc.in>

8.Future Plans of Actions for Next Academic Year

The following are the Plans of Action which the IQAC intends to achieve in the next Academic Session, 201920:

1. Workshop on The Role of the Library for the Students and Community Development
2. National Seminar on Interface of Tradition with Modernity in North East India
3. Workshop on Life Skills for NonTeaching and Support Staff
4. Workshop on Office Procedure for Teaching and NonTeaching Staff
5. Training Programme on Computer Applications for Teaching and NonTeaching Staff
6. Upgradation of IT and Physical Infrastructure in the College
7. Introduction of Addon courses for enhancing the skills and employability of students
8. To organize sensitization Programme on Human Impact on the Environment for students and community
9. Participation in NIRF
10. To initiate the Process of Academic and Administrative Audit (AAA)

