



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
THOMAS JONES SYNOD COLLEGE**

**Jowai
793150**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	THOMAS JONES SYNOD COLLEGE Jowai Meghalaya
2.Year of Establishment	1997
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	-
Departments/Centres:	8
Programmes/Course offered:	2
Permanent Faculty Members:	37
Permanent Support Staff:	21
Students:	1491
4.Three major features in the institutional Context (Asperceived by the Peer Team):	<ol style="list-style-type: none">1. An urban based College under 2 (f) of UGC Act2. Established with a missionary zeal to cater to mostly to economically disadvantaged sections3. Almost all students belong to ST category with girls largely outnumbering boys
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 16-04-2018 Visit Date To : 17-04-2018
6.Composition of Peer Team which undertook the on site visit:	
Chairman:	Amiya Kumar
Member Co - ordinator:	Shivaputra
Member:	Mohammad Khalil
NAAC Co - ordinator:	MR. B.S. PONMUDIRAJ

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The College has an urban base and centralised location. The campus is beautiful and sprawling with adequate infrastructure. The College offers two UG programmes of BA and B.Com. Honours. The Curriculum is designed by the affiliating NEHU, Shillong. In order to facilitate curriculum enrichment, IT enabled teaching learning is generally followed. Some Computer oriented Self Financing Courses like Information and Communication Technology under MESICT-702, Office Automation under NIELIT, Desktop Publishing and Tally under NIELIT have been introduced from time to time. Academic calendar of the affiliating University is diligently followed. Supplementary academic activities and enrichment courses are introduced. To ensure effective curriculum delivery each teacher maintains Lesson Plans and are encouraged to participate in quality enhancement teaching programmes. The Academic Committee regularly assesses and evaluates the progress of the syllabus for each subject. The Heads of the various Departments keep track of the progress of the syllabus to ensure timely completion. One teacher is in the academic council and two are members of the Board of Studies of the University. Choice based credit system is yet to be introduced. Honours in five subjects; English, Education, Philosophy, Economics and Commerce have been added during last five years. Integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum are properly addressed with the objective of creating awareness among students. Such programmes are organized by the college in collaboration with the District Administration and other non-governmental agencies. The students of the college also participate in cleanliness drives, tree plantation and other similar activities through the NSS and Eco Club constituted for this purpose. Besides these, various competitions such as Drawing and Painting, Slogan Writing, Debate, Short Plays, Street Plays and such allied activities are organized in the college by the NSS, RRC and Theatre Club. ICT related education is imparted through the NIELIT and SDI courses available in the college. Some value added courses like Spoken English have been introduced from time to time. Formal mechanism is maintained to obtain feedback from students and stakeholders on the curriculum and analysed.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The College follows a well established admission process based on first come first served basis after giving due publicity. Barring few cases all students belong to the same state. Similarly with rare exceptions all students belong to ST category with girls largely outnumbering boys. There is an increasing trend in admission every year but the total intake is always below the sanctioned strength. The institution has mechanism to identify advanced learners. The advanced learners are encouraged to actively participate in a variety of programmes. Corrective measures like tutorial classes are conducted for slow learners. Each Department maintains students' profile where information like attendance, performance in the internal tests, project works and end semester examinations are recorded. Group discussions, projects and study tours are conducted by some departments, which make learning more student-centric. Departments conduct Student Seminars. Library visits are organised from time to time. Interactive and collaborative learning is encouraged. The College Magazine is published annually to encourage writing potential. Some Departments publish Department Newsletters with students' contribution. Along with the traditional method of teaching, the college is making efforts to introduce ICT enabled teaching. Eight classrooms are equipped with LCD projectors. There are 37 full time teachers; only two have PhD, three have M.Phil. and eight have qualified NET. Teachers are yet to win awards/ recognition. Departments are provided with computers and internet facilities. The Library has adequate number of resources including computer and internet facilities. Teaching-learning process is also enhanced through the conduct of workshops, seminars and guest lectures. The progress and performance of students are monitored through formative and summative evaluation. Evaluation of teachers by the students is conducted by the IQAC. Semester system has been introduced since 2015 with 25

