



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SALESIAN COLLEGE
Name of the head of the Institution		Fr. (Prof.) George Thadathil SDB
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03532545622
Mobile no.		9434045539
Registered Email		salesiancollegesonada@gmail.com
Alternate Email		principal@salesiancollege.net
Address		Address 1 Salesian College Sonada Village - Gorabari, Sonada P.O. Address 2 Salesian College Siliguri Campus Don Bosco Connector Road, Post Box No:-73, Siliguri, West Bengal - 734001, INDIA
City/Town		SONADA & SILIGURI (Campus)
State/UT		West Bengal

Pincode	734209																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Semi-urban																								
Financial Status	Self financed and grant-in-aid																								
Name of the IQAC co-ordinator/Director	Fr. Dr. Mathew Pulingathil																								
Phone no/Alternate Phone no.	03532545627																								
Mobile no.	9434046696																								
Registered Email	mpuling@gmail.com																								
Alternate Email	mpuling@rediffmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	https://salesiancollege.ac.in/wp-content/uploads/2021/05/AQAR-2018-2019-Report-Final-Copy.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://salesiancollege.ac.in/wp-content/uploads/2021/04/Academic-Calendar-2019-2020.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>3.16</td> <td>2012</td> <td>10-Mar-2012</td> <td>09-Mar-2017</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.04</td> <td>2019</td> <td>20-May-2019</td> <td>19-May-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	A	3.16	2012	10-Mar-2012	09-Mar-2017	3	A	3.04	2019	20-May-2019	19-May-2024
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2	A	3.16	2012	10-Mar-2012	09-Mar-2017																				
3	A	3.04	2019	20-May-2019	19-May-2024																				
6. Date of Establishment of IQAC	22-Dec-2004																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of Quality Assurance Cell (IQAC)	06-Apr-2020 1	50
Regular meeting of Quality Assurance Cell (IQAC)	10-Feb-2020 1	40
Regular meeting of Quality Assurance Cell (IQAC)	05-Nov-2019 1	83
Swachhta Pakhwada	01-Aug-2019 15	75
Parent Teachers Meeting	01-Jul-2019 1	125
Meeting of Deans & Vice Principals (Siliguri Campus)	14-Aug-2019 1	28
Faculty Orientation & Meeting (Siliguri Campus)	16-Aug-2019 1	14
Faculty Orientation on Salesian Pedagogy: Preventive System of Don Bosco	19-Aug-2019 1	14
National Level Faculty Orientation in Research and Teaching Excellence - FORTE 2019	23-Sep-2019 3	22
Salesian College: A History That Speaks Today.	07-Nov-2019 1	400
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	For Exam Centre of BBA and BCA.	University of North Bengal (NBU)	2019 180	4000
Institution	B.Voc Degree Programme	University Grants Commission	2019 365	60000
Institution	Room Rent, Furniture, Electricity Charges,	Indira Gandhi National Open University (IGNOU)	2019 180	48432

	seating arrangement.			
Institution	Development for Higher Education	Ministry of Human Resource Development	2019 365	19149
Department of NSS, Salesian College, SONADA	National Service Scheme	Ministry of Youth Affairs and Sports, Govt. of India through University of North Bengal	2019 365	45000
Institution	University Sports grant	Sports Board, University of North Bengal (NBU)	2019 365	13500
Institution	B.Voc Degree Programme	University Grants Commission	2019 365	120000
Institution	Exam Centre fee for the month of June 2019	University of North Bengal (NBU)	2019 180	2300
Institution	Exam Centre fee for the month of June 2019	University of North Bengal (NBU)	2019 180	5800
Institution	Development for Higher Education	Ministry of Human Resource Development	2019 365	15840
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

