Salesian College Sonada & Siliguri

Sonada PO, Dt. Darjeeling, WB PIN 734209, Phone: (+91) 9434045539 Fax: 03532545627

www.salesiancollege.in, e-mail: principal@salesiancollege.net

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2015 – 2016

Part – A

1. Details of the Institution

1.1 Name of the Institution	**SALESIAN COLLEGE**
1.2 Address Line 1	**PO SONADA PIN 734 209, DT. DARJEELING, WEST BENGAL**
Address Line 2	**SALESIAN COLLEGE SILIGURI CAMPUS**
City/Town	**DARJEELING & SILIGURI**
State	**WEST BENGAL**
Pin Code	**734 209**
Institution e-mail address	**principal@salesiancollege.in**
Contact Nos.	**(+91) 9434045539**
Name of the Head of the Institution:	**Fr (Prof) George Thadathil, (Principal)**
Tel. No. with STD Code:	**(0353) 2545627 / (0353) 2545622**
Mobile:	**(+91) 9434045539**
Name of the IQAC Co-ordinator:	**Fr (Dr) Mathew Pulingathil**
Mobile:	**(+91) 94340 46696**
IQAC e-mail address:	**mpuling@gmail.com**
1.3 NAAC Track ID	**10149**

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate

EC/PCRAR/58/001 Dated 10.03.2012

1.5 Website address:

www.salesiancollege.in

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**C++**	**NA**	**2004**	**5 years**
2	2nd Cycle	**A**	**3.16**	**2012**	**5 years**
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

22/12/2004

10/09/2015 (Reconstituted)

1.8 AQAR for the year   **2015 - 2016**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2014-2015 Submitted to NAAC on 14.11.2015

1.10 Institutional Status

University   State ✔   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes   No
                          ✔   ☐

Constituent College   Yes   No
                           ☐   ✔

Autonomous college of UGC   Yes ☐   No   **Applied for**

Regulatory Agency approved Institution   Yes ☐   No ✔

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✔   Men ☐   Women ☐

        ✔   ✔   ✔

Urban* Siliguri   Rural* Sonada   Tribal

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

Grant-in-aid + Self Financing ☑   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☑

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☑

Others (Specify)   **BCA, BBA, Career Oriented Programmes**

1.12 Name of the Affiliating University *(for the Colleges)*   **North Bengal University**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   **Applied for**

College with Potential for Excellence   ☑   UGC-CPE   ☑

DST Star Scheme   **N.A.**   UGC-CE

UGC-Special Assistance Programme   **N.A.**   DST-FIST   **N.A.**

UGC-Innovative PG programmes   **N.A.**   Any other *(Specify)*   **N.A.**

UGC-COP Programmes   ☑

2. IQAC Composition and Activities

2.1 No. of Teachers   **7**

2.2 No. of Administrative/Technical staff   **2**

2.3 No. of students   **2**

2.4 No. of Management representatives   **3**

2.5 No. of Alumni   **2**

2. 6 No. of any other stakeholder and community representatives   **1**

2.7 No. of Employers/ Industrialists   **1**

2.8 No. of other External Experts   **1**

2.9 Total No. of members   **19**

2.10 No. of IQAC meetings held   **3**

2.11 No. of meetings with various stakeholders: No. **3**   Faculty **10**

Non-Teaching Staff Students council meet **4**   **4**   Alumni **6**   Others: finance & GB Meets

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ✔

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops **√** /Symposia organized by the IQAC

Total Nos. ☐   International workshop **1**   National ☐   State ☐   Institution Level **2**

(ii) Themes   **Teaching Strategies by Mr Trophy D'Souza**

2.14 Significant Activities and contributions made by IQAC

- **Initiatives towards Strategic Planning for autonomous status**

- **Reaching out to the State Government towards Fund generation for the future expansion of college.**

- **Hostel Construction for the boys are in the plan**

- **Installation of Community FM Radio Station**

- **Monitoring the Expansion of Academic Infrastructural facilities in the Campus.**

- **Scholarship programs for meritorious and reserved category students were facilitated by IQAC as student support and progression**

- **College has applied for PG Courses on Education and Psychology and Bachelor's Degree programme in Tourism Management.**

- **Siliguri campus has opened its doors for public examinations such as CAT and CA Examinations.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
'Teaching – Learning' to be strengthened by involving more participatory methods of learning **Mentoring personality assessment to every student**	• **Purchase of Books and Equipments** • **Infrastructural development by partitioning rooms, increase in lecture halls, purchase of equipment for Departments of English, Mass Communication, Psychology, Computer Science & Applications and Physics** • **University toppers (rank holders) from English, Commerce (Accountancy and Management Honours) and Computer Science Departments** • **Physics, Mass Communication and Psychology labs have been set up.** • **FM Radio 98.7 has been set up**

Academic Calendar of the year 2015-2016 (See Annexure-1)

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☑

Provide the details of the action taken

> Achievement:
> a) **The existing infrastructure was upgraded and management information system and ERP was put in place**
> b) **Feedback was taken from the students and actions were taken based on it.**
> c) **Academic audit, green audit and gender audit was done effectively grievance cell and career counselling for students were implemented**

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-		
PG				
UG	**20**	**M.A. English (was approved in this session) and Sociology (Hon) Physics General**		**5**
PG Diploma	-	-	-	-
Advanced Diploma	**5**	-	-	-
Diploma	**5**	-	-	-

Certificate	**5**				
Others	**-**	**-**		**-**	**-**
Total	**35**	**2**		**-**	**5**

Interdisciplinary	Cultural			
Innovative		Mentoring system by all the faculty members were introduced.	Value Education was made a systematic and functional subject with more emphasis from this session.	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **Open Options.**
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**5**
Trimester	**1**
Annual	**19**

1.3 Feedback from stakeholders*   Alumni ✓   Parents ✓   Employers ✓   Students ✓
(On all aspects)

 Mode of feedback   :   Online ✓ Manual ✓ o-operating schools (for PEI) ☐

Analysis of the feedback in the year 2013-2014 (See Annexure-II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> **Syllabi updating is done by affiliated University; College initiated Courses have been monitored and upgraded by the faculty. Different Departments send the feedback about the existing syllabus to the university for the timely revision of the syllabus.**

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> **PG in English (got approval) and Sociology Honours and Physics general have been introduced**

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others

2.1 Total No. of
permanent faculty

75	58	1	5	-

2.2 No. of permanent faculty with

10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year Ph.D.

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	0	-	-	0	-	-	-	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

5				

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	15	10	-
Presented papers	4	11	1
Resource Persons	2	3	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> **The institution has adopted a number of innovative processes in Teaching and Learning, e.g. the teaching staff are using a combination of lecture method and other methods such as e-classes, use of charts and maps, smart boards, labs, field trips, surveys, mini research, organising students' seminars and setting MCQR type questions in class tests. This has also enhanced the teachers' competence to promote learner participation, identify weaker students and provide remedial coaching classes for them. Group discussions have formed an important part of the teaching – learning processes. Mentoring to all the students and regular PTSA Meetings are organised to check the progress of the students.**

2.7 Total No. of actual teaching days during the academic year
during this academic year

165

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

> **Aptitude assessment test was conducted Online using Multiple Choice Questions for 200+ students for BCA & B Sc Computer Science**