marks allotted as the internal assessment (IA) component out of the total 100 marks. In the absence of clear guideline from the University about the number of tests to be conducted the college conducts two internal tests for 15 marks out of which the higher is taken. For the rest ten marks the students are given an assignment cum project work which they are supposed to submit on a specific date before the end of the semester. The College presents awards such as the award for “Student of Year”. Clear grievance redressal mechanism is yet to be set up though the College has a Grievance Redressal Cell with a complaint / suggestion box. The University has its own system for addressing grievances of students ending with re-evaluation of their scripts as per the procedure laid down by the University. The Programme outcomes of each course are communicated to the students through the College website. The Department profiles of each Department contain information about the programme/course outcomes and prospects of students after completion of the course. The IQAC oversees the quality of the teaching-learning experience in the college. Student’s satisfaction survey is conducted.

NAAC

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

A Research Committee has been constituted to address the issues of research. Seed money for the promotion of research activities is sanctioned by the Management. Efforts have been made to collaborate with Government and non-Government agencies to obtain funds for research activities. The College encourages its faculty to participate in National/International Seminars, Workshops and Conferences. Five Teachers and two Departments of the College have been working on Minor Research Projects sanctioned by Non Government organisations with a total outlay of three lakh fifty thousand rupees. The College is yet to come under 12 (B) of UGC Act. The College is yet to set up an incubation centre or developed any initiatives for the creation and transfer of knowledge. Two Teachers have obtained Ph.D. during last five years. One Teacher has published a research paper in NEHU research journal. Research publication aspect needs to be emphasised by the Management. Extension and outreach programmes including institution-neighbourhood-community network are planned by an Extension Activity Committee comprising of the NSS, NCC, RRC and Eco-Club. The NSS unit, in particular, has been instrumental in promoting this institution –neighbourhood – community network and has adopted villages and has been involved in asset creation. The institution has a Theatre Club, involved in performing street plays in collaboration with the District Administration and other Governmental agencies to generate awareness on various socially relevant issues. Through these initiatives the College aims to contribute towards good citizenship, service orientation and holistic development of students. The NSS Unit of the College has won Best Student Volunteer Award thrice and Best Programme Officer Award once of the University. Two NSS volunteers have participated in the RD parade, New Delhi. NCC, RRC have also conducted sixteen programmes on Blood Donation, Swachha Bharat Abhiyan , Adoption of Tourist sites etc. during last five years. The College has entered into five informal agreements for collaboration with one Government and two non Governmental organisations for conduct of vocational courses and faculty exchange programmes.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

Situated on 12.5 acres of land the College has adequate infrastructure to meet academic needs. There are 14 class rooms large, spacious and well furnished classrooms out of which eight are equipped with whiteboards, LCD projectors. Infrastructure is shared with morning session of the college and regular higher secondary school. There is a Library Advisory Committee. Use of ICT by faculty is encouraged. The College has a Computer Laboratory with 32 computers, LAN and internet facility that is available for use by the students and teachers for academic purpose. Computers have also been installed in all the department rooms. The College has adequate facility for outdoor games. Facility for indoor games has to be developed. A large Hall is available on the top floor for the conduct of other co-curricular activities. However, the college does not have a gymnasium or a yoga centre. The library has 7,590 books and subscribes to some standard social science journals. The Library is partially automated using Integrated Library Management System with 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. The College subscribes to N-LIST, through which the students and teachers have access to INFLIBNET which is a useful resource for learning and research. Online enrichment materials are available through NLIST and NDL. The Institution frequently updates its IT facilities including Wi-Fi including increase in the number of computers from time to time. Internet connection along with Wi-Fi facilities are also made available for the Administrative office. The College has internet connectivity under the NME-ICT Scheme which was recently upgraded to Bundled Bandwidth of 10 mbps and is provided to the Department Rooms. The College has a total of 38 computers for the use of the students. Budgetary provision for maintenance of IT infrastructure is made. 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, comprising of faculty members, 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.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

