YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	**NONGSTOIN COLLEGE**
• Name of the Head of the institution	**Dr. IAISAN MAWTHOH**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03654295124**
• Mobile No:	**9436128321**
• Registered e-mail	**nongstoin.college@gmail.com**
• Alternate e-mail	**iaisanmawthohedu2014@gmail.com**
• Address	**NONGPYNDENG**
• City/Town	**NONGSTOIN**
• State/UT	**MEGHALAYA**
• Pin Code	**793119**
2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated college**
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	

• Name of the Affiliating University	**NORTH-EASTERN HILL UNIVERSITY, SHILLONG**
• Name of the IQAC Coordinator	**Dr. SKHEMBORLIN WAHLANG**
• Phone No.	**9436353563**
• Alternate phone No.	**03654295125**
• Mobile	**9436353563**
• IQAC e-mail address	**iqacnongstoincollege@gmail.com**
• Alternate e-mail address	**skhemwahlang90@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://nongstoincollege.ac.in/2023/12/23/aqar-2021-2022/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://nongstoincollege.ac.in/2023/05/04/academic-calendar-2023/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.60**	**2016**	**25/05/2016**	**24/05/2021**
Cycle 2	**B+**	**2.60**	**2022**	**16/08/2022**	**15/08/2027**

6.Date of Establishment of IQAC	**10/09/2014**

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
0	**0**	**0**	**0**	**0**

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. Preparation of proforma for Performance Based Self Appraisal System 2. Preparation of CIE policy 3. Preparation of Mentoring policy 4. Conducted Lecture Series in collaboration with department of Political Science

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. Submission of AISHE	Achieved
2. Introduction of Teachers diary	Achieved

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

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	24/12/2022

15.Multidisciplinary / interdisciplinary

Response:

As envisaged by the NEP – 2020 to transform Higher Educational Institutions (HEIs) into multidisciplinary education in an integrated manner, the College has Arts, Science and Commerce streams comprising 15 departments that offers Under graduate(Honours). The college has adequate infrastructure, qualified faculty, ICT equipments, internet connectivity, and books in the library. Therefore, the College is in a position to implement an interdisciplinary approach to education. However, since the College is an affiliated college to North-Eastern Hill University, Shillong it follows the curriculum develop by the university.

16.Academic bank of credits (ABC):

Response:

The College is committed to the implementation of any policies introduced by the central and state government, UGC and the affiliating University. However, North-Eastern Hill University is yet to implement the Academic Bank of Credits (ABC) at the College level, thus, once the give notification the College is ready to implement the same. At the same time students were being sensitised about the matter. Efforts and planning are being taken by the College to organise workshop for the students in the college campus.

17.Skill development:

Response:

With an outlook towards the emphasis given by the NEP 2020 regarding the importance of vocational education and Skill development, the college has introduced certificate course such as:

1. The college has implemented a certificate course for Electrical wiring for six months funded by the Meghalaya Skill Development Agency.
2. Diploma in Khasi Traditional Music which is a six month certificate course funded by the College.
3. Certificate course in Khasi Traditional Music which is a six month certificate course funded by the College.
4. Certificate course in Computer Application which is three

months funded by NIELIT

Further, the college has future plan to introduce more courses i.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Response:

Recognizing the rich heritage of traditional knowledge, thoughts and cultures in the region, the College introduce Khasi language as an honours subject at the Under-graduate level and Garo language as an elective subject in the college. The NCC both Boys and Girls wing promote Hindi as a medium of instruction during practice session. The idea was to learn rather than to teach as it is not a mother tongue and it is not being commonly used in the locality. Further, the College is working out the modalities to introduce and integrate learning Indian Knowledge system in the campus.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Response:

With the implementation of NEP 2020 the UGC has given direction to implement the Learning Outcomes-based Curriculum Framework (LOCF). Efforts were being made by the college to instruct and adopt the same. The college has decided that from the next academic session all the Programme Outcomes and Course Outcomes of all the department within the college has to adhere strictly according to the UGC guidelines. The department within the College has also taken initiatives to conducted student centric programs pertaining to OBE.

20.Distance education/online education:

Response:

Although the College is situated in a rural where there are connectivity problems of accessing to stable internet access to students from remote areas, the College facilitate distance education. The College has signed MoU with IGNOU which is one of the recognised and active Study Centres. Through IGNOU study centre certificate courses, Bachelors Degree and Master degree in English, Economics, Political Science, Sociology, Public Administration, Rural Development, etc are functioning. The College is also planning to organized awareness programmes on online courses offered through MOOCs platform, SWAYAM, ePathshala, coursera, etc.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**15**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**1670**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**2820**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**708**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**57**

File Description	Documents
Data Template	View File

3.2	**40**

Number of Sanctioned posts during the year	
File Description	**Documents**
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**143203323.96**
4.3 Total number of computers on campus for academic purposes	**51**

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

Response:

Nongstoin College is affiliated to North-Eastern Hill University, Shillong. Therefore, the curriculumof the courses taught are governed by North-Eastern Hill University ordinance and guidelines. The College has government sanctioned (Arts) and College sanctions (Commerce and Science) faculty to adhere the norms set out by the University. The College has qualified, dedicated and experienced faculty. The following were the actions taken by the college to ensure effective curriculum delivery:

1. **The College adopt the syllabus of the University**
2. **The academic committee prepares an annual academic calendar to ensure planning and effective implementation of the curriculum.**
3. **The Academic Committee of the college prepares a Master Time table of class across the streams in the college.**
4. **Departments conduct regular meeting, distribute courses to different teachers as per the syllabus, prepare department time table and assign work load.**

5. Every teacher prepares a detailed teaching plan and lecture plan for every semester and academic session.
6. A teacher's dairy was introduced to record the daily teaching activities of each teacher.
7. The College has adopted both register and Bio-metric system to record the attendance of the teaching and Non-Teaching staff.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[Academic Calendar 2023]()

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

Response:

At present the College followed the system of evaluation designed by the University (North-Eastern Hill University, Shillong). There are two types of assessment – Internal Assessment (IA) for 25 percent and Semester End Examination (SEE) for 75 percent. The University direct all affiliated Colleges to evaluate the twenty five percent on the basis of Home Assignment, Tests and lab practical's. The evaluation system adopted by the College for CIE is being classified into written (Home Assignments and test), practical and oral (presentation). There is continuous review of the progress of syllabus completion and performance of the students by the departments on the regular basis. The College also ensure:

1. Schedule Time table for internal test
2. Distribution of topic for assignment
3. Notification of the questions for internal test
4. Conduct of internal assessment
5. Notification of IA Marks in notice board
6. Submission of IA marks to the university
7. Students regularity in attendance
8. Parent-Teacher's meeting
9. Mentoring of students to guide and support in an attempt to improve their performance.
10. Tutorial and remedial classes.
11. Continuous review of the progress of syllabus completion

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in **E. None of the above** **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	**No File Uploaded**
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

3

File Description	Documents
Any additional information	[View File](#)
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)

3

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)	<u>View File</u>

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

100

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	<u>View File</u>

1.3 - Curriculum Enrichment

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

Response:

Nongstoin College envisions transforming students to bring about social change. Therefore it make conscious efforts of integrating issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability through class lectures and programmes. The following were the actions taken:

1. **Address professional ethics and ethical issues in the respective disciplines; introduce concepts of plagiarisms, auditing, and corruptions in classes.**
2. **Programme on Gender sensitization, gender related issues, gender studies, voices of women, POCSO Act, and laws related**

to women, child and human rights.
3. Respect people speaking different languages, Anti-ragging, Disaster Management.
4. Environmental study was one of the compulsory papers which is a part of the curriculum. Further, students were introduced concept like sustainable development, environmental impacts, and Eco-tourism.