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

-	4	4

2.10 Average percentage of attendance of students

| 80% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA General	18	11			7	4	61%
English Honours	103	101		1	100		98%
Geography Honours	9				8		88.89%
Political Science Honours	40	30			39		75%
Psychology Honours	13	13		2	11		100%
Education Honours	33	33		1	32		100%
B. Com. General	31	29			17	12	93.54%
Accountancy Honours	52	49		8	41		94.23%
Management Honours	30	30		5	25		100%
B. Sc. Computer Science	4	4		3	1		100%
B.Sc. Mathematics	2	1			1		50%
History Honours	19	17			17		89.47%
BBA	26	26		2	24		100%
BCA	11	11	-	2	9		100%
Travel & Tourism Management	Certificate = **126** Diploma= **9** Adv. Diploma=**2**	117 8		14 7	3	-	92.85% 88.88%
Communicative English	Certificate= 50 Diploma= 6	32 5				-	64% 83.33%
Computer Application	Certificate= 33 Diploma= 2	27 2				-	81.81% 100%
Sports Management	Certificate= **11**	11		1	6	4	100%
Music	Certificate= **no exams** Diploma= **no exams** Adv. Diploma= **no exams**	-				-	
Base training	670	**650**					

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC administers Questionnaire every year for Teaching Assessment by students and Peer Assessment & Assessment by the Management. The college ensures a regular feedback system through number of meetings, in the departmental level and in the college level. Parents of slow learners and attendance defaulters are informed by phone call.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**5**
UGC – Faculty Improvement Programme	**1**
HRD programmes	**45**
Orientation programmes	**30**
Faculty exchange programme	**10**
Staff training conducted by the university	**2**
Staff training conducted by other institutions	**30**
Summer / Winter schools, Workshops, etc.	**10**
Others	**30** **(30 faculty x 10 FDPs)**

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**9**	**0**	**0**	**1**
Technical Staff	**3**	**0**	**0**	**0**

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The college has a Salesian Research Centre (SRC) which oversees the publication of the *Salesian Journal of Humanities and Social Sciences*. It monitors the Research Scholars Workshops, organizes Research Seminars and has just completed an ICSSR project on 'Low Enrolment of Tribal students in Higher Education in Dooars'. A Journal for Science has been in the pipeline and ISSN for the same is awaited. A separate bank account with yearly budget allocation has been set aside to promote research by SRC. Projects under United Board, Hong Kong is underway on Solid Waste Management.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**1**			
Outlay in Rupees Lakhs	**5,42,875 Lakhs**			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		**1**		
Outlay in Rupees Lakhs		**3,00,000**		

3.4   Details on research publications

	International	National	Others
Peer Review Journals		**5**	
Non-Peer Review Journals			
e-Journals/magazines		**3**	
Conference proceedings		**1**	

3.5 Details on Impact factor of publications:

Range N.A.   Average N.A.   h-index N.A.   Nos. in SCOPUS N.A.

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	**2**	UGC	2.90 lacs +1.48 lacs	-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   **7**   Chapters in Edited Books   1

ii) Without ISBN No.   **2**

3.8 No. of University Departments receiving funds from: N.A.

UGC-SAP   CAS   DST-FIST

DPE   DBT Scheme/funds

3.9 For colleges   Autonomy | - | CPE | ✓ | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy   **30,000/-**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**1**				**4**
Sponsoring agencies					**IQAC**

3.12 No. of faculty served as experts, chairpersons or resource persons   **2**

3.13 No. of collaborations

International | **4** | National | **2** | Any other | - |

3.14 No. of linkages created during this year   **2**

3.15 Total budget for research for current year in lakhs:

From funding agency   **5**   From Management of University/College   **3**

Total   **8**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	**1**	-	-	**1 (JU)**	-	-

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   **2**
   and students registered under them   **3**

3.19 No. of Ph.D. awarded by faculty from the Institution   `-`

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF `1`   SRF `-`   Project Fellows `1`   Any other `-`

3.21 No. of students Participated in NSS events

University level `100`   State level `-`

National level `-`   International level `-`

3.22 No. of students participated in NCC events:

University level `-`   State level `-`

National level `-`   International level `-`

3.23 No. of Awards won in NSS:

University level `2`   State level `-`

National level `-`   International level `-`

3.24 No. of Awards won in NCC:

`-`

University level `I`   State level

National level `-`   International level `-`

3.25 No. of Extension activities organized

University forum `2`   College forum `10`

NCC `-`   NSS `7`   Any other `2`

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Social Outreach Programme – Free dental check–up camps, Blood Donation Camps, Nutrition Programme, community development programme, NSS Annual Camp, Social Out Reach Programme in Molat Darjeeling, sports and cultural activities. Cultural Events: Sports Days, Cultural Exhibition Days, Inter college event

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7900 m² 2150 m²	2150 m²	From Founder Body & various donations	10050 m²
Class rooms	11+11	8+5 (I exam hall)	From Founder Body & various donations	
Laboratories	4+3	28.11 x 23.1 Sqft.	From Founder Body & various donations	
Seminar Halls	3+4	100*30 Sqft	From Founder Body & various donations	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	10	1 LCD, 2 Computers	From Founder Body & various donations	
Value of the equipment purchased during the year (Rs. in Lakhs)		(32,48,399/-)	From Founder Body & various donations	
Others Radio Equipments/Studio/Transmitter/Antenna/ Recording units	200 sqft.	10,000,00/-	From Founder Body & CPE grant	4,00000/-

4.2 Computerization of administration and library

> New Books have been bought for all the departments.
> One new facility is the direct search facility from the OPAC without entering ID. New circulation system (Barcode circulation) and budget system have been working fine. The computerisation of the library in both Campus are well running. Space reallocation has been done as to enable more students' access to read and work in the library. A new library block has been constructed. Library reading area was extended and all the books and journals have been bar coded. New journals have been subscribed.

4.3 Library services:

Items	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value

Text Books & Reference Books	**35188**	**509089**	**2160**	**1556384**	**37348**	**2065473**
e-Books	-	-	-	-	-	-
Journals & Periodicals	**61**	**119767**	**29**	**75187**	**90**	**194954**
e-Journals	**23**	**44082**	-	**48010**	**23**	**92092**
Digital Database	**2**	**150000**	**2**	**280000**	**4**	**430000**
CD & Video	**400`**	**3200**	**49**	**Donations**	**449**	-
Others (specify)	**5 magazine 5 newspapers (6 encyclopaedia)+6**	**85020**	**4 Magazines 3 newspapers 7 encyclopaedia**	**90425**	**9 Magazines 8 newspapers 15 encyclopaedia**	**175445**

4.4 Technology up gradation (overall)

Items	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**139**	**5**	**BSNL, Sinet & Skynet**	**6**	**4**	**10**	**8**	**Radio= 3 AV=1**
Added	**1(server) & 30 comp +1=32**	**2**	**Skynet**	**1**	**1**	**5**	**12**	-
Total	**171**	**7**	-	**7**	**5**	**15**	**20**	**4**

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

> **The college provides computers, internet access to teachers and students and arranges training programmes for them with the help of Computer Science Department.**
> **The college also installed CCTV in the college campus and setup well equipped e-class facility.**

4.6. Amount spent on maintenance in lakhs:

  i) ICT

> **Software maintenance = 3,49,390 Computers = 1,52,385**

  ii) Campus Infrastructure and facilities

> **Construction = 32,02,668 Furniture = ₹ 11,18,622 Maintenance= 24,99,928**

  iii) Equipments

> **LCD, Water Purifiers, laboratory, ACs etc = 83,77,808**

  iv) Others

> **Sports equipments = ₹6,12,591 /-**

Total:	₹ 1,63,13,392

Criterion – V

5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

- **The Scholarships of the State and Management are made known in time for them to avail of the same. More than 100 students have been provided full or partial fees waver as they belong to either BPL, SC/ST categories.**