Almost all the students avail the benefit of Government scholarships under ST category. Spoken English Courses and Coaching for State and Central Civil Service Examinations and Career Counselling programmes are conducted from time to time. Good number of students have benefitted from the coaching and other programmes. The College also organises some Computer oriented Vocational Courses which have been beneficial to many students. Some free computer courses and skill development programmes are also offered. The College has constituted a number of committees, cells and clubs like Student s' Welfare Committee, Anti-Ragging Cell, Prevention of Sexual Harassment Cell, Counselling Cell, Grievance Redressal Cell, Placement Cell and Medical Care Unit for the support and welfare of students. Students are also involved in different committees, cells and clubs. Students are given the opportunities to groom their leadership skills and increase their confidence through their participation in co-curricular and extra-curricular activities. The College has a registered and active Alumni Association since 2014. They have identified areas in which they can be of any assistance to the College and have contributed by furnishing the Boys' and Girls' Common Rooms, donating dustbins and a number of other activities. They have assisted in maintaining details on students' progression. The College has a grievance redressal mechanism. However, in the last three years there has not been any formal complaint made by students. About forty students have got employment in last five years. Ten percent students go for higher studies. The College has an active Students' Welfare Committee with the Principal as its Chairman. The Secretary and other office bearers are selected from among the class representatives. Student representatives are included in many important academic and administrative committees like IQAC, Discipline Committee, Library Advisory Committee, Boys' and Girls' Common Room Committee, Grievance Redressal Cell, Anti-Ragging Cell, Prevention of Sexual Harassment Cell, Internal Complaints Committee etc. Students' participation in Inter- Collegiate events organised by the University is encouraging.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6
<p>In the line of its vision and mission visible steps have been taken to provide necessary physical and academic facilities to the students for their overall development and the facilities are upgraded from time to time. The College follows a pyramidal structure for internal management with the Governing Body at the apex and the Principal to manage the day to day affairs. The administrative office, the Departments, the IQAC and the various Cells, Clubs and Committees function under the Principal as a part of decentralisation. Faculty and Staff of the College are recruited as per the regulations of the State Government, the UGC and the affiliating University. E-Governance is yet to be introduced in the College. The College is almost wholly dependent on the fees collected from students to meet the salary component. Only a meagre amount of Rs. 4,20,000 is received from the State Government under the Lump sum Grant-in-aid scheme and a yearly sponsorship amounting to Rs.14,00,000 from the Sponsoring Body. The College is yet to introduce welfare schemes for the teaching and non-teaching staff. The College does not have a well established Performance Appraisal System for teachers. The IQAC has initiated efforts for the Self-Appraisal among the faculty. The accounts of the</p>

College are audited annually by the auditors from the Khasi Jaintia Presbyterian (KJP) Synod Mihngi, which is the sponsoring body of the College. It is also audited by Chartered Accountant. The College is not recognized under section 12(B) 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. An annual budget is prepared at the beginning of the year and expenditure is as per the budget. The IQAC has been set up since 2014 as per the guidelines of the NAAC. The IQAC is responsible for maintenance and enhancement of quality in the institution and reviews various processes including the teaching-learning process. Over the last five years number of computers has been increased and Department rooms have been equipped with computers and internet facilities. Classrooms have also been equipped with computers and LCD projectors for effective curriculum delivery. Wi-Fi facilities are available in the College. Short Term Courses for enhancement of employability have also been introduced over the last five years.