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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

39

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

B. Any 3 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)	**No File Uploaded**

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	**Nil**

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

2820

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

1670

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

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

Response:

Nongstoin College was established with the aim to serve the community interests. Therefore, admission is given to students of different categories. Thus, there are first, second and simple pass students in various departments of the College. Initial evaluations of students are based on their performance in the 10+2 board examinations, as well as on written and oral examinations conducted by the department concerned. Based on their performance, students were classified into slow and advance learners. For slow learners the college adopt remedial and tutorial classes. The College also adopted mentoring program whereby slow learners were given extra care by the faculty in the department. While for advance learners students were encourage to read extensively on additional reading materials, take part in seminar, paper presentation and poster presentation.

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

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

Number of Students	Number of Teachers
1670	57

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

Response:

The College believes in the adoption of student's centric methods to enhance student involvement as a part of experiential and participative learning methodologies. Specifically, the student's centric methods include:

A. Experiential learning

a) Projects work

b) Field work/study

B. Participative learning

a) Student's seminar

b) Presentations – individual and group

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

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

Response:

With the advancement of technology, ICT has become a significant part of education. Thus, the College encourages teachers to use ICT in teaching-learning process. The College also provide Wifi facilities to the students so as to improved communication between teachers and students and also to easily provide the study materials which are required for the teaching learning process. Nongstoin College is also an active members and subscribers of National Library and Information Services Infrastructure of Scholarly Content (N-LIST) for journal, books and reading materials. Teachers in various departments used Power-Point Presentations for teaching in class, creation of WhatsApp group of each department (Major and Minor) for better and instant communication and Google Meet for online class. Teachers also share e-learning resources, website to download materials, and online resources for students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://nongstoincollege.ac.in/wp-content/uploads/2022/05/4.1.3-Photographs-of-Classrooms-with-ICT-Facilities.pdf

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

54

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

2.4 - Teacher Profile and Quality

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

26

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

450.3

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

2.5 - Evaluation Process and Reforms

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

Response:

As per North-Eastern Hill University ordinance there are two level of assessment viz., Internal Assessment for 25 marks and Semester End Exam for 75 Marks. Nongstoin College as an affiliated College, therefore, only conduct Internal Assessment for 25 marks only. There is a uniform internal evaluation system for all students on the basis of home assignments, unit tests, projects, presentation, etc. The Academic Committee prepare a schedule for unit tests where as projects, assignments, and other activities were conducted by the concern subject/department. Unit tests are conducted for more than three times to give student's a fair chance in case they absent due to unavoidable circumstances. Marking system is impartial and transparent. Incentive marks were awarded on the basis of student's performance, active participation, consistency in attendance, leadership qualities and their contribution. Further, marks secured by students are duly displayed on the notice boards.

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

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

Response:

All the department/subject within the College conducts Internal Assessment for 25 marks. The marks secured by students are duly displayed on the general notice boards and department notice boards. Nongstoin College also mandated all the department/subject to display the assessment marks in the concerned notice board within a

stipulated time period after the conduct of an assessment. In case students were not satisfied with the assessment marks scored and feel that evaluation is not fair, they were advice to approach the teacher in-charge to re-assess/re-check the paper/answer scripts in their present for verification and justification of marks. In case of any grievances, students can approach the HoD, Examination Cell and the Principal. Teachers also provide support to students with regard to grievances in external examination. Student can also write a complaint to the Grievance Redressal Cell or through the suggestion box kept in the college campus.

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

2.6 - Student Performance and Learning Outcomes

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

Response:

Nongstoin College adopted the courses that are framed by the parent university (NEHU). In most cases the syllabus developed by the university only contains objective, therefore, the College have to develop the programme outcomes (PO) and course outcomes (CO). Within the college each department were entrusted with the responsibility of framing the programme and course outcomes. The concern department arranges for the dissemination of the PO and CO to the faculty members and students. The students are made aware of it through induction/orientation conducted by the College and orientation program conducted by the department.

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

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

Response:

The institution is in the process of framing a policy to calculate the level of POs and COs attainment. The policy is supposed to have formal guidelines for assessment and evaluation of POs and COs. Further, the assessment will be carried out by each department in the College. The individual departments should analyse the results of their respective students and also focus on their performance and participation in presentations, seminars, quizzes, co-curricular and extracurricular activities etc. The results of the assessment will be used as feedback to improve the entire process of teaching-learning.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

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

627

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	**No File Uploaded**
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://nongstoincollege.ac.in/2023/12/28/student-satisfaction-report-2022/

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)	No File Uploaded

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

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

0

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

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

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

7

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

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

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

0

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

3.3 - Extension Activities

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

Response:

Nongstoin College is taking various initiatives to ensure all round

development of the students. Thus, the College encourages students to be a part of extension activities within and outside the campus. These steps are taken with the help of various committees, cells and club which include NSS, NCC, Eco Club, Electoral Club, Health care unit, Sports committee, Red Ribbon Club, Literary Club and also through individual departments of the college. The main extension activities conducted were:

1. Cleaning drive
2. NSS Camping
3. Adoption of village by NSS unit of the college
4. Blood donation camps

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

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

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

0

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

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

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

26

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

974

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)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
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.

Response:

The College function from a permanent campus (latitude of NL25o/ELo91) located at Nongpyndeng village which is 5 KMs distance from Nongstoin town; headquarter of West Khasi Hills District, Meghalaya, India. At present the College campus is divided into four adjacent campuses covering a total area of 15 acres (Approx) and built in area 2968.07 Sq mtrs. In the main campus, the College has Administrative building, Arts, Science and Commerce Block, Principal and Chowkidar residence, canteen and Library. There are 29 classrooms with a total seating capacity of 1834 seats equipped with benches and desks, blackboards, whiteboards, LCD projector and sound system. There were 8 laboratories, 1 stock room, 3 conference/seminar hall, separate room for Principal, IQAC, Examination cell, 5 staff room,1 technical room, 1 college office room, 1 finance section, NCC, Sports, IGNOU, 1 Soundless generator, 1 Music institute building. The Library is equipped with 21, 209 books. With regard to sports infrastructure there were 1 football play ground, 1 basketball ground, 1 volleyball ground and sports materials for indoor and outdoor games. There were 2 common rooms separate for boys and girls. There are Girls Hostel and Guest House, Boys Hostel and Botanical Garden.

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

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

Response:

The College has facilities for organising indoor and outdoor games, and socio-cultural activities.

Indoor:

1. **The College has common rooms for Boys and Girls with 2 Table Tennis and 7 Carom board.**
2. **Conference hall seating capacity of 13328 m2 approximately with a seating capacity of 200.**
3. **Principal conference room + Science seminar hall.**
4. **Gymnasium**
5. **Traditional Khasi musical instruments**
6. **Modern western musical instruments**

Outdoor:

1. **Football playground of 90m x 45m**
2. **Basketball court of 850m2**
3. **Volleyball court**

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

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

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

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

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

486014

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

4.2 - Library as a Learning Resource

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

Response:

The College Library has 100 seating capacity for reading. The Library is equipped with 21, 209 books. It has a total of 10484 books in borrowing section, 8231 reference books, 934 encyclopaedias, 340 North-East Books, 104 Religion books, 8 Atlas, 125 Dictionaries and 983 others. The library also has Wi-Fi facility and provides internet services and reference services to teachers and students. The College has N-List connection for open accessing books and Journals since 2018. The Library is fully automated through KOHA Library software v. 18 as the Library Management Software. The Modules used under this system are- Cataloguing, Circulation, Generation of Reports and Online Public Access

Catalogue (OPAC). Nongstoin College Library uses KOHA Library software for library management. All the books in the college were attached with a barcode. Teachers and students were given a college ID with a unique barcode. Thus, issuing and returning of books in library is digitalized.