- **Student mentoring and remedial classes have been organised to support the slow learners.**

- **Mock exams for willing candidates were organised.**

- **Value Education, Counselling and Personality Development classes have been made regular and compulsory.**

- **Regular parents teacher meeting on one to one basis**

5.2 Efforts made by the institution for tracking the progression

- **Computerisation of the Attendance system**

- **Computerisation of the Marks by which monthly tests, semester and selection exam results are cumulatively provided as feedback as and when required.**

- **A new ERP has been procured to track the student progress and support them from time to time.**

- **Collaborative efforts from parents and faculty**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1312	**-**	**-**	**670 of BASE Training**

(b) No. of students outside the state   **47**

(c) No. of international students   **15**

Men
No	%
593	**45.19**

Women
No	%
719	**54.80**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

823	52	286	96	2		1259	460	221	322	309	2	1312

Demand ratio: 1.55:1   Dropout %**: 1.45**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> **Every year Life Orientation Programme (LOP) for part III students are organised where the students are prepared for coping skills in human relations and also tips to crack competitive exams. Experts from the field are called to render this service to the students.**
>
> **Information on the availability of such coaching by CICAC, Darjeeling and the centres in Siliguri town that provide such services are made known to the students. Banking, medical, defence service sector opportunities were open to the students. College has a functioning Placement Cell which informs the students about the career options and upcoming vacancies in private and public sectors. Students who wish to go for CA/CS examinations are given support by the college in going for article-ship.**

No. of students beneficiaries   **526**

5.5 No. of students qualified in these examinations: **College is working out a search mechanism through Alumni**

NET **1**   SET/SLET **-**   GATE **-**   CAT **-**

IAS/IPS etc **-**   State PSC **-**   UPSC **-**   Others **5**

5.6 Details of student counselling and career guidance

> **The teaching staff and management on the campus do avail their time for timely guidance to needy students. Staffs makes themselves available on campus for the mentoring and guidance of students in need of Counselling.**
>
> **The Hospitality Industry, Travel and Tourism agencies, Healthcare services and banks are ever willing to take as trainees and induct our students. Many of our students have been inducted into primary/secondary and high schools in the locality and many have even gone to other states and neighbouring country of Nepal, majority of our students are successfully running their own business in North Bengal and North Eastern States. The foreign national students (Bhutanese) all get immediate placement in industry or government on completion of their course. There is scope of one month internship under various industries and corporate houses for the BBA students.**
>
> **The college welcomes partnership with firms and consultancy agencies. It aims at linking with industry the upcoming potential workforce from among the outgoing batch of students. Campus interviews and training programmes organized shall be provided with infrastructural facilities and the nodal office shall see to coordination of such efforts. The Wipro Consultancy team have recruited from the campus.**
> **The Tourism and Travel students have been welcomed as part time staff after their training at few reputed Hotels in Darjeeling and Siliguri. The BASE programme has placed over 240 youth after training.**

No. of students benefitted   **526**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	120	10	Exact data not available

5.8 Details of gender sensitization programmes

Women's cell of the college took up few issues for discussion such as the condition of women in the past and present. Issues discussed were:
- **Female safety and hygiene**
- **Female students participated in an event called "one billion rising" which took place in City centre**
- **On Women's Day, gender sensitisation and women's liberation were two issues that were highlighted through talks aided by audio-visuals and creative live demonstrations**
- **Regular meetings of the women students are organised from time to time to support the women students.**
- **Women guard(s) have been deployed to look into the women related security.**

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   **103**   National level   **1**   International level   **1**

No. of students participated in cultural events

State/ University level   **1**   National level   **1**   International level   **-**

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level   **5**   National level   **-**   International level   **-**

Cultural: State/ University level   **-**   National level   **-**   International level   **-**

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	131	6,29,050
Financial support from government (scholarship)	53	3,18,000
Financial support from other sources	4	49,760
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level **2**   National level **-**   International level **-**

Exhibition: State/ University level **-**   National level **-**   International level **-**

5.12   No. of social initiatives undertaken by the students   **5**

5.13 Major grievances of students (if any) redressed:

> **Library books have been increased and one more qualified librarian in Siliguri campus has been inducted.**
> **One more canteen is added in Siliguri campus**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> *Vision:*
>
> **The educative community of Salesian College endeavours to excel in the preparation of noble citizens and leaders who are intellectually competent, socially sensitive, morally upright and emotionally balanced. We seek to be a transformational force through advancement of scholarship in diverse disciplines, providing services and championing justice, accountability and collaboration thereby, becoming flamma ardens et lucens – a flame that enlightens and enlivens.**
>
> *Mission:*
>
> **The mission is to prepare and develop socially committed and value oriented leaders for the society. To provide quality education to those aspiring from among socially, economically, culturally and educationally disadvantaged region. To prepare and mould honest citizens of character committed to transforming society through career oriented programmes. To advance the love for learning through teaching, research, and innovative modes of self-learning.**

6.2 Does the Institution has a management Information System

> **Yes. The attendance, the marks and the admission details are online. The Library System is integrated between the two campuses. The Website acts as an archive for all events and news accomplished and announced during the year. The Parents are intimated through SMS service as and when need arises.**
> **College office calls the parents through phone call for special communication to them.**

6.3 Quality improvement strategies adopted by the institution for each of the following:

> 6.3.1   Curriculum Development

> **The various departments of the college are instrumental in revising the syllabus of the affiliating University from time to time. Members of the faculty of our college represent the Board of Studies of the**

> **University and they are instrumental in revising the curriculum and provide feedback in this regard. Designed syllabus for BTM is submitted to the University and is waiting for approval.**

6.3.2 Teaching and Learning

> **'Teaching – Learning' as a thrust area have been focused for this academic session. Field Trips, project works, internships etc. are frequently organised to make the learning more participatory for our students. Department days are organised for each department in which students and faculty work as a team. Systematic monitoring, planning and regular evaluation of students are given special attentions.**

6.3.3 Examination and Evaluation

> **Continuous internal evaluation and weightage to formative evaluation were implemented in the academic year 2015-16.**

6.3.4 Research and Development

> **Members of the faculty and students are actively engaged in action researches and major academic Researches. Each faculty wrote an article in his/her teaching subject. Faculty who are not yet PhD are in the process of finalizing their research areas and guides.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

> **Books, magazines and journals are procured as the number of students increased in each of the departments. Two AV Halls and two Conference Halls with LCD projector, Public Address System and Air Conditioners were extended in the aforesaid academic year. Seven classrooms equipped for ICT in Siliguri and four in Sonada**

6.3.6 Human Resource Management

> **College implemented Personnel Policy as HR Policy of the college to facilitate the smooth management of the Human Resources. Governing Body suggested the revision of the Personnel Policy and a Committee is setup.**

6.3.7 Faculty and Staff recruitment

> **In keeping with the growing demand in each department to maintain the desired student-teacher ratio of higher education given by UGC, member faculty and non-teaching staff were recruited in academic year 2015-2016 in both the campuses of the college.**

6.3.8 Industry Interaction / Collaboration

> **The Management, Computer Application and Commerce Department actively maintain interaction and collaboration with industry and service sector as it is a requirement for them to interface from the LAN to Land.**

6.3.9 Admission of Students

> **Admission is announced through website, local newspapers, local television and college notice board. The Admission form and prospectus are made available in the website and college office.**

6.4 Welfare schemes for

Teaching	**Loans granted from staff endowment fund**
Non teaching	**Loans granted from institutional resources**
Students	**Scholarships**

6.5 Total corpus fund generated   **Rs. 80,00,000**

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?   Yes

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

6.8 Does the University/Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

6.9 What efforts are made by the University/Autonomous College for Examination Reforms?

> **The University has introduced the three sessions per day exam routine as to reduce the number of days for annual examination. However the state level or national elections impede the flow of exam schedule and shorten the academic session.**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> **The University has given its consent to the application for the Autonomy. Hence, the process of autonomy is under way.**

6.11 Activities and support from the Alumni Association

> **The members of Alumni Association are always ready for help. It organised Gandhi Jayanti programme for the underprivileged children of the neighbouring slums every year. They also organised blood donation camp, health check up camp in the campus and participate in the other social welfare schemes of the college.**

6.12 Activities and support from the Parent – Teacher Association

> **The parents of the first year students meet with the faculty every year in the month of July to have interactions. As per the need, the parents of second and third year students are called to meet the college management and faculty before semester and selection exams. College organises at least one Orientation programme per year for the parents. Educative Pastoral Community Council (EPCC)**

> consisting of Faculty, Management, Students and Parents have been constituted to make educative process more participatory and more relevant for the community of the college campus. A meeting of the Parents of students was held on policy matters.

