

Salesian College Sonada & Siliguri

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The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2014 – 2015

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: **http://letsearch.com/salesian/website/10149-Salesian%20College%20Sonada%202014.pdf**

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: DD/MM/YYYY **22/12/2004**
10/09/2015 (Reconstituted)

1.8 AQAR for the year **2014-2015**

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

i. AQAR 2013-2014 Submitted to NAAC on 14.11.2014

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**

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	<input checked="" type="checkbox"/>	UGC-CPE <input checked="" type="checkbox"/>
DST Star Scheme	N.A.	UGC-CE <input type="checkbox"/>
UGC-Special Assistance Programme	N.A.	DST-FIST <input type="checkbox"/>
UGC-Innovative PG programmes	N.A.	Any other (Specify) <input type="checkbox"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>	

2. IQAC Composition and Activities

2.1 No. of Teachers	9
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	2
2.4 No. of Management representatives	7
2.5 No. of Alumni	3
2.6 No. of any other stakeholder and community representatives	4

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No. Faculty

Non-Teaching Staff Students Alumni Others

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 National State Institution Level

(ii) Themes

- 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
'Use of ICT in the lecture halls'	<ul style="list-style-type: none"> • Purchase of Books and Equipment • Infrastructural development by partitioning rooms, increase in lecture

	halls, purchase of equipment for Geography, Mass Communication, Psychology, Computer Science & Applications <ul style="list-style-type: none"> • University toppers from English, Commerce (Management Honours) and Computer Science Departments
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Academic Calendar of the year 2014-2015 (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
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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	15+5=20	Mass Comm, BCOM FIN & BCOM Hons(Sonada Campus)		3
PG Diploma	-	-	-	-
Advanced Diploma	5	-	-	-
Diploma	5	-	-	-
Certificate	5			
Others	-	-	-	-
Total	35	3	-	3

Interdisciplinary	Cultural			
Innovative		Department of Value Education introduced		

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	18

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Non-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.

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

Mass Communication honours and B Com Finance Honours have been introduced

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
74	70	1	3	-

8

2.2 No. of permanent faculty with Ph.D.

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
14+5=	0	-	-	0	-	-	-	0	0
19									

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	-	60	20
Presented papers	7	40	20
Resource Persons	3	-	

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 and cooperative learning methods have been introduced from session 2014-15.

2.7 Total No. of actual teaching days during the academic year during this academic year 270

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 - 4 4

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	76.6%
English Honours	45+(43)= 88	42+(40)=82			(40)		93%
Geography Honours	16	7					43.7%
Education Honours	15+(14)=29	11+(14)=25		(4)			86%
B. Com. General	53	42	-		6		79%
Accountancy Honours	107	93	-	5	17	-	86.9%
Management Honours	27	17	-	2	3	-	62.9%
B. Sc. Computer Science	12	9	-	-	1		75%
History Honours	8	7			(7)		87.5%

BBA	10	5				5	50%
BCA	5	5	-	-		5	50%
Travel & Tourism Management	Certificate = 31 Diploma= 22	24 10	-	-	24 10	-	77.4% 45.4%
Communicative English	Certificate= 13 Diploma= 5	7 2	-	-	7 2	-	53.8% 40%
Computer Application	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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	-
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	5+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 (SRC) 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'. A separate bank account with yearly budget allocation has been set aside to promote research by SRC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rupees Lakhs	446750			

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			

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. Chapters in Edited Books

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 CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2+1=3			4
Sponsoring agencies		UGC, ICSSR			

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

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	-	-	-	-	-

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

2

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 **NIL**

International level **Nil**

3.23 No. of Awards won in NSS:

University level **2**

State level **Nil**

National level **Nil**

International level **Nil**

3.24 No. of Awards won in NCC:

Nil

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

Social Outreach Programme –Free dental check –up camp, Blood Donation Camps, Nutrition Programme, Distribution of Educational Materials and Prosthesis, community development programme, NSS Annual Camp, Social Programme in Dhajea, 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 (1 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	
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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 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	3329+739	137198+19811	1484	428474 (151753)
e-Books	32	130320	56	11433	456	
Journals & Periodicals	18+39 (2)		5		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	Departments	Others
Existing	70+80	3+5	Bsnl+7	3+5	3+5	1+3	6	-
Added	1(serve)+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 = ₹ 10200/- + Computers ₹ 6,68,359/-

ii) Campus Infrastructure and facilities

Construction = ₹ 9,08,138, ₹ maintenance = ₹ 85,95,463

iii) Equipments

LCD, Water Purifiers, ACs etc = ₹ 15, 50,984/-

iv) Others

Sports equipments = ₹ 1,91,296/-

Total: ₹ 1,19,24,440/-

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
- Student Mentoring and remedial classes have been organised to support the slow learners.
- Mock exams for willing candidates were organised.