1. Introduction of new UG Courses [Bachelor of Social Work, B. Sc. Honours in Economics, Physical Education as Generic Elective], new PG Courses [MA in Psychology, MA in Education], Vocational Courses (BVoc in Tourism and Services, BVoc in Retail Management) 2. Infrastructural Development and Augmentation - Addition of new Classrooms, renovation of Canteen, renovation of Library and Drive (Entrance to College). Also, creation of new Offices for Deans in both the Campuses. 3. National Research Scholars Workshop organised by Salesian College Research, Translation and Publication Centre with IQAC of the College on 30th November, 2019. 4. Tech Team took initiative to train faculty on how to use Moodle for Teaching - Learning purpose under the guidance of Fr. Principal. 5. Number of Seminars and Workshops are organised.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Augmenting infrastructural facilities in Siliguri Campus.	New Floor for the Arts Session was inaugurated.
Introduction of new courses such as Bachelor of Social Work (BSW), Bachelor in Vocational Training (B. Voc.), Physical Education as General Elective.	Courses were introduced from the academic session 2019 2020.
Regular training for the support staff.	Trainings were held and minutes are uploaded.
Multi / Interdisciplinary approaches to Teaching, Learning Research.	Number of Seminars, Webinars and Workshops are organised.
Formulation and implementation of various Policies for the Stakeholders.	Policies are decimated to various Stakeholders.
Further strengthening of ICT facilities and usages.	Faculty members are trained through Workshops.
Podcasts	Number of Podcasts pertaining to the syllabus of University of North Bengal(NBU) are prepared and made available through SALESIAN TV (Youtube Channel) and Radio Salesian.
Boosting publications and Research.	Faculties were encouraged to join research. Research Scholars Workshop was organised. Salesian Research Centre initiated the process of publishing books and Journals which will be released during the academic session 2020 2021.
Initialization of Entrepreneurship Development Cell and Pianazzi Literary Society.	Started from the month of August, 2019 and number of Events and Seminars were organised by these Cells.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Coordinating Council / Governing Body</td> <td style="text-align: center;">30-Apr-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Coordinating Council / Governing Body	30-Apr-2020
Name of Statutory Body	Meeting Date				
College Coordinating Council / Governing Body	30-Apr-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	23-Mar-2020				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	21-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Salesian College has presently four web sites. They are: www.salesiancollege.net, www.salesiancollege.in, www.salesiancollege.ac.in, www.salesiancollege.org The first one started in the year 2012. It runs under Linux Server, has MySQL database, hosts Webmail server with official email IDs. Over time, WordPress module was integrated and hosted majority of the Sonada Campus news, Radio Salesian and Salesian TV. Presently this site handles publications. The second site started in the year 2014. It runs under Windows Server platform with Microsoft SQL Server database. It hosted the College Enterprise Resource Planning software (third party) for three years using ASP.NET technology. Afterward, the software was rewritten using PHP. The inhouse development took place in phases. It has the following modules: 1. Admission module, 2. Attendance module, 3. Academic Assessment module, 4. Academic performance Reporting module, 5. Events Reporting module, 6. Faculty Unitization Reports module, 7. Automatic news feed feature, 8. Online</p>				

Fee payment and online registration for various Seminars/ Workshops/ Conferences conducted by the College. It hosted majority of the campus news.

9. Mentoring module Admission module: Admissions are done online. Prospective students register on the site. On the day specified they have to appear at the campus or online for Aptitude Test, document verification, eligibility verification and interview with department heads and management. After the shortlisted candidates join the college, their details are then automatically migrated to the student database.

Academic Assessment module: This module records the marks of various tests, assignments and CIAs. These are the major input into the Academic performance reports (internal) which are published at the end of every semester.

Attendance module: This keeps track of student class attendance. This also forms an input to the final report. Faculty submit monthly attendance of students to the management. This report helps in keeping track of student absenteeism and also in mentoring.

Academic performance reporting module: Through this module reports are generated for all students at the end of each semester. The reports are then made available to guardians.

Events reporting module: All events in the college are announced/reported through this module. At the completion of the event, the respective department is responsible for uploading the formal report in this module.

Faculty Unitization Report: Through this module, faculty log all their daily activities under various heads like teaching hours, cocurricular activities, student support activities, University activities, research related, management etc.

The third website started in the year 2019, was hosted on Linux Server. It has MySQL database as back end. Since the previous two sites were not accredited ones, most of the features from the previous two sites have now been moved to the latest and the upgraded version. It has WordPress integrated with it. The open source Learning Management System Moodle is hosted in the fourth site. In addition, College uses a

software Acme from Boscosoft Technologies Pvt. Ltd, Tirupattur, Tamilnadu for financial account keeping. As for Library, yet another software from the same company, the eBLIS, is in place. Over the years the Library information from both campuses have been integrated.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum delivery is disseminated through the handbook and calendar, college's official website, Moodle – the online LMS, community radio, announcements in the morning assembly, web lectures and orientation programmes for new students and through displays at prominent places in the campus. The measures taken by the institution for effective implementation of the curriculum are - Annual Plan, Departmental Plan, Teaching Plan, Course Plan and Unitization Report by each faculty. During the orientation programme the first-year students are given the syllabus and are also explained the mode of curriculum delivery. Intended objectives and expected outcomes are also explained at the beginning of the academic session. Audio-visual methods like movie/documentary screenings are also adapted for this purpose. In order to ensure effective curriculum delivery and transaction, the college has an active examination committee comprising representatives from every department, which fixes the examination dates. We follow the continuous internal assessment system of evaluation comprising monthly tests, mid-semester and selection examinations, attendance record and behavioural assessments. Also, a report card having the aforementioned fields is generated and distributed to every student. Meritorious students from both the internal evaluations and the University examinations are rewarded to boost their morale. The results of the University examinations in the intermittent semesters are regularly scrutinised to improve performance in the further tests. The entire examination policy manual can be found at <https://salesiancollege.ac.in/wp-content/uploads/2020/04/Salesian-College-Examination-Manual.pdf>. Keeping in mind the importance of Extra-Curricular Activities, the college/departments fix(es) its/their annual course plan including non-classroom activities, practical sessions, student exchange programmes, field trips, problem-solving activities etc. in consultation with faculty and students. For effective operationalisation of the curriculum, the college organises industrial visits, internship programs and career fairs for students. ICT-enabled classrooms help both the teachers and the students for better delivery and comprehension of the subjects. Research workshops, seminars, group discussions, annual departmental days are regularly held for and by the students. A fully functional community radio also acts as a liaison with external agencies and local communities. The continuous process of teaching-learning did not take a halt during the lockdown period. The lectures were and are being delivered online through live classes creating a huge repository of e-contents at the same time. The main platform used for this purpose is the official online LMS of the college – Moodle. Simultaneously, for the students from the underdeveloped locales with weak connectivity issues, the lectures are also delivered through the Salesian Radio, instant messaging apps and even over phone calls. A full-fledged online examination have also been organised to evaluate the students through Moodle

with an average of more than 95% responses from the students. The college/departments maintain(s) its/their question banks. The weaker students get special attention through remedial and extra coaching classes. The College periodically arranges Parent-Teacher-Student meetings to maintain transparency and understanding among these key stakeholders. The methods used to analyse the achievement of objectives are monthly unitisation reports, staff meetings on regular basis, weekly reports by the heads of the departmental meetings. Feedbacks from all stake holders are taken into consideration.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Bachelor of Social Work	01/07/2019
BA	Honours in Economics	01/07/2019
BA	Physical Education as Generic Elective	01/07/2020
BSc	Honours in Economics	01/07/2019
BVoc	Retail Management	01/07/2019
BVoc	Tourism & Services	01/07/2019
MA	Honours in Psychology	01/07/2019
MA	Honours in Education	01/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bachelor of Social Work	01/07/2019
BA	Honours in Economics	01/07/2019
BA	Physical Education as Generic Elective	01/07/2019
BSc	Honours in Economics	01/07/2019
BVoc	Retail Management	01/07/2019
BVoc	Tourism & Services	01/07/2019
MA	Honours in Psychology	01/07/2019
MA	Honours in Education	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	441	6

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education - Certificate Course	01/07/2019	698
Value Education - Diploma Course	01/07/2019	563
Value Education - Advanced Diploma	01/07/2019	482
Career Oriented Program - Certificate Course	01/07/2019	87
Career Oriented Program - Diploma Course	01/07/2019	86
Don Bosco Technical Institute - Housekeeping	08/07/2019	25
Don Bosco Technical Institute - Housekeeping	03/02/2020	30
Don Bosco Technical Institute - Multicusine	08/07/2019	25
IGNOU	01/07/2019	351
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Honours in Education	10
BA	Honours in English	46
BA	Honours in Mass Communication & Journalism	13
BCom	Honours Programme	104
BSc	Honours in Mathematics	7
BSc	Honours in Physics	9
BBA	Business Administration	37
BCA	Computer Application	6
BVoc	Retail Management	14
BVoc	Tourism Management	13
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The college achieves the challenge of converting feedback to actionable plans by holding meetings of various permanent and temporary bodies of the institution at regular intervals. From management to staff member everyone at various levels are engaged to collect feedback from stakeholders, informing the latest developments. The feedback and information are then passed onto the highest concerned division. The college maintains minutes of the weekly meetings of faculty of Arts, Science and Commerce, held Thursday, Friday, