SALESIAN COLLEGE SONADA AND SILIGURI

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The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2013-2014

Part – A

1. Details of the Institution

1.1 Name of the Institution	**SALESIAN COLLEGE**
1.2 Address Line 1	**SONADA P.O. 734209, DT. DARJEELING, WEST BENGAL**
Address Line 2	**SALESIAN COLLEGE SILIGURI CAMPUS,**
City/Town	**DARJEELING & SILIGURI**
State	**WEST BENGAL**
Pin Code	**734209**
Institution e-mail address	**principal@salesiancollege.in**
Contact Nos.	**+91 9434045539**
Name of the Head of the Institution:	**Fr. (Dr.) 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:

> **www.salesiancollege.in/salesian AQAR (2013-14)**

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**
>
> **22.03.2012 (Reconstituted)**

1.8 AQAR for the year

> **2013-2014**

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

i. AQAR 2012-2013 Submitted to NAAC on 08.02.2013

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, MBA

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	**1**
2.3 No. of students	**1**
2.4 No. of Management representatives	**5**
2.5 No. of Alumni	**3**
2. 6 No. of any other stakeholder and community representatives	**2**
2.7 No. of Employers/ Industrialists	**NIL**

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 20 |

2.10 No. of IQAC meetings held | 2 |

2.11 No. of meetings with various stakeholders: No. | 3 | Faculty | 1 |

          Non-Teaching Staff Students | 1 | Alumni | 1 | Others | |

2.12 Has IQAC received any funding from UGC during the year?   Yes | ✓ | No | |

          If yes, mention the amount | 75,000 |

2.13 Seminars and Conferences (only quality related)

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

          Total Nos. | | International | | National | | State | | Institution Level | 2 |

     (ii) Themes | SPRD |

2.14 Significant Activities and contributions made by IQAC

- **Initiatives towards Strategic Planning;**

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

- **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**

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
Infrastructure Additions Departmental Increments	**Inauguration of the New Wing in Sonada** **Purchase of Books and Equipments** **Infrastructural development by adding 8 lecture Halls (Siliguri campus) campus beautification by construction of entrance drive way**

	• **Purchase of college bus for both the campuses**

Academic Calendar of the year 2013-14 (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	**1 (MBA)**			
UG	**14+5=19**	**Psychology, Political Science, Mathematics (Honours)**	**BBA and BCA (Sonada Campus)**	**3**
PG Diploma		-	-	-
Advanced Diploma	**5**	-	-	-
Diploma	**5**	-	-	-
Certificate	**5**			**Sports Management (1)**
Others	-	-	-	-
Total	**34**	**3**	**2**	**6**

Interdisciplinary	**Cultural**			
Innovative		**Skill training**		

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

Pattern	Number of programmes

Semester	2
Trimester	1
Annual	11

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

   Mode of feedback   :   Online ☑   Manual ☑   Co-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. Department of English & Commerce proposed the concerned Department in the University to update/revise the syllabus and syllabus of the Department of English has been revised with effect from academic session 2014 – 2015 after the intervention of the said Department of Salesian College.**

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

> **Dept. of Political Science(Honours Siliguri) Dept. of Management (Sonada), Psychology Honours Programme, Sports Management.**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27+23=50	**27+25=52**	-	**3**	-

11z

2.2 No. of permanent faculty with Ph.D.

4+3=7

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
13+5= 18	**0**	-	-	**0**	-	-	-	**0**	**0**

2.4 No. of Guest and Visiting faculty and Temporary faculty   **3+2=5**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	-	-
Presented papers	**6**	**29**	**7+10**
Resource Persons	-	-	

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, 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 and cooperative learning methods have been introduced from session 2013-14.**

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

237

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 500 students or so

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

-	3	3

2.10 Average percentage of attendance of students

75

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	**15+(15)=30**	**15+(8)=23**	-	7		2	
English Honours	**45+(43)= 88**	**42+(40)=82**			(40)		
Geography Honours	**16**	**7**					
Education Honours	**15+(14)=29**	**11+(14)=25**		(4)			
B. Com. General	**53**	**42**	-		6		
Accountancy Honours	**107**	**93**	-	5	17	-	
Management Honours	**27**	**17**	-	2	3	-	
B. Sc. Computer Science	**12**	**9**	-	-	1		
History Honours	**8**	**7**			(7)		

BBA	**10**	**5**				**5**	100%
BCA	**5**	**5**	-	-		**5**	100%
Travel & Tourism Management	Certificate = 31 Diploma= 22	24 10	-	-	24 10	-	77% 45%
Communicative English	Certificate= 13 Diploma= 5	7 2	-	-	7 2	-	59% 40%
Computer Aplication	Certificate= 4 Diploma= **4**	4 4	-	-	4 4	-	100% 100%
Music	Certificate= 14 Diploma=7 Adv. Diploma= 2	14 7 2	-	-	14 7 2	-	100% 100% 100%

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**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**20**
UGC – Faculty Improvement Programme	**-**
HRD programmes	**-**
Orientation programmes	**30**
Faculty exchange programme	**10**
Staff training conducted by the university	**2**
Staff training conducted by other institutions	**1**
Summer / Winter schools, Workshops, etc.	**2**
Others	**20 (FDP)**

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	**4+3**	**0**	**0**	1
Technical Staff	**1+1**	**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 which oversees the publication of the Salesian Journal of Humanities and social Sciences". It monitors the Research Scholars Workshops, organizes Research Seminars and presently supervising an ICSSR project on 'Low Enrolment of Tribal students in Higher Education in Dooars'

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**1**			
Outlay in Rupees Lakhs	**8,00,000**			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rupees Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals		**8**	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	**1**	**3**	

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				
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.   **3**   Chapters in Edited Books   **1**

ii) Without ISBN No.

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   **Nil**   CPE   DBT Star Scheme   **Nil**

INSPIRE   **Nil**   CE   Any Other (specify)   **Nil**

3.10 Revenue generated through consultancy   **NIL**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**1**	**2+1=3**			
Sponsoring agencies	**IUS, Rome/DBHE**	**UGC, ICPR**			

3.12 No. of faculty served as experts, chairpersons or resource persons   **3**

3.13 No. of collaborations

International   **1**   National   **2**   Any other   **Nil**

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

3.15 Total budget for research for current year in lakhs :

From Funding agency   **N.A.**   From Management of University/College   **Nil**

Total   **Nil**

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
-	2	1	-	-	-	-

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

Nil

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

JRF | 1 | SRF | Nil | Project Fellows | 1 | Any other | Nil |

3.21 No. of students Participated in NSS events

University level | 44 | State level | Nil |

National level | Nil | International level | Nil |

3.22 No. of students participated in NCC events:

University level | Nil | State level | Nil |

National level | 44 | International level | Nil |

3.23 No. of Awards won in NSS:

University level | 1 | State level | Nil |

National level | Nil | International level | Nil |

3.24 No. of Awards won in NCC:

Nil

University level | Nil | State level

National level | Nil | International level | Nil |

3.25 No. of Extension activities organized

University forum [-]   College forum [10]

NCC [-]   NSS [7]   Any other [1]

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

Social Outreach Programme –Free eye screening camp, free cleft lips operation, Blood Donation Camps, Nutrition Programme, Distribution of Educational Materials and Prosthesis, community development programme,sports and cultural activities.

Cultural Events: Sports Days, Cultural Exhibition Days.

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 m^2 2150 m^2	2150 m^2	From Founder Body & various donations	10050 m^2
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)		(1,10,000/-)	From Founder Body & various donations	
Others			From Founder Body & various	

					donations	

4.2 Computerization of administration and library

> **New Books have been bought for the Political Science, Psychology, Sociology, BCA and BBA Departments.**
> **The library software (EBLIS) has been updated from linux to windows system. 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 Siliguri Campus is 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.**

4.3 Library services:

Items	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	(4572+1393) (58+400)	391663	3238+91	137198+16811	1484	408474 (141753)
e-Books	32	130320	56	11433	456	
Journals & Periodicals	18+39 (2)				18 2	24385 500+56412
e-Journals	10	29205	28	27207	10+67	100050
Digital Database	01		4	10050	12	
CD & Video	200+83	3200	32	donations	232	3200
Others (specify)	5 magazine 5 newspapers (6 encyclopaedia)	6000	6	1800	12	24000

4.4 Technology up gradation (overall)

Items	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	70+80	3+5	Bsnl+7	3+5	3+5	1+3	6	-
Added	1(serves)+40	1	Sinet+2	1	1	1	1	-
Total	71+120	3+6	9	3+6	3+6	1+4	7	-

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.