6.13 Development programmes for support staff

> The support staff is being provided with the opportunity of in-service training programmes.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Organized Tree plantation drives seminars and workshop on environmental themes, and also organized awareness programmes in the campuses especially on waste management and solid waste disposal. Cleanliness drives are organised by the College.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Counselling the students at the time of admission became more systematic. Value Education became an important subject

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> - **Online Admission Test through ERP**
> - **Computerisation of Attendance Data**
> - **Audio Visual Classroom Facilities enhanced**.
> - **Profile Mapping for students and some faculty**

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> - **Research Scholars' Workshops**
> - **Social Outreach Programmes in the Communities where the College is located (25 villages)**
> - **College introduced EPCC to promote collaborative and participatory decision making**
> - **Research collaboration with IFCU and United Board Action Research.**
> - **International collaboration with Newman University Birmingham**

Provide the details in annexure: See Annexure-III

7.4 Contribution to environmental awareness/protection

> The students are encouraged for sapling plantation in and around the campus and in the water source of the campus. Students undertake the cleaning of the class rooms and the campus on a daily basis in rotation as per departmental allocation. Participation in programmes of Awareness Awakening Association engaged in the effort to relocate the dumping ground from the vicinity.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis)

> **College conducts Profile mapping tests of the students to help them understand their personality, psychological wellbeing, perceived stress and emotional intelligence.**

8. **Plans of institution for next year**

> **The College plans to introduce PG courses in Psychology, Education, Honours in Philosophy and explore the possibility of new courses like BTM and BSW to be introduced in next academic year in view of moving towards autonomous status. To enrich the curricular and co-curricular experiences of the pupils, the College plans to amalgamate the curricular and co-curricular activities in 80% - 20% ratio in the next academic year. Community Radio as providing an opportunity for innovative teaching-learning is going to be explored from this session. Infrastructural expansion is in progress.**

Name: *Fr (Dr) Mathew Pulingathil, SDB*   Name: *Fr (Prof) George Thadathil, SDB*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

Sonada

Annexure 1 – Calendar of the Academic Session 2015 - 2016

June 2015

1. Mon   University Exam (UE)
2. Tue   UE
3. Wed   UE
4. Thu
5. Fri
6. Sat
7. Sun

8. Mon	Class begins for Part II and III
9. Tue	Class
10. Wed	Last day to pay fees without fine
11. Thu	Class
12. Fri	Class
13. Sat	Admission Test for new admissions
14. Sun	
15. Mon	Class
16. Tue	Class
17. Wed	Class
18. Thu	Class
19. Fri	Class
20. Sat	Class
21. Sun	
22. Mon	Class/BBA/BCA Selection Test (ST)
23. Tue	Class/BBA/BCA ST
24. Wed	Class/BBA/BCA ST
25. Thu	Class/BBA/BCA ST
26. Fri	Class/BBA/BCA ST
27. Sat	Class/BBA/BCA ST
28. Sun	
29. Mon	Class
30. Tue	Class

July 2015

1. Wed	Class begins with parent's meeting for Part I (Study Leave for Part II & III)
2. Thu	Class/Orientation for first year students- Departments
3. Fri	Class
4. Sat	Fresher's Welcome
5. Sun	
6. Mon	Class
7. Tue	Class
8. Wed	Class
9. Thu	Class
10. Fri	Class/Last day to pay fees without fine
II. Sat	Class
12. Sun	
13. Mon	Class
14. Tue	Class
I5. Wed	Class
16. Thu	Class
17. Fri	Class
18. Sat	*Holiday - Id-ul-Fitr*
19. Sun	
20. Mon	Class
21. Tue	Class
22. Wed	Class
23. Thu	Class
24. Fri	Class
25. Sat	Class
26. Sun	
27. Mon	Class
28. Tue	Class

29. Wed   Class
30. Thu   Class
31. Fri   Class

August 2015

1. Sat   Class/Sensitization program for Parents- Dept. of English
2. Sun
3. Mon   Class
4. Tue   Class
5. Wed   Class
6. Thu   Class
7. Fri   Class
8. Sat   Class/Field trip for Part II – Dept. of Education
9. Sun
10. Mon   Class/Last day to pay fees without fine
11. Tue   Class
12. Wed   Class
13. Thu   Class
14. Fri   Class
15. Sat   Independence Day
16. Sun   *Bosco Jayanti*
17. Mon   Class
18. Tue   Class
19. Wed   Class
20. Thu   Class
21. Fri   Class/Inter College Quiz Competition – Dept. of Political Science
22. Sat   Class
23. Sun
24. Mon   Class
25. Tue   Class
26. Wed   Class
27. Thu   Class/Seminar – Dept. of History
28. Fri   Class
29. Sat   Class
30. Sun
31. Mon   Class

September 2015

1. Tue   Class/Guest Lecture – Dept. of Economics
2. Wed   Class
3. Thu   Class
4. Fri   Teacher's Day (Day of Appreciation)
5. Sat   *Holiday - Janmastami*
6. Sun
7. Mon   Class
8. Tue   Class
9. Wed   Class
10. Thu   Class/Last day to pay fees without fine
11. Fri   Class
12. Sat   Class/Internal Departmental Seminar – Dept. of English
13. Sun
14. Mon   Class/Trip to NBU Museum and Science City Siliguri – Dept. of

	History
15. Tue	Class
16. Wed	Class/Departmental Seminar – Dept. of Education
17. Thu	Class
18. Fri	Class/Inter Departmental Debate Competition – Dept. of Pol. Sc.
19. Sat	Class
20. Sun	
21. Mon	Class
22. Tue	Class
23. Wed	Class
24. Thu	Class/Inter-College Debate Competition
25. Fri	*Holiday - Id-Ul-Zoha*
26. Sat	Class
27. Sun	
28. Mon	Class
29. Tue	Class
30. Wed	Class

October 2015

1. Thu	Class
2. Fri	*Holiday - Gandhi Jayanti*
3. Sat	Class
4. Sun	
5. Mon	Class
6. Tue	Class
7. Wed	Class
8. Thu	Class
9. Fri	Class/Poetry Recitation Contest – Dept. of English
10. Sat	Class/Last day to pay fees without fine
11. Sun	
12. Mon	*Holiday - Mahalaya*
13. Tue	Class
14. Wed	Class
15. Thu	Class
16. Fri	Class
17. Sat	Puja Holidays (PH) begin
18. Sun	
19. Mon	
20. Tue	
21. Wed	
22. Thu	*Dussera*
23. Fri	
24. Sat	*Muharram*
25. Sun	
26. Mon	
27. Tue	
28. Wed	
29. Thu	
30. Fri	Classes resume
31. Sat	Class