5.2 Efforts made by the institution for tracking the progression

- Computerisation of the Attendance system
- Profile mapping for all first year students and some faculty.
- 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+823=1150	Nil	Nil	Nil

(b) No. of students outside the state

23+100= 123

(c) No. of international students

10+= 9

Men	No	%	Women	No	%
	151+422=573			173+460=633	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
660	35	129	58	2	884	732+91=823	29+23=52	143+143=286	58+38=96	2	1259

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 **200**

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

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	1
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	4

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, Travel and Tourism agencies 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.

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

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	120	10	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:

- Cervical and Breast Cancer Awareness programmes were organised in collaboration with local hospitals and NGOs.
- 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

5.9 Students Activities

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

State/ University level 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 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	2,90,622
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 National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Bus facility and hostel facility (for girls) were introduced.

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.
The institution has also purchased a cloud based ERP platform for MIS from E-paathsala.

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.

6.3.2 Teaching and Learning

'Teaching – Learning' as a thrust area have been focused for next 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

6.3.3 Examination and Evaluation

Continuous internal evaluation and weightage to formative evaluation were implemented in the academic year 2014-15.

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 Conditioners were extended in the aforesaid academic year.**
- ii) three classrooms equipped for ICT**

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.

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, faculty and non-teaching staff were recruited in academic year 2014-15 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. 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? 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.

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 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.

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. Ethnic day (celebration of cultural diversity) and Exsurge (showcasing the individual talents) were introduced.

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*)

- Social Outreach Programmes in the Communities where the College is located (25 villages)
- College introduced EPCC to promote collaborative and participatory decision making

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)

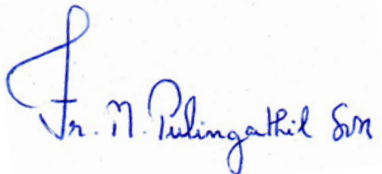
College conducts Profile mapping tests of the students to help them understand their personality, psychological wellbeing, perceived stress and emotional intelligence.

8. Plans of institution for next year

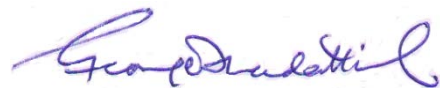
The College plans to introduce PG courses in English, Psychology, Education and Philosophy in view of moving towards autonomous status. To enrich the curricular and co-curricular experiences of the pupils, the College plans to amalgamate the curricular and co-curricular activities in 80% - 20% ratio in the next academic year. New courses like Physics (with Lab) and Sociology and BSW are going to be introduced in next academic year.

Name: Fr (Dr) Mathew Pulingathil, SDB

Name: Fr (Prof) George Thadathil, SDB



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure 1 – Calendar of the Academic Session 2014 - 2015

JUNE 2014

01 Sunday	:
02 Mon	: Selection tests for BBA/BCA students starts
03 Tue	: Selection tests
04 Wed	: Selection tests
05 Thu	: Installation of New Rector Fr. Mathew Pulingathil
06 Fri	: Selection tests
07 Sat	: Selection tests
08 Sun	:
09 Mon	: Selection tests
10 Tue	: Selection tests
11 Wed	: Selection tests
12 Thu	:
13 Fri	: Academic Council Meeting (SCSC)
14 Sat	: Academic Council Meeting (SCS)
15 Sun	:
16 Mon	: Aptitude Assessment Test for Commerce & Management Governing Body Meeting
17 Tue	: Interview for B.Com Students/Selection tests result publication
18 Wed	: Aptitude Assessment Test for BA/B. Sc./BBA
19 Thu	: Interview for BA/B. Sc. Students
20 Fri	: First List of the Shortlisted Candidates to be out
21 Sat	:
22 Sun	:
23 Mon	: University Examination for BBA/BCA Starts
24 Tue	:
25 Wed	:
26 Thu	:
27 Fri	: Faculty Meeting cum FDP
28 Sat	: Study Leave
29 Sun	:
30 Mon	:

JULY 2014

01 Tue	: Class
02 Wed	: Class
03 Thu	: Class
04 Fri	: Class/Orientation
05 Sat	: Class/Orientation
06 Sun	:
07 Mon	: Class/Compulsory Common Orientation Programme (CCOP) for Arts
08 Tue	: Class/Compulsory Departmental Orientation Programme (CDOP) for Arts
09 Wed	: Foundation Day of SCSC/ CCOP for Commerce
10 Thu	: Class/CDOP for Commerce/BBA/BCA/B. Sc.

11 Fri	: Class/Guest Lecture by Dr. Rakshit on 'Quality Management in Teaching Learning./CCOP for BBA/BCA/B. Sc.
12 Sat	: Study Leave/Research Scholars' Workshop
13 Sun	: Class
14 Mon	: Inauguration of the New Academic Session 2014-2015 – Inaugural Eucharist presided over by Fr. Rector
15 Tue	: Class/GA
16 Wed	: Class/Release of Newsletter of SCAP
17 Thu	: Class
18 Fri	: Class
19 Sat	: Class/Faculty Meeting cum FDP
20 Sun	:
21 Mon	: Class
22 Tue	: Class/GA
23 Wed	: Class
24 Thu	: Class
25 Fri	: Class
26 Sat	: Freshers' Welcome by II & III Course
27 Sun	:
28 Mon	: Class/Monthly Test
29 Tue	: Holiday: Id-UI-Fiter
30 Wed	: Class/Monthly Test
31 Thu	: Class/Monthly Test

AUGUST 2014

01 Fri	: Class/ Singing in the Rain (Inter-Club Singing Competition, SCS)
02 Sat	: Class/Election of the Student Council
03 Sun	:
04 Mon	: Class/BBA Monthly Tests begins
05 Tue	: Class
06 Wed	: Class
07 Thu	: Class/GA
08 Fri	: Rakhi Sale by Fine Arts Club SCSC.
09 Sat	: Study Leave
10 Sun	: Raksha Bandhan
11 Mon	:
12 Tue	: Class
13 Wed	: Class
14 Thu	: Class/GA– <i>Preparations for Independence Day</i>
15 Fri	: Independence Day Celebrations
16 Sat	: BOSCO JAYANTI – <i>Folk Dance Competition</i>
17 Sun	: Janmastami
18 Mon	: Class
19 Tue	: Class
20 Wed	: Class
21 Thu	: Class/GA
22 Fri	: Class/Workshop of Dept. of Mathematics
23 Sat	: Class/Students' Seminar (Dept. of B.Com SCSC) Faculty Meeting cum FDP
24 Sun	: Class

25 Mon :
 26 Tue : Class/Monthly Test
 27 Wed : Class/Monthly Test
 28 Thu : Class/Monthly Test
 29 Fri : Class/Monthly Test
 30 Sat : Class/Monthly Test/Management Day/Governing
 Body Meeting
 31 Sun :

SEPTEMBER 2014

01 Mon :
 02 Tue : Class
 03 Wed : Class
 04 Thu : Class/GA
 05 Fri : Teachers' Day/Intra-Collegiate Contests
 06 Sat : Class/Intra-Collegiate Contests
 07 Sun : Class
 08 Mon :
 09 Tue : Class
 10 Wed : Class
 11 Thu : Class/GA
 12 Fri : Class
 13 Sat : Study Leave
 14 Sun : Class
 15 Mon :
 16 Tue : Class
 17 Wed : Class
 18 Thu : Class/GA
 19 Fri : Class/Industrial Visit for SCAP
 20 Sat : Class/Faculty Meeting cum Workshop
 21 Sun : Class
 22 Mon :
 23 Tue : Mahalaya
 24 Wed : Class
 25 Thu : Class
 26 Fri : Class/Monthly Test
 27 Sat : Puja Holidays
 28 Sun :
 29 Mon : Puja Holidays
 30 Tue : Puja Holidays

OCTOBER 2014

01 Wed : Puja Holidays
 02 Thu : Gandhi Jayanti/ B'day of Br. Thomas
 03 Fri : Dushera
 04 Sat : Puja Holidays
 05 Sun :
 06 Mon : Id-ul-zoha/Puja Holidays
 07 Tue : Lakshmi Puja

08 Wed	: Classes resume
09 Thu	: Class/ Financial Literacy Seminar (BBA)
10 Fri	: Class/ Release of SCAP NEWSLETTER
11 Sat	: Study Leave
12 Sun	:
13 Mon	: Class/Semester I Exam/Excursion for SCAP
14 Tue	: Class/Semester I Exam
15 Wed	: Class/Semester I Exam
16 Thu	: Class/Semester I Exam
17 Fri	: Class/Semester I Exam
18 Sat	: Class/Semester I Exam
19 Sun	:
20 Mon	: Class/Faculty Meeting cum FDP
21 Tue	: Class/GA
22 Wed	: Dhanteras
23 Thu	: Diwali Holiday
24 Fri	: Diwali Holiday
25 Sat	: Bhai Dhuj
26 Sun	:
27 Mon	: Class B'Day of Fr. Mathew Panapurayil/Pink Ribbon Day (organised by Women's Cell SCSC)
28 Tue	: Class
29 Wed	: Chhath Puja
30 Thu	: Class/GA
31 Fri	: Class

NOVEMBER 2014

01 Sat	: Class
02 Sun	:
03 Mon	: Class
04 Tue	: Class
05 Wed	: Class
06 Thu	: <i>Guru Nanak Jayanti</i>
07 Fri	: Class
08 Sat	: Study Leave
09 Sun	:
10 Mon	: Class
11 Tue	: Class/Education Day (SCSC)
12 Wed	: Class
13 Thu	: Class
14 Fri	: Children's Day/Sports Day
15 Sat	: Class/Faculty Meeting cum Workshop
16 Sun	:
17 Mon	: Class
18 Tue	: Class
19 Wed	: Class/Peter Drucker Memorial Guest Lecture (SCAP)
20 Thu	: Class
21 Fri	: Class/Political Science Seminar
22 Sat	: Class/Geography Day/Faculty Meeting/Political Science Seminar
23 Sun	:

24 Mon : Class
 25 Tue : Class
 26 Wed : Class
 27 Thu : Class/INNOVISION 2014 – Inter-College Fest
 28 Fri : Class/INNOVISION 2014 – Inter-College Fest
 29 Sat : Class/INNOVISION 2014 – Inter-College Fest
 30 Sun :

DECEMBER 2014

01 Mon : Class/Selection Tests for BBA & BCA (ST)
 02 Tue : Class/ST
 03 Wed : Class/ST
 04 Thu : Class/ST
 05 Fri : Class/ST/Governing Body Meeting
 06 Sat : Class/ST
 07 Sun :
 08 Mon : Class
 09 Tue : Class
 10 Wed : Class
 11 Thu : Class/Publication of results of BBA & BCA
 12 Fri : Class/English Day – Mulk Raj Anand's B'Day (SCSC)
 13 Sat : Study Leave/Teaching Staff Picnic
 14 Sun :
 15 Mon : Class/University Exams for BBA & BCA/Minor Project Dept. of
 Commerce (SCSC)
 16 Tue : Class
 17 Wed : Class
 18 Thu : Class
 19 Fri : Class/Faculty Meeting cum FDP
 20 Sat : Class/ Flower Arrangement/Vegetable Carving (Fine Arts Club SCSC)
 21 Sun :
 22 Mon : Class/Christmas gathering
 23 Tue : Christmas vacations begin
 24 Wed : Christmas Eve
 25 Thu : CHRISTMAS
 26 Fri : Holiday
 27 Sat : Holiday
 28 Sun : UGC NET
 29 Mon : Holiday
 30 Tue : Holiday
 31 Wed : Holiday – Last of the Year

JANUARY 2015

01 Thu : New Year's Day
 02 Fri : Holiday/Teaching Faculty Trip to Shantiniketan
 03 Sat : Holiday/Teaching Faculty Trip to Shantiniketan
 04 Sun : Teaching Faculty Trip to Shantiniketan
 05 Mon : Classes resume after Christmas Vacation
 06 Tue : Class