NAAC

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The College has set up a Medical Care Unit in the campus in collaboration with the Dr. Norman Tunnel Hospital, Jowai. A few faculty and students have also been trained to handle medical emergencies. A Counselling Cell has also been set up for personal and academic counselling of students. An Anti-Ragging Cell has been put in place to discourage the menace of ragging. Boys and Girls have also been given separate Common Rooms. A Cell for Prevention of Sexual Harassment has been set up for the safety and security of the girls. Efforts are being made by the institution to manage the waste generated in the College. Paper and

Plastic waste generated by the College is collected by the Municipal truck on a regular basis. The College has a proper drainage system. A system for treatment of liquid waste however has not been put in place. In the absence of any significant amount of e-waste the system for e-waste management is yet to be developed. The students and staff of the College generally use the public transport for commuting. Faculty and staff of the College are also encouraged to utilize their email addresses and other forms of digital communication for correspondence in order to avoid excessive use of paper. A Whatsapp group has been created for quick and effective communication among the members of the staff. Efforts have also been made to develop the campus through landscaping. Birth/death anniversaries of great Indian personalities are celebrated regularly and often in collaborate with the District Administration. Over the last few years the College has organized cleanliness drive on the 2nd October to commemorate the birth anniversary of Mahatma Gandhi. Students of the College participate in the parades held by the District Administration on significant days. Under Community Service steps have been taken to engage with the community in the District and to identify areas where the College can intervene and bring about a positive change that will benefit the society. Parent-Teacher Meetings to appraise the parents about various aspects relating to the performance of their wards are held. A number of other initiatives have also been put in place like proper monitoring of students' attendance and performance in order to ensure better result.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Strength-

- The College is centrally located in the District Headquarters town which makes it accessible to students of the area and facilitates good linkages
- Adequate campus and building infrastructure, with scope for future expansion and development.
- Adequate infrastructural and academic facilities for both students and staff.
- Good team of faculty members and strong spirit of team work among the Governing Body, Staff and students.
- Active students' participation in various co-curricular and extra-curricular activities.

Weakness

- The College is not recognized under UGC Section 12B due to which it is unable to obtain funds for infrastructure and academic development.
- The College does not receive any substantial funds from the State Government or other sources for payment of staff salary.
- Large number of students securing low percentage in the qualifying exams
- Poor written and communication skills among students.
- Less number of Seminars, Workshops, Conferences and publications by faculty.
- No residential facilities for staff and students.
- Inadequate research activities.

Opportunity:

- Introduction of new programmes, Add-on Courses, Skill oriented programme, and other modes of education.
- Organizing National/International Seminars and Workshops, and conduct of Major and Minor Research Projects.
- Improvement of learning resources and IT infrastructure.
- Setting up of more environment friendly projects and use of renewable energy systems.

Challenges

- Development and maintenance of campus and building infrastructure.
- Securing adequate funding for academic and infrastructural development.
- Improvement in students' quality and progression.
- Building linkages with industry, and placement agencies.
- Controlling the dropout rate of students.
- Encouraging faculty to take up research projects.

- Enhancing the teaching learning output.
- Bridging the gap between education and employability.
- Keeping up with the emerging trend in the educational scenario.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- The College must make efforts to come under 12 (B) of UGC Act.
- Efforts should be made to open Science stream.
- Efforts should be made to increase enrolment and reduce dropout rate.
- More number of Vocational and Self Financing courses may be opened.
- Language Lab. May be set up and communication of the students may be developed
- ICT may be extensively used along with value addition to teaching methodology in teaching learning
- IQAC may be made more vibrant for maintenance and sustenance of quality.
- Providing residential facility for students and faculty may be considered.
- The Self Appraisal of teachers may be evaluated and necessary measures may be taken.
- Prospective planning and strategy development is strongly recommended

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	Amiya Kumar	Chairman	
2	Shivaputra	Member Co - ordinator	
3	Mohammad Khalil	Member	
4	MR. B.S. PONMUDIRAJ	NAAC Co - ordinator	

Place

Date

NAAC