November 2015

1. **Sun**	All Saints Day
2. Mon	BBA/BCA Selection Test (ST)/All Souls Day
3. Tue	BBA/BCA ST
4. Wed	BBA/BCA ST
5. Thu	BBA/BCA ST
6. Fri	BBA/BCA ST/Internal Departmental Seminar – Dept. of Economics
7. Sat	BBA/BCA ST
8. Sun	
9. Mon	Class
10. Tue	Class/Last day to pay fees without fine for Nov. Dec. & Jan/ National Education Day – Dept. of Education
11. Wed	*Deepawali Holidays* (DH) begin
12. Thu	DH
13. Fri	DH
14. Sat	DH
15. Sun	
16. Mon	Classes Resume
17. Tue	Class/Trip to Excavated Archaeological Sites in Cooch Behar – Dept. of History
18. Wed	Class
19. Thu	Class/Collection of Admit Cards (SE)
20. Fri	Class
21. Sat	Class
22. Sun	
23. Mon	Class/Youth Parliament –Dept. of Political Science
24. Tue	Class
25. Wed	*Holiday - Guru Nanak Jayanti*
26. Thu	Class/Guest Lecture – Dept. of English
27. Fri	Class
28. Sat	Class/Field trip for Part III students – Dept. of Education
29. Sun	
30. Mon	Selection Examinations (SE)

December 2015

1. Tue	SE
2. Wed	SE
3. Thu	SE
4. Fri	SE
5. Sat	SE
6. Sun	
7. Mon	
8. Tue	SE/Feast of the Immaculate Conception
9. Wed	SE
10. Thu	SE
11. Fri	SE
12. Sat	Selection Examinations end
13. Sun	
14. Mon	Class/Sport and Cultural Festival Week (Student Council)
15. Tue	Class
16. Wed	Class
17. Thu	Class
18. Fri	Class/Report Day/Christmas get together (Jesus Youth)
19. Sat	SL/Staff Picnic
20. Sun	

21. Mon		Winter Holidays begin
22. Tue		
23. Wed		
24. Thus		*Christmas Eve*
25. Fri		*Christmas Day*
26. Sat		
27. Sun		
28. Mon		
29. Tue		
30. Wed		
31. Thus		

January 2016

1. Fri		New Year 2016/Educational/Study Tours, Field Trips etc. begin
2. Sat		
3. Sun		Trip to National Museum of Natural History, Agra – Dept. of History
4. Mon		
5. Tue		
6. Wed		
7. Thu		
8. Fri		
9. Sat		
10. Sun		
11. Mon		
12. Tue		*Birthday of Swami Vivekananda*
13. Wed		
14. Thu		
15. Fri		
16. Sat		
17. Sun		
18. Mon		Classes begin for Professional Courses
19. Tue		Class
20. Wed		Class
21. Thu		Class
22. Fri		Class
23. Sat		*Holiday - Birthday of Netaji*
24. Sun		
25. Mon		Class
26. Tue		*Holiday - Republic Day*
27. Wed		Class
28. Thus		Class
29. Fri		Class
30. Sat		Educational/Study Tours, Field Trips etc begin
31. Sun		

February 2016

1. Mon		Classes begin for Annual Courses
2. Tue		Class
3. Wed		Class
4. Thu		Class
5. Fri		Class
6. Sat		Class

7. Sun
8. Mon	Class
9. Tue	Class
10. Wed	Class/Last day to pay fees without fine for Feb. March. April
11. Thu	Class
12. Fri	Class
13. Sat	Class

14. Sun
15. Mon	Class
16. Tue	Class
17. Wed	Class
18. Thu	Class/Collection of Admit Cards for Examinations
19. Fri	Class
20. Sat	Class

21. Sun
22. Mon	Class
23. Tue	Class
24. Wed	Class
25. Thu	Class
26. Fri	Class
27. Sat	Class

28. Sun
29. Mon	Class/Fees to be cleared in March for May and June for Admit Card

March 2016

Tue	Class
Wed	Class
Thu	Class
Fri	Class
Sat	Class
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class
Fri	Class
Sat	Class
Sun	
Mon	Study Leave (SL) for University Exam for Annual Programmes/Life Orientation Programme (LOP) for Part III
Tue	SL for Annual Programmes/Class for Semester Programmes/LOP
Wed	SL/Class/LOP
Thu	SL/Class/Rehearsals for Graduation Day
Fri	Graduation Day
Sat	Farewell for Part III
Sun	
Mon	SL/Class
Tue	SL/ Class
Wed	SL/Class
Thu	*Holiday - Holi/Maundy Thursday*
Fri	*Holiday - Good Friday*
Sat	*Holiday - Holy Saturday*
Sun	*Easter Sunday*

Mon	SL/Class
Tue	SL/Class
Wed	SL/Class
Thu	SL/Class

April 2016

Fri	SL/Class
Sat	SL/Class
Sun	
Mon	UE likely to begin/Class for Semester Programme
Tue	UE/Class for Semester Programme
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class
Sun	
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	*Holiday - Birthday of Dr BR Ambedkar*
Fri	*Holiday - Bengali New Year*
Sat	UE/Class
Sun	
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class
Sun	
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class

May 2016

Sun	May Day
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class
Sun	
Mon	*Holiday - Birthday of Rabindranath Tagore*
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class

Sun		
Mon	UE/Class	
Tue	UE/Class	
Wed	UE/Class	
Thu	UE/Class	
Fri	UE/Class	
Sat	UE/Class	
Sun		
Mon	UE/Class	
Tue	UE/Class	
Wed	UE/Class	
Thu	UE/Class	
Fri	UE/Class	
Sat	UE/Class	
Sun		
Mon	UE/Class	
Tue	UE/Class	

Siliguri

June 2015

Mon	University Exam (UE)
Tue	UE
Wed	UE ends
Thu	
Fri	First Friday (FF) – Holy Mass for Christians/Observation of World Environment Day organised by NSS
Sat	Faculty Meeting
Sun	
Mon	Aptitude Test for B. Com./Interview
Tue	Aptitude Test for B. Com./Interview
Wed	Aptitude Test for BA/Interview
Thu	Aptitude Test for BA/ Interview/Collage Competition by BBA
Fri	Aptitude Test for B. Sc./BCA/BBA/Interview
Sat	
Sun	
Mon	Classes resume for Part II & III students – Orientation to Part II & III Students for new Academic Year 2015 – 2016 by each Department
Tue	Class
Wed	Class
Thu	Class
Fri	Class
Sat	Class/Faculty Meeting
Sun	
Mon	BBA/BCA Selection Test (ST)
Tue	BBA/BCA ST
Wed	BBA/BCA ST
Thu	BBA/BCA ST
Fri	BBA/BCA ST/Interview with Parents or Guardians – Contract Signing
Sat	BBA/BCA ST/Interview with Parents or Guardians – Contract Signing
Sun	
Mon	
Tue	Submission of Continuous Internal Assessment (CIA) Marks, Annual

Couse Plan & Unitisation Report (UR)

July 2015

Wed	Class/Inauguration/Prayer Session at DB Shrine/Common Orientation
Thu	Class/Common Orientation
Fri	Class/Departmental Orientation/FF - Holy Mass for Christians
Sat	Class/Departmental Orientation
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class/SCSC Foundation Day
Fri	Class
Sat	Class/Film screening by Film Club/Faculty Meeting
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class
Fri	Class
Sat	*Holiday - Id-Ul-Fitre*/Exchange Programme/Outreach
Sun	
Mon	Class
Tue	Class/Investors' Awareness by SCCA
Wed	Class
Thu	Class
Fri	Class/Faculty Meeting
Sat	Class/Freshers' Welcome for B. Com./BA/BSc
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class
Fri	Class/Submission of CIA Marks & UR