07 Wed	: Class
08 Thu	: Class/GA
09 Fri	: Class/B'Day of Fr. James Chacko/ Cervical Health Awareness Programme (Women's Cell SCSC)
10 Sat	: Study Leave/SCAP Picnic
11 Sun	:
12 Mon	: Class
13 Tue	: Class
14 Wed	: Makar Shakranti/Bihu/Pongal
15 Thu	: Class/GA
16 Fri	: Class
17 Sat	: Class/ SCAP Newsletter Release/Commerce Picnic
18 Sun	:
19 Mon	: Class
20 Tue	: Class
21 Wed	: Class
22 Thu	: Class
23 Fri	: Netaji's Birthday / Humanities Picnic
24 Sat	: Class/Faculty Meeting cum FDP
25 Sun	:
26 Mon	: Republic Day
27 Tue	: Class
28 Wed	: Class
29 Thu	: Class
30 Fri	: Ethnic Day
31 Sat	: Don Bosco's Feast / Ethnic Day

FEBRUARY 2015

01 Sun	:
02 Mon	: Class/ SCAP Field Trip Survey
03 Tue	: Class
04 Wed	: Class
05 Thu	: Class
06 Fri	: Class
07 Sat	: Class/IQAC Meeting
08 Sun	:
09 Mon	: Selection Test
10 Tue	: SL
11 Wed	: SL
12 Thu	: SL
13 Fri	: SL
14 Sat	: SL
15 Sun	:
16 Mon	: ST
17 Tue	: ST
18 Wed	: ST
19 Thu	: Class
20 Fri	: Class
21 Sat	: Class/Faculty Meeting cum FDP
22 Sun	:

23 Mon	: Class/Life Orientation Programme for Part III
24 Tue	: Class /Life Orientation Programme for Part III
25 Wed	: Class/Life Orientation Programme for Part III/Department wise Promotion Meeting
26 Thu	: Class/Graduation Day
27 Fri	: Class
28 Sat	: Class/Farewell to Part III students/National Science Day (organised by Science Departments)

MARCH 2015

01 Sun	:
02 Mon	: Class
03 Tue	: Class
04 Wed	: Class
05 Thu	: Class
06 Fri	: Class
07 Sat	: Class
08 Sun	: Class
09 Mon	:
10 Tue	: Class/ SCAP - Career Fest
11 Wed	: Class
12 Thu	: Class
13 Fri	: Class /Faculty Meeting cum FDP
14 Sat	: Study Leave
15 Sun	:
16 Mon	: Class/SL for Annual Courses
17 Tue	: Class/SL
18 Wed	: Class/SL
19 Thu	: Class/SL
20 Fri	: Class/SL
21 Sat	: Class/SL
22 Sun	:
23 Mon	: Class/SL
24 Tue	: Class/SL
25 Wed	: Class/SL
26 Thu	: Class/SL
27 Fri	: Class/SL
28 Sat	: Class/SL
29 Sun	:
30 Mon	: Class/SL
31 Tue	: Class/SL

APRIL 2015

01 Wed	: University Exams likely to begin/SL
02 Thu	: UE/SL/SCAP Employability Workshop
03 Fri	: UE/SL
04 Sat	: UE/SL
05 Sun	: UE/SL
06 Mon	:

07 Tue	: UE/SL
08 Wed	: UE/SL
09 Thu	: UE/SL
10 Fri	: UE/SL
11 Sat	: Study Leave
12 Sun	:
13 Mon	: UE/SL
14 Tue	: UE/SL
15 Wed	: Bengali New Year's Day
16 Thu	: UE/SL
17 Fri	: UE/SL
18 Sat	: UE/SL/ SCAP Newsletter Release/Faculty Meeting cum FDP
19 Sun	:
20 Mon	: UE/SL
21 Tue	: UE/SL
22 Wed	: UE/SL
23 Thu	: UE/SL
24 Fri	: UE/SL
25 Sat	: UE/SL
26 Sun	:
27 Mon	: UE/SL
28 Tue	: UE/SL
29 Wed	: UE/SL
30 Thu	: UE/SL

MAY 2015

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

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

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. The 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 with 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.