4.6. Amount spent on maintenance in lakhs :

i) ICT

> **Software maintenance=Rs. 90,000+ERP (1.5,00,000)+CCTV(1.20,00,000)**

ii) Campus Infrastructure and facilities

> **62,44,326 (GIRLS HOSTEL) AV hall furnishings = Rs. 2,50,000/-**
> **Auditorium chairs = Rs. 3,50,000/-**

iii) Equipments

> (**488024) Office furnishings+ Rs. 10, 9,000/-**
> **AV hall sound system= Rs. 50,000/-**

iv) Others

> **4 carrom boards= Rs. 24,000/-**
> **2 Table tennis boards= Rs. 40,000/- Greenboards= Rs. 90000/-**
>
> **Basket ball court= Rs. 60,000**

Total:

> **Rs. 7079228.7**

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**
>
> - **Suggestions have been sought and implemented; for eg, appointment of full time sports faculty for coaching as well as sports management.**

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.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
327+620=447	**3**	**Nil**	**Nil**

(b) No. of students outside the state   **10+ 25= 35**

(c) No. of international students   **4+ 5= 9**

Men

No	%
151+270=421	

No	%
173+160=333	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
599	**48**	**238**	**68**	**1**	**954**	**242+91 =333**	**12+23= 35**	**51+143= 194**	**19+38 =57**	**1**	**620**

Demand ratio :   Dropout % **:**

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

> **CA Coaching provided for CA aspirants of Siliguri Campus.**
> **Information on the availability of such coaching by CICAC, Darjeeling made known to students.**
> **Information from the centres in town that provide such services are made known to the students. Banking, medical, defence service sector opportunities were open to the students.**

No. of students beneficiaries   **150**

5.5 No. of students qualified in these examinations : **College has no search mechanism.**

NET **Nil**   SET/SLET **Nil**   GATE **Nil**   CAT **Nil**

IAS/IPS etc **Nil**   State PSC **Nil**   UPSC **Nil**   Others **Nil**

5.6 Details of student counselling and career guidance

The teaching staff on the campus do avail their time for timely guidance to needy students. Staff make themselves available on campus for the mentoring and guidance of students in need of Counselling.

The Hospitality Industry and Travel and Tourism agencies 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. The foreign national students (Bhutanese) all get immediate placement in industry or government on completion of their course.

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 in fractural 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.

No. of students benefitted   **250**

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**	**NIL**

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:
- How far are they safe today (taking various cases where women face difficulties in male-oriented society)?
- Self Defence workshop(2 days) for female students.
- female students participated in an event called "one billion rising" which happened in City center.

5.9 Students Activities

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

State/ University level | 55+ | National level | - | International level | |

No. of students participated in cultural events

State/ University level | - | National level | - | International level | - |

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

Sports : State/ University level | 2 | 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	**136+10=146**	**610345**
Financial support from government	**15+54=69**	**31,500**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [**1**]   National level [**Nil**]   International level [**Nil**]

Exhibition: State/ University level [**1**]   National level [**Nil**]   International level [**Nil**]

5.12   No. of social initiatives undertaken by the students   [**6**]

5.13 Major grievances of students (if any) redressed:

> **Separate Non-veg canteen for Non-vegetarian students has been implemented as per student's request.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Salesian College endeavours to be recognized nationally and internationally as (1) a model in the preparation of leaders in education, the arts and self-management; (2) a transformational force in advancing the scholarship of humanities and social sciences; and (3) an unyielding champion of access, excellence, service, equity, justice, student engagement, accountability, citizenship, and collaboration. We Emphasize life-oriented and value-based teaching and nurture a culture of solidarity. The educators and the educated join hands to mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more humane social order within the context of the nation's plurality of religions and diversity of cultures. The motto of the college is representative of the desire of Staff and Students to strive for genuine excellence whereby each one becomes: *A flame that enlightens and enlivens*.
> 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.**
> **The institution has also purchased a cloud based ERP platform for MIS rom e-paathsala.**

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

   6.3.1   Curriculum Development

> **The College has taken up to formulate and construct new syllabus for Sports Management which is recognized by UGC and affiliating University. The various departments of our College are instrumental in revising the Syllabus of the affiliating University from time to time.**

   6.3.2   Teaching and Learning

> **Information and communication technology enabled classes are encouraged to meet the new challenges of teaching and class room management by our college faculty. Field trips, project works, internships etc. are frequently organized to make the learning more participatory for our students.**

   6.3.3   Examination and Evaluation

> **Continuous internal evaluation and weightage to formative evaluation were introduced and implemented in the academic year 2013-14.**

   6.3.4   Research and Development

> **Members of the faculty and students are actively engaged in action researches and major academic researches.**

   6.3.5   Library, ICT and physical infrastructure / instrumentation

> **i)   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 Conditioner were extended in the aforesaid academic year.**
> **ii)   (three classrooms equipped for ICT**

   6.3.6   Human Resource Management

> **College introduced Personnel Policy as HR Policy of the college to facilitate the smooth management of the Human Resources.**

   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, teaching and non-teaching faculty were recruited in academic year 2013-14 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, college office, and in Banks.

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. 20,00,000**

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

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

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.

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

The University has given its tacit consent to apply 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 Independence day programme for the neighbouring schools and clubs. This is a regular feature. It organized a blood donation camp and participated 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 faculties every year in the month of July to seek information about the student's progress.

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.

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.

Biometric system of Attendance Computerization of Attendance records of students New infrastructure for greater sense of the campus. The Inter-College Fest called Innovision 14 in February 2014.

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 Moodle Modules**
- **Computerisation of Attendance Data**
- **Audio Visual Classroom Facilities enhanced**.

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

- **Social Outreach Programmes in the Communities where the College is located.**
- **ICT enabled teaching resources and modules generated by the faculty**

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)

> **The growing interest among the student population seeking admission for participation in co-curricular activities Increasing applications for the courses offered on camps. The completion of campus infrastructures on main campus**

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

> **The College plans to introduce PG courses in English, Psychology, Education, Mass Communication and Philosophy 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. New courses like Physics (with Physics Lab) and BSW are going to be introduced in next academic year.**

Name _____   *Name _____*

_____   _____

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

_____***_____

Annexure I

JUNE 2013

01 Sat	: Holiday
02 Sun	:
03 Mon	: Holiday
04 Tue	: Holiday
05 Wed	: Holiday
06 Thu	: Holiday
07 Fri	: Holiday
08 Sat	: Holiday
09 Sun	:
10 Mon	: Holiday
11 Tue	: Aptitude test for the new 1st Year Students
12 Wed	: Holiday/Interview for Humanities students
13 Thu	: Holiday /Interview for Humanities students
14 Fri	: Holiday/Interview for Humanities students
15 Sat	: Holiday/Interview/B'Day of Sir Amit Ghosh Roy
16 Sun	:
17 Mon	: Holiday/Aptitude Test for the new 1st year students
18 Tue	: Holiday/Publication of the 1st list of students
19 Wed	: Holiday/Interview for B.Com Students
20 Thu	: Holiday/Interview for B.Com Students
21 Fri	: Holiday/Interview for B.Com Students
22 Sat	: Holiday/Interview for BBA Students/Staff Meeting
23 Sun	:
24 Mon	: Classes resume for 2nd & 3rd Year Students – attendance compulsory (preparations for Freshers' Welcome)
25 Tue	: Class
26 Wed	: Class
27 Thu	: Class/Staff Meeting
28 Fri	: Class/ New Students are to gather in the Hall
29 Sat	: Class/PTSA Meeting at 10.00 am

30 Sun :

JULY 2013

01 Mon : Inauguration of the New Academic Session 2013-2014 –

Inaugural Eucharist presided over by Fr. Rector

02 Tue : Class/Orientation for Freshers

03 Wed : Class/GA/Orientation

04 Thu : Class/Orientation

05 Fri : Class/Orientation

06 Sat : Freshers' Welcome by the 2nd & the 3rd Year students

07 Sun :

08 Mon : Class

09 Tue : Class

10 Wed : Class/GA

11 Thu : Class

12 Fri : Class

13 Sat : Class

14 Sun :

15 Mon : Class

16 Tue : Class

17 Wed : Class/GA

18 Thu : Class

19 Fri : Class/Student Council

20 Sat : Class/Staff Meeting

21 Sun :

22 Mon : Class

23 Tue : Class

24 Wed : Class/GA

25 Thu : Class/Monthly Test

26 Fri : Class/Monthly Test

27 Sat : Class/Monthly Test

28 Sun :

29 Mon   : Class/Monthly Test

30 Tue   : Class/Monthly Test

31 Wed   : Class/Monthly Test/GA

AUGUST 2013

01 Thu   : Class

02 Fri   : Class

03 Sat   : Class

04 Sun   :

05 Mon   : Class

06 Tue   : Class

07 Wed   : Class/GA

08 Thu   : Class

09 Fri   : **Holiday: Id-Ul-Fiter**

10 Sat   : Class

11 Sun   :

12 Mon   : Class

13 Tue   : Class

14 Wed   : Class/GA– *Preparations for Independence Day*

15 Thu   : **Independence Day Celebrations**

16 Fri   : **BOSCO JAYANTI –** *Folk Dance Competition*

17 Sat   : Class

18 Sun   :

19 Mon   : Class

20 Tue   : Class

21 Wed   : Class/GA

22 Thu   : Class

23 Fri   : Class

24 Sat   : Class

25 Sun   :

26 Mon   : Class/Monthly Test

27 Tue	: Class/Monthly Test
28 Wed	: **Holiday: Janmasthami**
29 Thu	: Class/Monthly Test
30 Fri	: Class/Monthly Test
31 Sat	: Class/Monthly Test

SEPTEMBER 2013

01 Sun	:
02 Mon	: Class
03 Tue	: Class
04 Wed	: Class/GA
05 Thu	: Class
06 Fri	: Class
07 Sat	: Class
08 Sun	:
09 Mon	: Class
10 Tue	: Class
11 Wed	: Class/GA
12 Thu	: Class
13 Fri	: Class
14 Sat	: Class
15 Sun	:
16 Mon	: Class
17 Tue	: Class
18 Wed	: Class/GA
19 Thu	: Class
20 Fri	: Class
21 Sat	: Class
22 Sun	:
23 Mon	: Class
24 Tue	: Class
25 Wed	: Class/GA