August 2015

Sat	Class/Exchange Programme - Education/Outreach
Sun	
Mon	Class
Tue	Class
Wed	Class/Arts Honours Qualifying Test
Thu	Class
Fri	Class/FF – Holy Mass for Christians
Sat	Class/Freshers' Welcome for SCAP
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class/CSA Departmental Seminar/Faculty Meeting
Fri	**Exsurge**
Sat	Independence Day/Bi-Centenary of B'Day of DB Celebrations/**Exsurge**

Sun	*Bosco Jayanti*
Mon	Class
Tue	Class
Wed	Class
Thu	Class
Fri	Class
Sat	Class/Exchange Programme of English/Psychology (Part II) Departments
Sun	
Mon	Class/Calibre
Tue	Class/Department Day of BBA/Calibre
Wed	Class
Thu	Class
Fri	Class/Faculty Meeting/Exchange Programme – Psychology (Part I)
Sat	International Sports Day organised by Dept. of Sports Management
Sun	
Mon	Class/XIII Research Scholars' Workshop/Submission of CIA Marks &
UR	

September 2015

Tue	Class
Wed	Class
Thu	Class
Fri	Class/Special Lecture for Department of Geography/FF – Holy Mass for Christians
Sat	*Holiday - Janmastami*/Teachers' Day
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class/Department Day - Psychology
Fri	Class/Industrial Visit – BBA/Mathematics Department Picnic
Sat	Class/Faculty Meeting/Exchange Programme/Outreach
Sun	
Mon	Class
Tue	Class/Departmental Seminar – Education Department/Department Day - Mass Com
Wed	Class
Thu	Class/Faculty Meeting
Fri	Class/Departmental Seminar/Mini Research – Commerce
Sat	Class/Departmental Seminar – Commerce/Film Appreciation Lecture
Sun	
Mon	Class/Industrial Visit - BCA
Tue	Class/Verzotto Memorial Lecture
Wed	Class
Thu	Class
Fri	*Holiday - Id-Uz-Zoha*
Sat	Class/Industrial/Media House Visit – Commerce/Mass Com Departmental Seminar - BBA
Sun	
Mon	Class/
Tue	Class/Commerce Quiz/Hay Fever: Autumn on My Mind (HFAMM) –

	English Department Fest
Wed	Class/Commerce Competition/Submission of CIA Marks & UR/ HFAMM – English Department Fest

October 2015

Thu	Class/HFAMM – English Department Fest
Fri	*Holiday - Gandhi Jayanti*
Sat	Class/Industrial Visit – Commerce
Sun	
Mon	Class/Technology Awareness Programme (TAP) – CSA
Tue	Class/TAP - CSA/Faculty Meeting
Wed	Class/TAP - CSA
Thu	Class/TAP - CSA
Fri	Class/TAP - CSA
Sat	Class/Industrial Visit – Commerce/Geography Department Day
Sun	
Mon	*Holiday - Mahalaya*
Tue	Class
Wed	**Innovision**
Thu	**Innovision**
Fri	**Innovision**
Sat	Evaluation of Innovision
Sun	
Mon	*Puja Holidays* (PH) begin
Tue	PH
Wed	PH
Thu	PH
Fri	PH
Sat	PH
Sun	
Mon	PH
Tue	PH/*B'Day of Fr Mathew Panapurayil*
Wed	PH
Thu	PH
Fri	Classes resume after PH/Faculty Meeting/Industrial Visit - Commerce
Sat	Semester Exam (SE) for Annual Courses and Semester Programmes /Submission of CIA Marks & UR

November 2015

Sun	
Mon	SE/Class
Tue	SE/Class
Wed	SE/Class
Thu	SE/Class
Fri	SE/Class
Sat	SE/Class
Sun	
Mon	SE/BBA/BCA Selection Test
Tue	SE/Peter Drucker Memorial Lecture - BBA
Wed	*Holiday - Deepawali*
Thu	*Holiday - Deepawali*
Fri	*Holiday - Bhai Dhuj*

Sat	Children's Day
Sun	
Mon	Class/Hits for Annual Sports begin/Faculty Meeting
Tue	Class
Wed	Class/Psychology Field Trip for Part III
Thu	Class/English Department Picnic/Departmental Study Tour – Political Science
Fri	Class/Departmental Study Tour – Political Science/ Media Workshop – Mass Com
Sat	Class/Departmental Study Tour – Political Science/Media Workshop – Mass Com/Departmental Study Tour – Geography
Sun	
Mon	Class/National Level Conference (NLC) – Science Departments
Tue	Class/NLC – Science Departments
Wed	*Holiday - Guru Nanak Jayanti*
Thu	Class
Fri	Class/Faculty Meeting
Sat	**College Annual Sports Day**
Sun	
Mon	Class/Submission of CIA Marks & UR

December 2015

Tue	Class/Observation of World AIDS Day - NSS
Wed	Class
Thu	Class
Fri	Class/FF – Holy Mass for Christians
Sat	Class
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class/National Seminar – BCA/BSc
Fri	Class/National Seminar – BCA/BSc/Faculty Meeting
Sat	Class/Faculty Picnic
Sun	
Mon	Class
Tue	Class
Wed	Class
Thu	Class
Fri	Class/Faculty Meeting
Sat	Class/Education/English Departments' Picnic
Sun	
Mon	Class/Mathematics Day/Christmas Gathering
Tue	*Christmas Holidays* (CH) begin
Wed	CH/Geography Study Tour (GST) begins
Thu	CH/*Christmas Eve*
Fri	CH/*Christmas Day*
Sat	CH/Psychology Study Tour (PST) begins
Sun	CH
Mon	CH
Tue	CH
Wed	CH/GST ends/PST ends
Thu	CH

January 2016

Fri	*New Year's Day 2016*
Sat	CH
Sun	
Mon	Classes resume/Mathematics Study Tour (MST) begins/Faculty Meeting/*B'Day of Fr (Dr) Mathew Pulingathil*
Tue	Class
Wed	Class/CSA Study Tour
Thu	Class/MST ends
Fri	Class
Sat	Class/Study Tour of SCAP
Sun	
Mon	Class/Study Tour – BBA starts
Tue	*Holiday - Birthday of Swami Vivekananda*
Wed	Class
Thu	Class
Fri	Class/Faculty Meetings
Sat	Selection Examinations - Honours (SE) for Annual Programmes Class for Semester Programmes
Sun	Study Tour – BBA ends
Mon	SE/Class
Tue	SE/Class
Wed	SE/Class
Thu	SE/Class
Fri	SE/Class
Sat	*Holiday - Birthday of Netaji*
Sun	
Mon	Class/Faculty Meeting/Political Science Department Day/Commerce Picnic
Tue	*Holiday - Republic Day*
Wed	Class
Thu	Class
Fri	Class
Sat	***Sangam*: The Confluence of Cultures (Ethnic Day)**/Submission of CIA Marks & UR
Sun	Feast of Don Bosco

February 2016

Mon	Class/SL/Internship for BBA
Tue	Class/SL
Wed	Class/SL
Thu	Class/SE for Elective Papers
Fri	Class/SE for Elective Papers/FF – Holy Mass for Christians
Sat	Class/SE for Elective Papers
Sun	
Mon	Class/SE for Elective Papers
Tue	Class/SE for Elective Papers
Wed	Class/SE for Elective Papers
Thu	Class
Fri	Class/Faculty Meeting
Sat	Declaration of Result in ERP/SCAP Picnic/English Department

Outreach Programme to *Jesu Ashram*

Sun NSS Annual Camp begins
Mon Class/Wall Mag – Psychology Department
Tue Class
Wed Class
Thu Class
Fri Class
Sat Class/NSS Annual Camp ends
Sun
Mon Class
Tue Class/Mock Parliament with SCS by Political Science Department
Wed Class
Thu Class/Faculty Meeting/Study Tour - Education
Fri Class/Trekking/Hiking/Study Tour - Education
Sat Class/Trekking/Hiking/National Science Day/Study Tour - Education
Sun
Mon Class/Submission of CIA Marks & UR

March 2016

Tue Class
Wed Class
Thu Class/Jamshedji Tata Memorial Lecture by BBA
Fri Class/FF – Holy Mass for Christians
Sat Class
Sun
Mon Class
Tue Class
Wed Class
Thu Class
Fri Class
Sat Class/Faculty Meeting/BBA Field Trip
Sun
Mon Study Leave (SL) for University Exam for Annual Programmes/Life
  Orientation Programme (LOP) for Part III
Tue SL for Annual Programmes/Class for Semester Programmes/LOP
Wed SL/Class/LOP
Thu SL/Class/Rehearsals for Graduation Day
Fri Graduation Day
Sat Farewell for Part III
Sun
Mon SL/Class
Tue SL/ Class
Wed SL/Class
Thu *Holiday - Holi/Maundy Thursday*
Fri *Holiday - Good Friday*
Sat *Holiday - Holy Saturday*
Sun *Easter Sunday*
Mon SL/Class/Faculty Meeting
Tue SL/Class
Wed SL/Class
Thu SL/Class/Submission of CIA Marks & UR

April 2016

Fri	SL/Class/FF – Holy Mass for Christians
Sat	SL/Class
Sun	
Mon	UE likely to begin/Class for Semester Programme
Tue	UE/Class for Semester Programme
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class/Faculty Meeting
Sun	
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	*Holiday - Birthday of Dr BR Ambedkar*
Fri	*Holiday - Bengali New Year*
Sat	UE/Class
Sun	
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class/Faculty Meeting
Sun	
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class/Submission of UR

May 2016

Sun	May Day/*B'Day of Fr (Prof) George Thadathil*
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class/FF – Holy Mass for Christians
Sat	UE/Class
Sun	
Mon	*Holiday - Birthday of Rabindranath Tagore*
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class
Sat	UE/Class/Faculty Meeting
Sun	
Mon	UE/Class
Tue	UE/Class
Wed	UE/Class
Thu	UE/Class
Fri	UE/Class

Sat   UE/Class
Sun
Mon   UE/Class
Tue   UE/Class
Wed   UE/Class
Thu   UE/Class
Fri   UE/Class
Sat   UE/Class/Faculty Meeting
Sun
Mon   UE/Class
Tue   UE/Class/Submission of Course Plan & UR

Annexure II

SWOT ANALYSIS

Strength

- Discipline
- International Brand
- Good will of the institution
- Good infrastructural facilities
- Trained and experienced faculty (number increasing)
- 360 degree internal assessment system
- Introduction of new courses and new labs

Weakness / Challenges

- Retention of faculty
- Obsolete syllabus
- NBU controlled mailing system
- Lack of transparency in examination and evaluation under NBU
- Lack of systematic and scientific evaluation system

Opportunities

- Growing college
- Gateway to NE and SAARC
- Innovative courses& additional subjects to make up for obsolete syllabus
- Student-teacher ratio improving
- Professional teachers for specific courses (TTM-COP, MIL) being added
- Standard Operating Procedure being set in place for students.
- Mass Comm. Lab opens doors to new courses like film studies,

Threats

- Need to diversify in traditional courses.

- Lack of leaves (taken by student at times of exam)
- Retests.
- Delayed work on new infrastructure affecting growth & development of departments.
- Low turnout in B.Sc. Courses.

MODULE – II: INFRASTRUCTURE

1. SECURITY

Strengths:
- CCTV
- Teachers and Fathers as eye keepers

Weakness

- Growing campus therefore need for more guards in future

Opportunities

- Both male & Female guard
- Rising boundary walls
- Entry registers for outsiders
- Security control room with observers
- Help line numbers posted on walls
- Lockers for students in the corridors.
- Regular fire drills for staffs and students

Threats

- Earthquakes
- Fires
- Unfit drinking water according to WHO standards

2. LIBRARY AND INFORMATION

Strengths:
- Existing library and E-blis software
- Access to Sage and inflibnet

Weaknesses

- Location
- Closed shelves
- No computers
- No opportunity to browse online
- No digital library
- Only one librarian
- Inadequate space for enrolled student ratio

Opportunities

- Reading rooms adjacent to library

- Barcoded id cards for faculties
- Cloud campus
- Special arrangements for PG students
- Digital libraries

Threats

- (Blocking) social networking sites

SPORTS AND GAMES

Strengths
- College ground with Stadium
- Volley Ball Court, Basketball court& Badminton Court

Weaknesses

- Poor indoor game facilities

Opportunities

- As per the plan
- Swimming pool
- Gymnasium
- Scholarships should be made available to attract good sports persons.

Threats

- Uneven ground
- Low interest in sports among students.

3. DEPARTMENTS AND CLASSROOMS

Strengths
- Maths and comp sc have individual departmental rooms

Weaknesses

- No other department have individual rooms
- Low number of faculty (ideal is 1:20, according to UGC)

Opportunities

- Dedicated Departmental library
- Dedicated Departmental rooms
- Dedicated departmental classrooms for every batch.
- Dedicated departmental labs with adequate instruments and Dedicated lab assistants
- Dedicated Departmental computers

- OHP projectors

Threats

- Burden on the existing faculty members

4. INFORMATION TECHNOLOGY (IT)

Strengths
- Existing DBMS
- Biometric and computerized students record system
- Cloud Database

Weaknesses

- No server room
- No system administrator
- No lab assistant
- Available internet connection is unstable and weak.

Opportunities

- To deal with weaknesses

5. MISCELLANEOUS REQUIREMENTS

- Guest houses
- Infirmary with doctor with paramedics
- 24 X 7 library access
- Dining rooms – separate one for teachers
- Intercom
- Yoga and Meditation centre with zen garden and koi-pond.
- Recycle plants.

MODULE III

1. ROLE OF ALUMNI, PARENTS ETC (AS A SUPPORT SYSTEM)

Strength:

1. As the college is in its infant stage, the active participation in future is expected.
2. The growing number of students will always add good number of member in the Alumni and their work would be expected to be quite appreciable.

Weakness:

1. To some extent, the lack of interest in conducting regular meetings is observed.
2. The alumni- activity also has to inculcate the values of life among members.

Opportunities:

1. The Alumni can contribute in the form of knowledge, suggestion, financial assistance etc.

2. There are ample opportunities on their part to heighten the institute in the coming years.

2. WASTE MANAGEMENT, PAPER RECYCLE PLANT:

Strength:

1. The college campus is having a serene and clean environment.
2. Constant vigil towards maintaining the eco-friendly environment will help developing healthy atmosphere.