The details of the LMS is as follows:

Name of Library Software: KOHA Library software

Version: 18

Year of Automation: 2021

Software developed by: koha community/katipo communications

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://nongstoincollege.ac.in/2023/12/28/nc-library-management-system-koha/

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   D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
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)

229344.72

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

92

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

4.3 - IT Infrastructure

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

Response:

Nongstoin College is equipped with IT facilities in different sphere. It is well connected and regularly updates its IT facilities:

Computer Laboratory: The College has two computer laboratories:

1. **Computer laboratory for all computer classes which was equipped with 20 sets of computer for conducting of class.**
2. **Computer laboratory for practical in geography department which was equipped with 20 sets of computer for conducting of class.**

LAN connection: The College is connected with BSNL Optic Fibre with the speed of 100 Mbps

Wireless Network Facilities (Wi-Fi): There are two Wi-Fi facilities in the college connecting Principal office, College office, Technical staff, staffrooms, Library, classrooms, laboratories

1. **BSNL Optic Fibre with the speed of 100 Mbps**
2. **Jio-Reliance with the speed of 35 Mbps in the college campus where each students can access individually**

ICT Classrooms:

The college has 15 rooms with LCD projector

Library: The installation of Wi-Fi facilities (BSNL Optic Fibre) with the speed of 100 Mbps in the Library building.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

51

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

986945.08

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

Response:

Nongstoin College has specific policy for maintaining and utilizing physical, academic and support facilities.

Laboratory: Laboratory policies focus on: records and maintenance of equipment's, use of laboratory, use of the instruments, and practical classes.

Library: The library committee based on the Library policy regulate the functions of the library resources. The users of the college library have to follow the guidelines.

Sports: Sports policy focuses on the acquisition, usage and maintenance of sports related equipment's and infrastructure. There is a sports committee looking after the matter.

Computer: The rules and regulations relating to the usage of the computer lab are drafted by the IT Committee. Students are permitted to use laboratory computers only during presentations.

Classroom: There are guidelines for students on how to use the college infrastructure.

IT: There is a specific IT policy on how to use IT in the college.

Hostel: Hostel Superintendents monitor the functions and maintenance of the college hostels. There is separate Wardens for girls and boys hostel, further; there are strict guidelines for boarders.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	**Nil**

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

733

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

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

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

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)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

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

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

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)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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	<u>View File</u>
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

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	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

9

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

Response:

Nongstoin College duly facilitates students' representation and engagement in administrative, as well as co-curricular and extracurricular activities.

Administration:

Student Council: Nongstoin College has a functional student council; the council is being represented by students from all departments.

The Student Council has the following posts –

IQAC: Members of the student council represented student's interests in the IQAC executive committee.

Co-curricular and extracurricular

Students are represented in:

Electoral Club

Sports and cultural 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

30

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

Response:

Nongstoin College Alumni Association was established and registered on the 9th January, 2018. All the students who passed out from the college are its members. The Association have its own constitution and by-laws as a registered association. The general meeting of the association elected its executive members in different posts who are responsible for its smooth functioning. The Alumni Association are in regular contact with the institution and gives suggestions on various issues pertaining to the development 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

Response:

Nature of Governance:

Management

1. Governing Body (GB): Members approved by the Government of Meghalaya constitute the apex body in policy making.

Administrative governance

1. Principal, Vice Principal, IQAC, Academic Committee and Heads of Departments work in tandem to ensure smooth administration under the auspice of Governing Body.

Action Plan:

1. The Principal and GB formulate the action plans to realize institutional infrastructure
2. The Principal, departments, and committees formulate the action plans for new academic session to realize institutional academic excellence

The Governance of College is characterized by participation, accountability, transparency, and inclusiveness. We have:

1. Periodical visits by the president and members of GB
2. Submission of Performance Based Self-Appraisal Report to the Principal ensures accountability and transparency
3. Feedbacks from Teachers and Students to facilitates participation and inclusiveness
4. Decision taken by apex bodies were communicated to the stakeholders

File Description	Documents
Paste link for additional information	https://nongstoincollege.ac.in/wp-content/uploads/2020/07/GoverningBody.pdf
Upload any additional information	No File Uploaded

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

Response:

Nongstoin College is accountable to its various stakeholders namely, students, guardians, alumni, the university and the society. Thus, that there is enough scope of decentralisation and participation in terms of decision making and management. In terms of governance the institution is both participatory and democratic. The Governing Body which is primarily responsible for the management of the College is approved by the state government. Institutional practices such as decentralization and participative management in the GB as given below: it consists of 1) President, the Secretary (principal of the college), 2) vice principal, 3) two faculty/teachers member representatives from North-Eastern Hill University, Shillong, two faculty/teacher representatives from the college, one educationist, one local community/society members, and parents/guardian representatives.

Management of daily affairs: The daily administration is run with

the help of committees, cells and clubs. The main committee were 1. Academic Council, 2. Academic Committee, 3. IQAC, 4. Admission Committee, 5. Examination Committee, 6.Library Committee and other various committees, cells and clubs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Perspective plans

Strategic Plan 2023-2027: A strategic plan is under process to achieve before the celebration of Golden Jubilee (50 years)

Vision 75: Another strategic document that was under development was the Vision 75, to commemorate the Platinum Jubilee of the College.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Policies

The College is in the process to updatevarious policies like academic policy, examination policy, anti-ragging policy, etc. for effective functioning of the institutional bodies.

Administrative Setup

The College is under the Directorate of Higher and Technical Education (DHTE), Government of Meghalaya. The GB, the apex body of the institution, comprises the president, the College Principal as the secretary, the Vice- Principal, university nominees, teacher representatives, parent representative, educationist, and local community members. The college is affiliated to North-Eastern Hill University (NEHU) whose rules are followed for all academic purposes. The principal is the highest authority looking after administration and academic matters. The Vice-Principal is generally the senior most teacher of the College. The head of the department (HoD) look after the affairs of the department. The IQAC works with the assistance of various committees to ensure the effective functioning of the College.

The Office of the Principal, comprising LDA and Grade IV employees, plays a vital role in the functioning of the College. The College has a library consisting of the librarian and staff members.

Appointment/service rule/procedure: For the appointment of teaching staff, UGC and state government norms are followed.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://nongstoincollege.ac.in/wp-content/uploads/2022/03/ORGANOGRAM-OF-THE-INSTITUTION-1-scaled.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

Response:

The institution has two effective welfare measures for Teaching and Non- Teaching staff:

Contributory Provident Fund (CPF): The College received Deficit Grant -in- Aid Scheme in 1996, with 11 staff receiving regular CPF contribution @8% of his/her basic salary which is deducted from his/her salary and deposited in the respective CPF account by the Disbursing Officer (DDO) concerned.