26 Thu   : Class/Monthly Test

27 Fri   : Class/Monthly Test

28 Sat   : Class/Monthly Test

29 Sun   :

30 Mon   : Class/Monthly Test

OCTOBER 2013

01 Tue   : Class/Monthly Test

02 Wed   : **Gandhi Jayanti**

03 Thu   : Class/Monthly Test

04 Fri   : **MAHALAYA**

05 Sat   : Class – *Publication of Results*

06 Sun   :

07 Mon   : **Puja Vacations begin**

08 Tue   : Holiday

09 Wed   : Holiday

10 Thu   : Holiday

11 Fri   : Holiday

12 Sat   : Holiday

13 Sun   :

14 Mon   : Holiday

15 Tue   : Holiday

16 Wed   : Holiday

17 Thu   : Holiday

18 Fri   : Holiday

19 Sat   : Holiday

20 Sun   :

21 Mon   : <u>**Classes resume**</u> (attendance compulsory)

22 Tue   : Class

23 Wed   : Class/GA

24 Thu   : Class

25 Fri   : Class

26 Sat	: Class
27 Sun	:
28 Mon	: Class
29 Tue	: Class
30 Wed	: Class/GA
31Thu	: Class – SE for MIL & Comp. English

NOVEMBER 2013

01 Fri	: Dhanteras – Study leave for Semester Exams start
02 Sat	: Kalipuja/SL
03 Sun	:
04 Mon	: **SL for Semester Exams**
05 Tue	: SL
06 Wed	: SL
07 Thu	: SL
08 Fri	: SL
09 Sat	: SL - Chat Puja
10 Sun	:
11 Mon	: SL
12 Tue	: SL
13 Wed	: **Semester Exam start**
14 Thu	: SL - Muharrum
15 Fri	: SE
16 Sat	: SE
17 Sun	:
18 Mon	: SE
19 Tue	: SE
20 Wed	: SE
21 Thu	: SE
22 Fri	: SE
23 Sat	: Conclusion of the SE - Film
24 Sun	:
25 Mon	: Class - **2nd Semester starts**

26 Tue   : Class

27 Wed   : Class/GA

28 Thu   : Class

29 Fri   : Class

30 Sat   : Class

DECEMBER 2013

01 Sun   :

02 Mon   : Class

03 Tue   : Class

04 Wed   : Class/GA

05 Thu   : Class

06 Fri   : Class

07 Sat   : Class –Singing competition

08 Sun   :

09 Mon   : Class

10 Tue   : Class

11 Wed   : Class/GA

12 Thu   : Class/ Semester Exams for COP Theory

13 Fri   : Class/COP Exams

14 Sat   : Class/COP Exams (practical)

15 Sun   :

16 Mon   : Class

17 Tue   : Class

18 Wed   : Class

19Thu   : Class

20 Fri   : Class

21 Sat   : Class – Christmas gathering

22 Sun   :

23 Mon   : Christmas vacations begin

24 Tue   : Holiday

25 Wed   : **CHRISTMAS**

26 Thu   : Holiday

27 Fri   : Holiday

28 Sat   : Holiday

29 Sun   :

30 Mon   : Holiday

31 Tue   : Holiday – Last of the Year

JANUARY 2014

01 Wed   : **New Year's Day**

02 Thu   : Holiday

03 Fri   : Holiday

04 Sat   : Holiday

05 Sun   :

06 Mon   : Classes resume after Winter Vacation

07 Tue   : Class

08 Wed   : Class/GA

09 Thu   : Class

10 Fri   : Class

11 Sat   : Class

12 Sun   :

13 Mon   : Class

14 Tue   : Class

15 Wed   : Class/GA

16 Thu   : Class

17 Fri   : Class

18 Sat   : Class

19 Sun   :

20 Mon   : Class

21 Tue   : Class

22 Wed   : Class/GA

23 Thu   : **Netaji's Birthday**

24 Fri   : Class

25 Sat	: Class – College Week Starts
26 Sun	: **Republic Day**
27 Mon	: Class - College Week
28 Tue	: Class – College Week
29 Wed	: Class – College Week
30 Thu	: **COLLEGE DAY** - <u>Don Bosco's Feast</u> - PTSA Meeting – **Graduation Day for C.III**
31 Fri	: **Don Bosco's Feast** – SL for MIL & Comp. Eng.

FEBRUARY 2014

01 Sat	: **ST for MIL and Comp. English**
02 Sun	:
03 Mon	: **SL for Selection Test** – *Faculty Development program*
04 Tue	: SL/*Faculty development program*
05 Wed	: SL/**Faculty Picnic**
06 Thu	: SL
07 Fri	: SL
08 Sat	: SL – *B'day of Fr. Nirmol Gomes*
09 Sun	:
10 Mon	: SL
11 Tue	: SL
12 Wed	: SL
13 Thu	: SL
14 Fri	: <u>**Selection Test starts**</u>
15 Sat	: ST
16 Sun	:
17 Mon	: ST
18 Tue	: ST
19 Wed	: ST
20 Thu	: ST
21 Fri	: ST
22 Sat	: ST