Weakness:

1. Improper disposal of waste may cause health hazards.

Opportunities:

1. Eco-friendly and clean environment will upgrade health standards.

Threats

1. Waste dumping grounds
2. Pigs

3. CANTEEN (QUALITY AND WASTE MANAGEMENT)

Strength:

1. Two canteens (veg & non-veg) are parallelly running in the campus.

Weakness:

1. The quality and variety of foods are to be upgraded.
2. Reasonable price is to be charged for the students and the staff.

Opportunities:

1. The management can provide the subsidized food to staff.
2. Canteen Coordinator / Internal Inspection of canteens.

Threats:

1. Strict monitoring is required to maintain the standard of the food and the items available.

4. GREEN CAMPUS

Strength:

1. The campus is attractive and green.
2. Appropriate plantation of selected variety of plants may make the campus greener.

Weakness:

1. Water Blockage

2. Rooms get heated during summers

Opportunities:

1. To maintain an eco- friendly environment.

Threats:

1. Flies & Mosquitos
2. Gutkha, pan & tobacco chewing habits

5. OUTREACH PROGRAMMES:

Strength:

1. Outreach programmes, with a sharply defined focus, were undertaken time to time by the college.
2. Such awareness programmes contribute to the development of the society.

Weakness:

1. Lack of trained animators, social worker & health care professionals in the campus

Opportunities:

1. To bridge the gap between the institution and the society.

6. INVOLVEMENT OF SOCIAL WORK DEPT AND NSS.

Strength:

1. In the past the college arranged Blood –Donation Camps, Cleft Lips Operations, Free Eye Screening Campaign, College cleaning Campaign etc with the active support of NSS Volunteers.
2. Awareness through the NSS Volunteers in the society can bring about necessary changes.
3. Plantation.

Weakness:

1. Involvement of the NSS volunteers is to be ensured.
2. Moral values/values of life are to be inculcated among the volunteers.

Opportunities:

1. Better society can be expected with the social values in mind.

Threats:

1. Hampered in studies

MODULE - IV: ORGANIZATION AND TALENT MANAGEMENT

1. ORGANIZATIONAL STRUCTURE & DELEGATION OF AUTHORITY (RESPONSIBILITY & ACCOUNTABILITY)

Strengths:
- Well structured, Hierarchical pattern

Opportunities:
- De-centralized decision making[departmental autonomy] for all department related activities to improve efficiency
- Transparent delegation system and clear job profiles for HoDs,Campus Coordinator, Registrar/Jt. Registrar, etc.

Threats:
- Centralized decision making may lead to slow decision making & dissemination of information.

2. HR POLICIES (JOB DESCRIPTION, JOB SPECIFICATION), TALENT ACQUISITION.

Strengths:
- Governing Body to run the college.
- Recruitment strategy well structured.
- Employee commitment.
- Turnover rate low.

Weakness:
- HR Policies not specific in some cases.
- Multiple roles of teachers & non-teaching employees.
- Absence of Job Security & Social Security.
- Promotion policy not clear.

Opportunities:
- Teacher's representative in Governing body may be elected based on eligibility.
- Job Titles[Non-teaching] to be created- C.O.E & Office, Finance Officer, Registrar, Student Welfare Officer, P.R.O. ,Publication Dept. & Admissions Officer, H.R. Manager.
- Competitive pay packages to retain the best in the business.
- Infrastructural Provisions for teachers can be improved.
- Entry level criteria and future guidelines can be well framed.

Threats:
- Multiple roles of employees leads to lack of clarity in role and confusion.
- Absence of need based appointment leads to sometimes over utilization and under utilization of capacity.
- Job specification needs to be proper to improve productivity.
- Dearness Allowance & L.T.A. to be adjusted to the cost of living.

3. Appraisal, Retention, Exit Interview & Staff Welfare

Strengths:

- 360 Degree appraisal process in place.
- Research activities in place.

Opportunities:

- Introduction of Productivity Linked Pay [PLP].
- Neutral, Independent& formal Exit Interview procedure to be established.
- Research activities or paper presentations by teaching staff, to be encouraged.

Threats:

- Turnover rate & attrition rate growing.
- Workplace productivity not improving due to lack of motivation.

MODULE 5: QUALITY CONTROL AND PROCEDURES

Strengths

- Continuous Internal Evaluation, Student Profile Mapping, Gender Policy, Personnel Policy.

- CPE Status 2nd Cycle, clear SOPs, ERP

- IQAC is in place

- For the faculty, there also exists an internal peer review system; student evaluation (360 degree)

Challenges

- Trimester system is to be introduced, when autonomous status is achieved.

- Under the trimester system 85% of attendance for students is mandatory.

- The College can think of the introduction of Student's Right Policy, incorporating the appropriate elements from the existing Child Right and Human Right policies can be introduced.

- A Screening Committee can be setup for the selection of faculty members. (Partially in place)

Opportunities

Merit award of the year should be announced depending not only on the academic output but also co-curricular activities should form part of the evaluation system.

A parallel Salesian College Diploma acknowledging the co-curricular activities can be instituted for the students along with the normal graduation degrees.

Electronic identity cards could be introduced for the students. To encourage the students, a provision for the student of the month can be introduced, and the same can be presented in the Salesian College Website.

The students are to be introduced to the moral ethical and values, in general, and to that of the Salesians and that of Don Bosco are to be made mandatory for the students.

There should be a student login at the college website and they can access the resources according to their departments. Their parents also will be able to access the online portal, and will be able to see the details of their students.

Notification and teaching resources, tools and modules can be uploaded on the website.

A full-fledged psychological Counselling Centre can be opened at the college premises.

A Gender Sensitizing Committee (GSC) should be formed according to the guidelines of the UGC and the Vishaka guidelines of the Supreme Court of India.

The College will have the holidays as per the rules of the State and management.

A Staff-Student's Centre can be formed.

There is also a need for a photocopying and stationary centre in the campus.

Student of the Month

Uploading resources on the web by faculty.

MAINTENANCE OF THE CAMPUS:

A need to create a swimming pool and/or water body in the campus

A Special Medical/Health Centre can be created for emergency purpose.

Threats

Intrusion of outside elements: online and offline.

Annexure III

Best Practices:

Practice #1

Title – *Administrative empowerment*

Objective – The college aims to improve efficiency of the administrative staff by introducing administrative empowerment

Context – The number of students in the college has increased over time but the number of administrative staff did not increase proportionately. For effective functioning of the college it was necessary to empower the administrative staff to handle the extra workload effectively.

Practice – The college has taken a number of steps for administrative empowerment.

- Train the administrative staff to effectively use software
- Install advanced software solution for administrative automation
- Create administrative calendar at the beginning of each session
- Create verbal and non-verbal training schedule for the administrative staff
- Introduce administrative benefit such as arranging food if they work for extra hours at workplace

Evidence of Success –

Today, with limited administrative resources, we are able to handle additional workload for increased number of students effectively.

Resources Required –

No resources required except extra time involvement from our faculties.

Problems encountered – There was general resistance to change although it was taken care of later.

Practice #2

Title – *Timely communication*

Objective – Communicate in time to avoid problems, based on the philosophy a stitch in time saves nine

Context – The college has observed the root cause of many administrative issues is lack of timely communication at all levels – faculties, administrative staff and students. Te college has taken steps for timely communication to prevent similar issues in future.

Practice – The college has taken a number of steps for timely communication such as

- Communicate messages through bulk email and bulk sms
- Analyze data to predict about potential problems (such as students who might fall short of required attendance) and inform them in advance
- Communicate action plans to administrative staff so that they could identify wit the goals and accordingly align their personal work in line with the professional requirements

Evidence of Success – It has been observed that many issues encountered earlier were sorted out after the process of timely communication was put in place.

Resources Required – Financial resources required.

Problems encountered – None.