National Pension Scheme (NPS): It is a government sponsored scheme introduced by the Government in the month of September, 2021 under peoples Grant in Aid Scheme. In Tier I, Government sanctioned employees will have to make a contribution @10% of his/her basic salary plus Dearness allowance which will be deducted from his salary bill every month by the Drawing and Disbursing Officer (DDO) concerned. The government will make an equal matching contribution. Contractual or temporary teachers are not receiving any scheme either from Government or management.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

0

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

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

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

0

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

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

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

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Response:

The College made a mandatory note that the teaching staff should submit the Performance Based Appraisal System every academic session. The reports were collected by the IQAC of the College. There is a proper format for the submission of the self-appraisal. The Performance Based Appraisal System is also used for at the time of promotion for API score which will be evaluated by the IQAC and the subject experts of the screening committee nominated by the University. These formats are then certified by the principal of the institution and then forward to the office of the Director of Higher and Technical Education, Govt. of Meghalaya for the placement and promotion of the teachers under Carrier Advancement Scheme (CAS).

The IQAC is also in the process offinalizingthe Performance Based Appraisal System for the non-teaching staff of the College.

Further, Annual Confidential reports are certified by the principal and required to send to the office of the Director of Higher Education, Govt of Meghalaya, for their placement and promotion.

File Description	Documents
Paste link for additional information	6.3.5 Teachers-self-appraisal-format
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

Response:

Nongstoin College has provision for both internal and external audits. The College conduct internal and external financial audit every financial year. The College assigns a registered and reputed Chartered Accountant approved by the Governing body for internal audit while external audit was conducted by the Local audit office, Government of Meghalaya as per their order.

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)

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

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

Response:

Nongstoin College adopt strategies for mobilisation of funds and optimal utilization of resources through:

Financial Budgeting:

   1. The Principal prepare an annual budget to be spend in each

    financial/academic year
2. The GB of the college approve the budget proposal for the financial year
3. College expenditure is in conformity with the budget

Planning: The Planning committee of the College:

1. Prepare projects for the College from the various sources such as RUSA, UGC, DoNER, Ministry of Tribal Affairs and from MP/MLA/MDC and other state government departments
2. The Principal along with the Project Implementation Committee under RUSA and Planning Committee under UGC and DoNER Scheme evaluate the needs of the Scheme and in consultation with the Architecture prepares the project

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

6.5 - Internal Quality Assurance System

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

Response:

IQAC works for the improvement and maintenance of quality in the institution. The formulated strategies encompassed students, teachers and non-teaching staff. The following were the contribution made by IQAC towards institutionalizing quality assurance strategies and processes:

1. Monitoring the implementation of the academic calendars at the department level and delivery of planned courses.
2. Self-appraisals from teachers are collected.
3. Feedbacks from students were collected and anlysed.
4. Conducted Academic,Administrative, Energy, Waste Management audit.
5. Conducted seminar and lecture series.
6. Orientation programmes for newly admitted students.

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

Response:

IQAC and Academic Committee Nongstoin College has formal process to evaluate:

Teaching-learning process

1. **Academic Committee and IQAC : These committee were task to monitor 1) the progress of the courses/syllabus covered by each department 2) the progress and results of students 3) to assess the status of achievement of learning outcomes based on Bloom's taxonomy 4) mode of teaching**
2. **Department: Each department must maintain: 1) evaluation reports of the department performance by IQAC and Academic Committee 2) maintenance of records by department 3) records of regular staff meetings, 4) records by teachers taking classes according to time table, 6) display of notifications on notice board 7) regular interaction between students and teachers**

Structures & methodologies:

IQAC propose to conduct regular workshops on micro-teaching for teachers, communication skills for students, using ICT by teachers, interactive classroom for students, use of participative approach and gamification in the eaching-learning process

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

6.5.3 - Quality assurance initiatives of the   **D. Any 1 of the above**

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College authority for the safety and security of the student's community has appointed the Security Guards to monitor the entry and exit of the vehicles and people in and out of the College campus. Smoking and consuming intoxicating substances are Page 92/101 30-12-2022 06:54:44 Annual Quality Assurance Report of NONGSTOIN COLLEGE prohibited inside the college campus. The women hostel attendant is also available at Girls' hostels. This system ensures that all female staff and Female students are secure at all times in the campus. The women cell which is constituted in the college. This committee comprises of the Principal, Member Secretary of the Women's Cell and 4 members. The main objectives are: (1) to create awareness and sensitize the student on gender equity. (2) to empower female student in spiritual, emotional, physical, social, mental and economic freedom and to face the challenges in day to day life. (3) to get acquaintance with the Acts, Rules and Rights for the protection and safety of the women. The college took the opportunity to organize student seminar, organise awareness campaign and also to conduct seminars in collaboration with the RUSA CELL. The present functionaries are from time to time organise Student seminars to

create awareness about Gender friendly campus, seminars and workshops in collaboration with other NGO's for sensitization of legal provisions of any forms of violation against women.

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

7.1.2 - The Institution has facilities for 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	No File Uploaded

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

The solid waste in the campus is generated from various potential sources . The College appoints two sweepers. Besides, the College authority is also appoints causal employee from time to time for the waste management in the campus. The solid waste generated in the College is managed by using the waste bins placed all around, within the College building as well as outside. These waste bins have been sponsored by the District Administration of West Khasi Hills, in collaboration with the Swatch Bharat Campaign. The waste in the bins is collected by the sweepers. A compost pit exists where the used biodegradable waste is being dumped in the College campus. Some organic parts from the waste generated from the mess which includes the vegetables and food waste is collected in buckets and is taken out of the campus for pig feed. The garden waste, which includes the plant cuttings, weed and grass cutting is collected in heap. A

compost pits exists where the used Biodegradable waste is being dumped in the College campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	Geo Tagged Photo of Facilities
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   **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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: **D. Any 1 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	**No File Uploaded**
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   **D. Any 1 of the above**

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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).

The College tries to endeavour in promoting human values by organising awareness programme and seminars among the student community as well as the teaching fraternity. All the students live in harmony in the campus as well as off the campus as the College administration has directed in the prospectus, "Communal harmony is to be fostered by word and deed". The varied problems related to behaviour in society are clearly mirrored in institutions through drug abuse, theft, and other unwarranted acts. The College organizes events in the forms of seminars and workshops to educate the students and the local community on issues such as observation of National Unity Day, Student seminar on Human Rights, observation of 'Fit India Movement', Awareness on Cyber Crime, Observation on 'No Tobacco Day', Awareness on 'Natural Calamities', Observation on 'Yoga Day', Awareness on 'Covid-19 Vaccination', and Observation on 'Constitution Day'.

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

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

Sensitization of students and employees of institution to the constitutional obligations is very important and makes them realize their utmost responsibilities. The College tries to make efforts in order to imbibe and inculcate the basic sense of social responsibility and responsiveness to sensitize students to social issues so as to make them efficient in class as well as in the societal environment. Various activities have been taken up time and again to spread social awareness about issues like communal harmony, health, hygiene and disaster management etc. The students are made to realize their fundamental duties and responsibilities as good citizens as well as being good students of the College. The dedication of the teaching faculty and the student community has led our College to stand out in many fields be it academics or co-curricular activities. It is worth mentioning that the students of our College along with the teaching faculty have shown exemplary efforts in fighting against the unseen enemy- the Covid-19 pandemic, whereby they volunteered willingly to help the District Administration as and when required. Though the teachers are duty

bound to adhere to orders, they have done a great job as Executive Magistrates. This relates to the professional ethics which are imbibed in performing the duties with integrity and honesty.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<u>View File</u>
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	**No File Uploaded**

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

The College staff and student community are regularly attending Republic Day and Independence Day insalutation to the National Flag every year which shows the importance of the Indian Constitution, andpromote national integrity appreciating the unification of cultural and religious identities of India. So far the college has undertaken the following activities include:

1. 17 NCC students in Observation of World No-Tobacco 2022

2. 19NSS students in Observation of World No-Tobacco 2022

3. 30 NSS Student in Tree Plantation during the World Environment Day celebration.

4. 71 NSS participate in International Youth Day 2022

5. 11 NSS student participate in NSS Foundation Day 2022

6.110 NSS students participate in Clean India Campaign 2022

7.62 NSS and NCC student in National Unity Day 2022

8.42 NCC students participate in Constitution Day 2022 9. 25 NCC students participated in Independence Day 2022

10.19 NCC students participated in Republic Day 2022

11. 12 NCC Students participate in International YogaDay 2023

12. 15NCC students Participated in World No-Tobacco 2023

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	**No File Uploaded**

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 Practice 1:

Morning Assembly Objective: To create a bond among students and to unite in a single platform, to inculcate a feeling of loyalty to one and all and the Institution Context:To avoids discrimination and unrest among students as there is familiarity with one another Practice: Active participation of the tudents Success:This get-together promotes a harmonious and establish healthy relations.

Best Practice 2: Visitation to Children Home Objective: To practice

the motto of the College "Learn to Serve" Context: Contribution towards the society. Practice: Distribution of Jaacketsto orphans children Success: It create awareness and sense of community service

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

7.3 - Institutional Distinctiveness

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

The College is committed to uphold the cherished values of higher education and the five core principles of NAAC – national development, fostering global competencies among aspiring students, inculcating a healthy value system, promoting the use of technology and quest for excellence - are now the cornerstone for students' building future career as humble citizens of the country. Keeping an eye the above objectives, the Institution has introduced various innovative practices such as Monthly Assembly and Extension Activity of the student for the community service with an end to motivate students in particular to channelize their energises on achieving academic pursuits on the College campus. Nongstoin College as a co-educational institution established in the year 1978 and has long served the people of West Hills District. The founding members of the College have stayed true to its Vision, that is, 'to promote affordable and quality higher learning for the youth'. The College is ever striving towards the betterment of higher education in the district. Nongstoin, it has Arts, Science and Commerce stream .The College follows the state reservation policy with regard to admission of the students. The college has honours in English,Khasi,Economics,Education Sociology Political Sc,History,Khasi,Mathematics ,Chemistry,Physics,Zoology,Botany,Bio-chemistry and commerce.

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

Response:

Nongstoin College is affiliated to North-Eastern Hill University, Shillong. Therefore, the curriculumof the courses taught are governed by North-Eastern Hill University ordinance and guidelines. The College has government sanctioned (Arts) and College sanctions (Commerce and Science) faculty to adhere the norms set out by the University. The College has qualified, dedicated and experienced faculty. The following were the actions taken by the college to ensure effective curriculum delivery:

1. The College adopt the syllabus of the University
2. The academic committee prepares an annual academic calendar to ensure planning and effective implementation of the curriculum.
3. The Academic Committee of the college prepares a Master Time table of class across the streams in the college.
4. Departments conduct regular meeting, distribute courses to different teachers as per the syllabus, prepare department time table and assign work load.
5. Every teacher prepares a detailed teaching plan and lecture plan for every semester and academic session.
6. A teacher's dairy was introduced to record the daily teaching activities of each teacher.
7. The College has adopted both register and Bio-metric system to record the attendance of the teaching and Non-Teaching staff.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[Academic Calendar 2023]()

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

Response:

At present the College followed the system of evaluation designed by the University (North-Eastern Hill University, Shillong). There are two types of assessment – Internal Assessment (IA) for 25 percent and Semester End Examination (SEE) for 75 percent. The University direct all affiliated Colleges to evaluate the twenty five percent on the basis of Home Assignment, Tests and lab practical's. The evaluation system adopted by the College for CIE is being classified into written (Home Assignments and test), practical and oral (presentation). There is continuous review of the progress of syllabus completion and performance of the students by the departments on the regular basis. The College also ensure:

1. Schedule Time table for internal test
2. Distribution of topic for assignment
3. Notification of the questions for internal test
4. Conduct of internal assessment
5. Notification of IA Marks in notice board
6. Submission of IA marks to the university
7. Students regularity in attendance
8. Parent-Teacher's meeting
9. Mentoring of students to guide and support in an attempt to improve their performance.
10. Tutorial and remedial classes.
11. Continuous review of the progress of syllabus completion

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	E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
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

3

File Description	Documents
Any additional information	View File
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)

3

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

100

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

Response:

Nongstoin College envisions transforming students to bring about social change. Therefore it make conscious efforts of integrating issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability through class lectures and programmes. The following were the actions taken:

1. **Address professional ethics and ethical issues in the respective disciplines; introduce concepts of plagiarisms, auditing, and corruptions in classes.**
2. **Programme on Gender sensitization, gender related issues, gender studies, voices of women, POCSO Act, and laws related to women, child and human rights.**
3. **Respect people speaking different languages, Anti-ragging, Disaster Management.**
4. **Environmental study was one of the compulsory papers which is a part of the curriculum. Further, students were introduced concept like sustainable development, environmental impacts, and Eco-tourism.**

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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)	<u>View File</u>

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

39

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

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	**B. Any 3 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)	**No File Uploaded**

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	**Nil**

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

2820

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

1670

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

2.2 - Catering to Student Diversity

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

Response:

Nongstoin College was established with the aim to serve the community interests. Therefore, admission is given to students of different categories. Thus, there are first, second and simple pass students in various departments of the College. Initial evaluations of students are based on their performance in the 10+2 board examinations, as well as on written and oral examinations conducted by the department concerned. Based on their performance, students were classified into slow and advance learners. For slow learners the college adopt remedial and tutorial classes. The College also adopted mentoring program whereby slow learners were given extra care by the faculty in the department. While for advance learners students were encourage to read extensively on additional reading materials, take part in seminar, paper presentation and poster presentation.

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

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

Number of Students	Number of Teachers
1670	**57**

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

Response:

The College believes in the adoption of student's centric methods to enhance student involvement as a part of experiential and participative learning methodologies. Specifically, the student's centric methods include:

A. Experiential learning

a) Projects work

b) Field work/study

B. Participative learning

a) Student's seminar

b) Presentations – individual and group

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

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

Response:

With the advancement of technology, ICT has become a significant part of education. Thus, the College encourages teachers to use ICT in teaching-learning process. The College also provide Wifi facilities to the students so as to improved communication between teachers and students and also to easily provide the study materials which are required for the teaching learning process. Nongstoin College is also an active members and subscribers of National Library and Information Services Infrastructure of Scholarly Content (N-LIST) for journal, books and reading materials. Teachers in various departments used Power-Point Presentations for teaching in class, creation of WhatsApp

group of each department (Major and Minor) for better and instant communication and Google Meet for online class. Teachers also share e-learning resources, website to download materials, and online resources for students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://nongstoincollege.ac.in/wp-content/uploads/2022/05/4.1.3-Photographs-of-Classrooms-with-ICT-Facilities.pdf

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

54

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

2.4 - Teacher Profile and Quality

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

26

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

450.3

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

2.5 - Evaluation Process and Reforms

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

Response:

As per North-Eastern Hill University ordinance there are two level of assessment viz., Internal Assessment for 25 marks and Semester End Exam for 75 Marks. Nongstoin College as an affiliated College, therefore, only conduct Internal Assessment for 25 marks only. There is a uniform internal evaluation system for all students on the basis of home assignments, unit tests, projects, presentation, etc. The Academic Committee prepare a schedule for unit tests where as projects, assignments, and other activities were conducted by the concern subject/department. Unit tests are conducted for more than three times to give student's a

fair chance in case they absent due to unavoidable circumstances. Marking system is impartial and transparent. Incentive marks were awarded on the basis of student's performance, active participation, consistency in attendance, leadership qualities and their contribution. Further, marks secured by students are duly displayed on the notice boards.