23 Sun   :

24 Mon   : ST

25 Tue   : Correction of answer scripts

26 Wed   : Corrections

27 Thu   : Corrections

28 Fri   : Corrections

MARCH 2014

01 Sat   : Departmental Promotion Meeting at 11.00 am

02 Sun   :

03 Mon   : Promotion Meeting – Publication of Results

04 Tue   : Class

05 Wed   : Class

06 Thu   : Class

07 Fri   : Class

08 Sat   : Class

09 Sun   :

10 Mon   : Class

11 Tue   : Class

12 Wed   : Class

13 Thu   : Class – Mock test for Honours students

14 Fri   : Class

15 Sat   : Class – Mock Test for Honours students

16 Sun   :

17 Mon   : Class/SL for Honours students begin

18 Tue   : Class/SL

19 Wed   : Class/SL

20 Thu   : Class – Mock Tests for Pass students begin/SL

21 Fri   : Class/SL

22 Sat   : Class – Mock Test/SL

23 Sun   :

24 Mon   : SL for all

25 Tue : SL

26 Wed : SL

27 Thu : SL

28 Fri : SL

29 Sat : SL

30 Sun :

31 Mon : SL

APRIL 2014

01 Tue : **University Exams likely to begin**/SL

02 Wed : UE/SL

03 Thu : UE/SL

04 Fri : UE/SL

05 Sat : UE/SL

06 Sun :

07 Mon : UE/SL

08 Tue : UE/SL

09 Wed : UE/SL

10 Thu : UE/SL

11 Fri : UE/SL

12 Sat : UE/SL

13 Sun :

14 Mon : UE/SL

15 Tue : **Bengali New Year's Day**

16 Wed : UE/SL

17 Thu : UE/SL

18 Fri : UE/SL

19 Sat : UE/SL

20 Sun :

21 Mon : UE/SL

22 Tue : UE/SL

23 Wed : UE/SL

24 Thu : UE/SL

25 Fri	: UE/SL
26 Sat	: UE/SL
27 Sun	:
28 Mon	: UE/SL
29 Tue	: UE/SL
30 Wed	: UE/SL

MAY 2014

01 Thu	: **May Day** – *B'Day of Fr. Thadathil*
02 Fri	: UE/SL
03 Sat	: UE/SL
04 Sun	:
05 Mon	: UE/SL
06 Tue	: UE/SL
07 Wed	: UE/SL
08 Thu	: UE/SL
09 Fri	: **Tagore's Birthday**
10 Sat	: UE/SL
11 Sun	:
12 Mon	: UE/SL
13 Tue	: UE/SL
14 Wed	: UE/SL
15 Thu	: UE/SL
16 Fri	: UE/SL
17 Sat	: UE/SL
18 Sun	:
19 Mon	: UE/SL
20 Tue	: UE/SL
21 Wed	: UE/SL
22 Thu	: UE/SL
23 Fri	: UE/SL
24 Sat	: UE/SL – **Solemnity of MHC**

25 Sun	:
26 Mon	: UE/SL
27 Tue	: UE/SL
28 Wed	: UE/SL
29 Thu	: UE/SL
30 Fri	: UE/SL
31 Sat	: UE/SL

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

3. SPORTS AND GAMES

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

Weaknesses

- Non maintained ground
- 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.

4. 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

5. 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

6. 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.

Contact Details

Name of the Principal:

Name of the Institution:

City:

Pin Code:

Accredited Status:

Work Phone :

Fax:

Website:

E-mail :

Mobile:

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 –

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

Resources Required –

1) Financial resources required.

Problems encountered – None.

Contact Details

Name of the Principal:

Name of the Institution:

City:

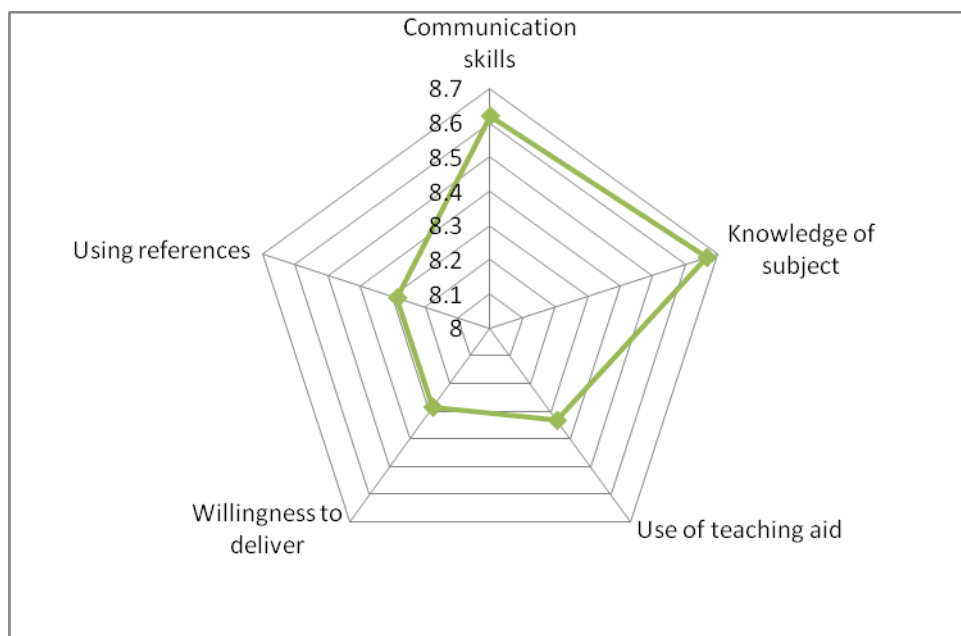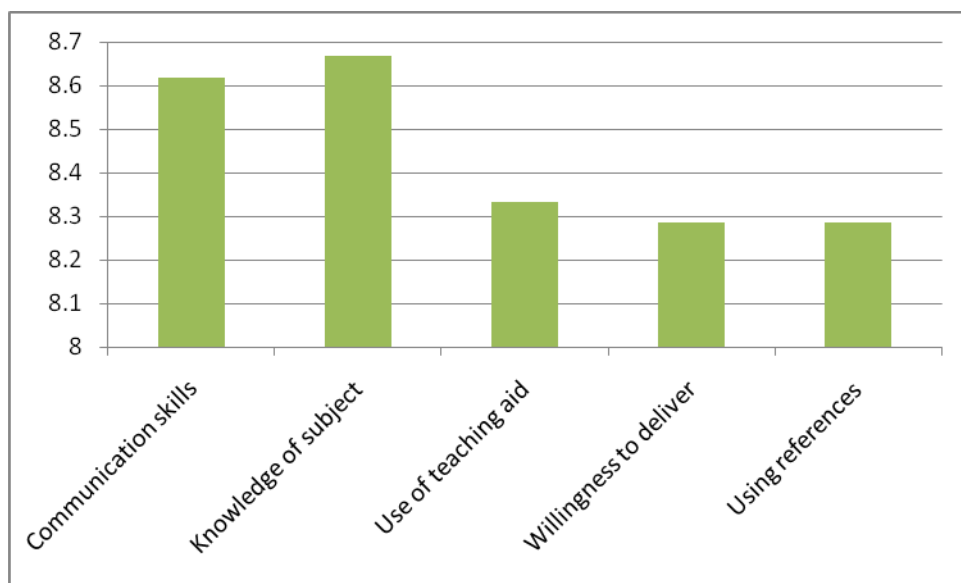Pin Code:

Accredited Status:

Work Phone :

Fax:

Website:

E-mail :

Mobile:

Annexure IV

Feedback analysis

Feedback was taken in a scale of 10, with 10 being the highest rating

Student	Communication skills	Knowledge of subject	Use of teaching aid	Willingness to deliver	Using references
student 1	9	10	7	9	10
student 2	8	9	10	8	7
student 3	8	9	9	9	9
student 4	10	8	7	8	8
student 5	10	7	8	9	10
student 6	10	8	7	9	10
student 7	9	7	7	10	7
student 8	8	10	10	8	7
student 9	7	7	9	7	9
student 10	8	8	8	10	7
student 11	8	10	8	7	9

student 12	10	10	8	8	7
student 13	9	8	10	9	8
student 14	9	9	8	8	8
student 15	8	8	7	7	10
student 16	8	10	8	9	10
student 17	9	8	10	7	10
student 18	8	9	7	7	7
student 19	7	10	9	8	7
student 20	10	8	10	8	7
student 21	8	9	8	9	7