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

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

Response:

All the department/subject within the College conducts Internal Assessment for 25 marks. The marks secured by students are duly displayed on the general notice boards and department notice boards. Nongstoin College also mandated all the department/subject to display the assessment marks in the concerned notice board within a stipulated time period after the conduct of an assessment. In case students were not satisfied with the assessment marks scored and feel that evaluation is not fair, they were advice to approach the teacher in-charge to re-assess/re-check the paper/answer scripts in their present for verification and justification of marks. In case of any grievances, students can approach the HoD, Examination Cell and the Principal. Teachers also provide support to students with regard to grievances in external examination. Student can also write a complaint to the Grievance Redressal Cell or through the suggestion box kept in the college campus.

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

2.6 - Student Performance and Learning Outcomes

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

Response:

Nongstoin College adopted the courses that are framed by the parent university (NEHU). In most cases the syllabus developed by the university only contains objective, therefore, the College have to develop the programme outcomes (PO) and course outcomes (CO). Within the college each department were entrusted with the responsibility of framing the programme and course outcomes. The concern department arranges for the dissemination of the PO and CO to the faculty members and students. The students are made aware of it through induction/orientation conducted by the College and orientation program conducted by the department.

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

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

Response:

The institution is in the process of framing a policy to calculate the level of POs and COs attainment. The policy is supposed to have formal guidelines for assessment and evaluation of POs and COs. Further, the assessment will be carried out by each department in the College. The individual departments should analyse the results of their respective students and also focus on their performance and participation in presentations, seminars, quizzes, co-curricular and extracurricular activities etc. The results of the assessment will be used as feedback to improve the entire process of teaching-learning.

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

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

627

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
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)

<u>https://nongstoincollege.ac.in/2023/12/28/student-satisfaction-report-2022/</u>

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)	**No File Uploaded**

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

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

0

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

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

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

7

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

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

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

0

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

3.3 - Extension Activities

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

Response:

Nongstoin College is taking various initiatives to ensure all round development of the students. Thus, the College encourages students to be a part of extension activities within and outside the campus. These steps are taken with the help of various committees, cells and club which include NSS, NCC, Eco Club, Electoral Club, Health care unit, Sports committee, Red Ribbon Club, Literary Club and also through individual departments of the college. The main extension activities conducted were:

1. Cleaning drive
2. NSS Camping
3. Adoption of village by NSS unit of the college
4. Blood donation camps

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

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

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

0

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

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

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

26

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

974

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)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

Response:

The College function from a permanent campus (latitude of NL25o/ELo91) located at Nongpyndeng village which is 5 KMs distance from Nongstoin town; headquarter of West Khasi Hills District, Meghalaya, India. At present the College campus is divided into four adjacent campuses covering a total area of 15 acres (Approx) and built in area 2968.07 Sq mtrs. In the main campus, the College has Administrative building, Arts, Science and Commerce Block, Principal and Chowkidar residence, canteen and Library. There are 29 classrooms with a total seating capacity of 1834 seats equipped with benches and desks, blackboards, whiteboards, LCD projector and sound system. There were 8 laboratories, 1 stock room, 3 conference/seminar hall, separate room for Principal, IQAC, Examination cell, 5 staff room,1 technical room, 1 college office room, 1 finance section, NCC, Sports, IGNOU, 1 Soundless generator, 1 Music institute building. The Library is equipped with 21, 209 books. With regard to sports infrastructure there were 1 football play ground, 1 basketball ground, 1 volleyball ground and sports materials for indoor and outdoor games. There were 2 common rooms separate for boys and girls. There are Girls Hostel and Guest House, Boys Hostel and Botanical Garden.

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

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

Response:

The College has facilities for organising indoor and outdoor games, and socio-cultural activities.

Indoor:

1. **The College has common rooms for Boys and Girls with 2 Table Tennis and 7 Carom board.**

2. Conference hall seating capacity of 13328 m2 approximately with a seating capacity of 200.
3. Principal conference room + Science seminar hall.
4. Gymnasium
5. Traditional Khasi musical instruments
6. Modern western musical instruments

Outdoor:

1. Football playground of 90m x 45m
2. Basketball court of 850m2
3. Volleyball court

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

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

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

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

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

486014

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

4.2 - Library as a Learning Resource

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

Response:

The College Library has 100 seating capacity for reading. The Library is equipped with 21, 209 books. It has a total of 10484 books in borrowing section, 8231 reference books, 934 encyclopaedias, 340 North-East Books, 104 Religion books, 8 Atlas, 125 Dictionaries and 983 others. The library also has Wi-Fi facility and provides internet services and reference services to teachers and students. The College has N-List connection for open accessing books and Journals since 2018. The Library is fully automated through KOHA Library software v. 18 as the Library Management Software. The Modules used under this system are- Cataloguing, Circulation, Generation of Reports and Online Public Access Catalogue (OPAC). Nongstoin College Library uses KOHA Library software for library management. All the books in the college were attached with a barcode. Teachers and students were given a college ID with a unique barcode. Thus, issuing and returning of books in library is digitalized.

The details of the LMS is as follows:

Name of Library Software: KOHA Library software

Version: 18

Year of Automation: 2021

Software developed by: koha community/katipo communications

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://nongstoincollege.ac.in/2023/12/28/nc-library-management-system-koha/

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	**D. Any 1 of the above**

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

229344.72

File Description	Documents
Any additional information	**No File Uploaded**
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

92

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Response:

Nongstoin College is equipped with IT facilities in different sphere. It is well connected and regularly updates its IT facilities:

Computer Laboratory: The College has two computer laboratories:

1. **Computer laboratory for all computer classes which was equipped with 20 sets of computer for conducting of class.**
2. **Computer laboratory for practical in geography department which was equipped with 20 sets of computer for conducting of class.**

LAN connection: The College is connected with BSNL Optic Fibre with the speed of 100 Mbps

Wireless Network Facilities (Wi-Fi): There are two Wi-Fi facilities in the college connecting Principal office, College office, Technical staff, staffrooms, Library, classrooms, laboratories

1. **BSNL Optic Fibre with the speed of 100 Mbps**
2. **Jio-Reliance with the speed of 35 Mbps in the college campus where each students can access individually**

ICT Classrooms:

The college has 15 rooms with LCD projector

Library: The installation of Wi-Fi facilities (BSNL Optic Fibre) with the speed of 100 Mbps in the Library building.

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

4.3.2 - Number of Computers

51

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

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

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

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)

986945.08

File Description	Documents
Upload any additional information	No File Uploaded
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.

Response:

Nongstoin College has specific policy for maintaining and utilizing physical, academic and support facilities.

Laboratory: Laboratory policies focus on: records and maintenance of equipment's, use of laboratory, use of the instruments, and practical classes.

Library: The library committee based on the Library policy regulate the functions of the library resources. The users of the college library have to follow the guidelines.

Sports: Sports policy focuses on the acquisition, usage and maintenance of sports related equipment's and infrastructure. There is a sports committee looking after the matter.

Computer: The rules and regulations relating to the usage of the computer lab are drafted by the IT Committee. Students are permitted to use laboratory computers only during presentations.

Classroom: There are guidelines for students on how to use the college infrastructure.

IT: There is a specific IT policy on how to use IT in the college.

Hostel: Hostel Superintendents monitor the functions and maintenance of the college hostels. There is separate Wardens for girls and boys hostel, further; there are strict guidelines for boarders.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

733

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

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

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

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)	**No File Uploaded**

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

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

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

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)	**No File Uploaded**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
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	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

9

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

Response:

Nongstoin College duly facilitates students' representation and engagement in administrative, as well as co-curricular and extracurricular activities.

Administration:

Student Council: Nongstoin College has a functional student council; the council is being represented by students from all

departments. The Student Council has the following posts –

IQAC: Members of the student council represented student's interests in the IQAC executive committee.

Co-curricular and extracurricular

Students are represented in:

Electoral Club

Sports and cultural 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

30

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

Response:

Nongstoin College Alumni Association was established and registered on the 9th January, 2018. All the students who passed out from the college are its members. The Association have its own constitution and by-laws as a registered association. The general meeting of the association elected its executive members in different posts who are responsible for its smooth functioning. The Alumni Association are in regular contact with the institution and gives suggestions on various issues pertaining to the development 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

Response:

Nature of Governance:

Management

1. Governing Body (GB): Members approved by the Government of Meghalaya constitute the apex body in policy making.

Administrative governance

1. Principal, Vice Principal, IQAC, Academic Committee and Heads of Departments work in tandem to ensure smooth administration under the auspice of Governing Body.

Action Plan:

1. The Principal and GB formulate the action plans to realize institutional infrastructure
2. The Principal, departments, and committees formulate the action plans for new academic session to realize institutional academic excellence

The Governance of College is characterized by participation, accountability, transparency, and inclusiveness. We have:

1. Periodical visits by the president and members of GB
2. Submission of Performance Based Self-Appraisal Report to the Principal ensures accountability and transparency
3. Feedbacks from Teachers and Students to facilitates participation and inclusiveness
4. Decision taken by apex bodies were communicated to the stakeholders

File Description	Documents
Paste link for additional information	https://nongstoincollege.ac.in/wp-content/uploads/2020/07/GoverningBody.pdf
Upload any additional information	No File Uploaded

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

Response:

Nongstoin College is accountable to its various stakeholders namely, students, guardians, alumni, the university and the society. Thus, that there is enough scope of decentralisation and participation in terms of decision making and management. In terms of governance the institution is both participatory and democratic. The Governing Body which is primarily responsible for the management of the College is approved by the state government. Institutional practices such as decentralization and participative management in the GB as given below: it consists of 1) President, the Secretary (principal of the college), 2) vice principal, 3) two faculty/teachers member representatives from North-Eastern Hill University, Shillong, two faculty/teacher representatives from the college, one educationist, one local community/society members, and parents/guardian representatives.

Management of daily affairs: The daily administration is run with

the help of committees, cells and clubs. The main committee were
1. Academic Council, 2. Academic Committee, 3. IQAC, 4. Admission
Committee, 5. Examination Committee, 6.Library Committee and
other various committees, cells and clubs.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Perspective plans

Strategic Plan 2023-2027: A strategic plan is under process to achieve before the celebration of Golden Jubilee (50 years)

Vision 75: Another strategic document that was under development was the Vision 75, to commemorate the Platinum Jubilee of the College.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Policies

The College is in the process to updatevarious policies like academic policy, examination policy, anti-ragging policy, etc. for effective functioning of the institutional bodies.

Administrative Setup

The College is under the Directorate of Higher and Technical Education (DHTE), Government of Meghalaya. The GB, the apex body of the institution, comprises the president, the College Principal as the secretary, the Vice- Principal, university nominees, teacher representatives, parent representative, educationist, and local community members. The college is affiliated to North-Eastern Hill University (NEHU) whose rules are followed for all academic purposes. The principal is the highest authority looking after administration and academic matters. The Vice-Principal is generally the senior most teacher of the College. The head of the department (HoD) look after the affairs of the department. The IQAC works with the assistance of various committees to ensure the effective functioning of the College.

The Office of the Principal, comprising LDA and Grade IV employees, plays a vital role in the functioning of the College. The College has a library consisting of the librarian and staff members.

Appointment/service rule/procedure: For the appointment of teaching staff, UGC and state government norms are followed.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://nongstoincollege.ac.in/wp-content/uploads/2022/03/ORGANOGRAM-OF-THE-INSTITUTION-1-scaled.jpg
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

Response:

The institution has two effective welfare measures for Teaching and Non- Teaching staff:

Contributory Provident Fund (CPF): The College received Deficit Grant –in- Aid Scheme in 1996, with 11 staff receiving regular CPF contribution @8% of his/her basic salary which is deducted from his/her salary and deposited in the respective CPF account by the Disbursing Officer (DDO) concerned.

National Pension Scheme (NPS): It is a government sponsored scheme introduced by the Government in the month of September, 2021 under peoples Grant in Aid Scheme. In Tier I, Government sanctioned employees will have to make a contribution @10% of his/her basic salary plus Dearness allowance which will be deducted from his salary bill every month by the Drawing and Disbursing Officer (DDO) concerned. The government will make an equal matching contribution. Contractual or temporary teachers are not receiving any scheme either from Government or management.

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)	No File Uploaded

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

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

0

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

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

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

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Response:

The College made a mandatory note that the teaching staff should submit the Performance Based Appraisal System every academic session. The reports were collected by the IQAC of the College. There is a proper format for the submission of the self-appraisal. The Performance Based Appraisal System is also used for at the time of promotion for API score which will be evaluated by the IQAC and the subject experts of the screening committee nominated by the University. These formats are then certified by the principal of the institution and then forward to the office of the Director of Higher and Technical Education, Govt. of Meghalaya for the placement and promotion of the teachers under Carrier Advancement Scheme (CAS).

The IQAC is also in the process offinalizingthe Performance Based Appraisal System for the non-teaching staff of the College.

Further, Annual Confidential reports are certified by the principal and required to send to the office of the Director of Higher Education, Govt of Meghalaya, for their placement and promotion.

File Description	Documents
Paste link for additional information	6.3.5 Teachers-self-appraisal-format
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

Response:

Nongstoin College has provision for both internal and external audits. The College conduct internal and external financial audit every financial year. The College assigns a registered and reputed Chartered Accountant approved by the Governing body for internal audit while external audit was conducted by the Local audit office, Government of Meghalaya as per their order.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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)

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

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

Response:

Nongstoin College adopt strategies for mobilisation of funds and optimal utilization of resources through:

Financial Budgeting:

1. The Principal prepare an annual budget to be spend in each financial/academic year
2. The GB of the college approve the budget proposal for the financial year
3. College expenditure is in conformity with the budget

Planning: The Planning committee of the College:

1. Prepare projects for the College from the various sources such as RUSA, UGC, DoNER, Ministry of Tribal Affairs and from MP/MLA/MDC and other state government departments
2. The Principal along with the Project Implementation Committee under RUSA and Planning Committee under UGC and DoNER Scheme evaluate the needs of the Scheme and in consultation with the Architecture prepares the project

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

6.5 - Internal Quality Assurance System

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

Response:

IQAC works for the improvement and maintenance of quality in the institution. The formulated strategies encompassed students, teachers and non-teaching staff. The following were the contribution made by IQAC towards institutionalizing quality assurance strategies and processes:

1. Monitoring the implementation of the academic calendars at the department level and delivery of planned courses.
2. Self-appraisals from teachers are collected.
3. Feedbacks from students were collected and anlysed.
4. Conducted Academic,Administrative, Energy, Waste Management audit.
5. Conducted seminar and lecture series.
6. Orientation programmes for newly admitted students.

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

Response:

IQAC and Academic Committee Nongstoin College has formal process to evaluate:

Teaching-learning process

1. **Academic Committee and IQAC : These committee were task to monitor 1) the progress of the courses/syllabus covered by each department 2) the progress and results of students 3) to assess the status of achievement of learning outcomes based on Bloom's taxonomy 4) mode of teaching**
2. **Department: Each department must maintain: 1) evaluation reports of the department performance by IQAC and Academic Committee 2) maintenance of records by department 3) records of regular staff meetings, 4) records by teachers taking classes according to time table, 6) display of notifications on notice board 7) regular interaction between students and teachers**

Structures & methodologies:

IQAC propose to conduct regular workshops on micro-teaching for teachers, communication skills for students, using ICT by teachers, interactive classroom for students, use of participative approach and gamification in the eaching-learning process

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

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)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

The College authority for the safety and security of the student's community has appointed the Security Guards to monitor the entry and exit of the vehicles and people in and out of the College campus. Smoking and consuming intoxicating substances are Page 92/101 30-12-2022 06:54:44 Annual Quality Assurance Report of NONGSTOIN COLLEGE prohibited inside the college campus. The women hostel attendant is also available at Girls' hostels. This system ensures that all female staff and Female students are secure at all times in the campus. The women cell which is constituted in the college. This committee comprises of the Principal, Member Secretary of the Women's Cell and 4 members. The main objectives are: (1) to create awareness and sensitize the student on gender equity. (2) to empower female student in spiritual, emotional, physical, social, mental and economic freedom and to face the challenges in day to day life. (3) to get acquaintance with the Acts, Rules and Rights for the protection and safety of the women. The college took the opportunity to

organize student seminar, organise awareness campaign and also to conduct seminars in collaboration with the RUSA CELL. The present functionaries are from time to time organise Student seminars to create awareness about Gender friendly campus, seminars and workshops in collaboration with other NGO's for sensitization of legal provisions of any forms of violation against women.

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

7.1.2 - The Institution has facilities for 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	**No File Uploaded**

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

The solid waste in the campus is generated from various potential sources . The College appoints two sweepers. Besides, the College authority is also appoints causal employee from time to time for the waste management in the campus. The solid waste generated in the College is managed by using the waste bins placed all around, within the College building as well as outside. These waste bins have been sponsored by the District Administration of West Khasi Hills, in collaboration with the Swatch Bharat Campaign. The waste in the bins is collected by the sweepers. A compost pit exists where the used biodegradable waste is being dumped in the College campus. Some organic parts from the waste generated from

the mess which includes the vegetables and food waste is collected in buckets and is taken out of the campus for pig feed. The garden waste, which includes the plant cuttings, weed and grass cutting is collected in heap. A compost pits exists where the used Biodegradable waste is being dumped in the College campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Geo Tagged Photo of Facilities
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 | D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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: | D. Any 1 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	**No File Uploaded**
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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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).

The College tries to endeavour in promoting human values by organising awareness programme and seminars among the student community as well as the teaching fraternity. All the students live in harmony in the campus as well as off the campus as the College administration has directed in the prospectus, "Communal harmony is to be fostered by word and deed". The varied problems related to behaviour in society are clearly mirrored in institutions through drug abuse, theft, and other unwarranted acts. The College organizes events in the forms of seminars and workshops to educate the students and the local community on issues such as observation of National Unity Day, Student seminar on Human Rights, observation of 'Fit India Movement', Awareness on Cyber Crime, Observation on 'No Tobacco Day', Awareness on 'Natural Calamities', Observation on 'Yoga Day', Awareness on 'Covid-19 Vaccination', and Observation on 'Constitution Day'.

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

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

Sensitization of students and employees of institution to the constitutional obligations is very important and makes them

realize their utmost responsibilities. The College tries to make efforts in order to imbibe and inculcate the basic sense of social responsibility and responsiveness to sensitize students to social issues so as to make them efficient in class as well as in the societal environment. Various activities have been taken up time and again to spread social awareness about issues like communal harmony, health, hygiene and disaster management etc. The students are made to realize their fundamental duties and responsibilities as good citizens as well as being good students of the College. The dedication of the teaching faculty and the student community has led our College to stand out in many fields be it academics or co-curricular activities. It is worth mentioning that the students of our College along with the teaching faculty have shown exemplary efforts in fighting against the unseen enemy- the Covid-19 pandemic, whereby they volunteered willingly to help the District Administration as and when required. Though the teachers are duty bound to adhere to orders, they have done a great job as Executive Magistrates. This relates to the professional ethics which are imbibed in performing the duties with integrity and honesty.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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	D. Any 1 of the above

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

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

The College staff and student community are regularly attending Republic Day and Independence Day insalutation to the National Flag every year which shows the importance of the Indian Constitution, andpromote national integrity appreciating the unification of cultural and religious identities of India. So far the college has undertaken the following activities include:

1. 17 NCC students in Observation of World No-Tobacco 2022

2. 19NSS students in Observation of World No-Tobacco 2022

3. 30 NSS Student in Tree Plantation during the World Environment Day celebration.

4. 71 NSS participate in International Youth Day 2022

5. 11 NSS student participate in NSS Foundation Day 2022

6.110 NSS students participate in Clean India Campaign 2022

7.62 NSS and NCC student in National Unity Day 2022

8.42 NCC students participate in Constitution Day 2022 9. 25 NCC students participated in Independence Day 2022

10.19 NCC students participated in Republic Day 2022

11. 12 NCC Students participate in International YogaDay 2023

12. 15NCC students Participated in World No-Tobacco 2023

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	**No File Uploaded**

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 Practice 1:

Morning Assembly Objective: To create a bond among students and to unite in a single platform, to inculcate a feeling of loyalty to one and all and the Institution Context:To avoids discrimination and unrest among students as there is familiarity with one another Practice: Active participation of the tudents Success:This get-together promotes a harmonious and establish healthy relations.

Best Practice 2: Visitation to Children Home Objective: To practice the motto of the College "Learn to Serve" Context: Contribution towards the society. Practice: Distribution of Jaacketsto orphans children Success: It create awareness and sense of community service

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The College is committed to uphold the cherished values of higher education and the five core principles of NAAC – national development, fostering global competencies among aspiring students, inculcating a healthy value system, promoting the use of technology and quest for excellence - are now the cornerstone

for students' building future career as humble citizens of the country. Keeping an eye the above objectives, the Institution has introduced various innovative practices such as Monthly Assembly and Extension Activity of the student for the community service with an end to motivate students in particular to channelize their energises on achieving academic pursuits on the College campus. Nongstoin College as a co-educational institution established in the year 1978 and has long served the people of West Hills District. The founding members of the College have stayed true to its Vision, that is, 'to promote affordable and quality higher learning for the youth'. The College is ever striving towards the betterment of higher education in the district. Nongstoin, it has Arts, Science and Commerce stream .The College follows the state reservation policy with regard to admission of the students. The college has honours in English,Khasi,Economics,Education Sociology Political Sc,History,Khasi,Mathematics ,Chemistry,Physics,Zoology,Botany,Bio-chemistry and commerce.

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

7.3.2 - Plan of action for the next academic year

1. Preparenedness for the implementation of the NEP 2020

2. Intrduction of Skills and Vocational programmes

3. Conducting FDP for Teaching and non teaching staff

4. Organising workshops, seminars and lectures

5. Enrichment of library and laboratory

6. Enrichment of Botanical Gardens

7. Preparation for setting up smart board in seminarHall.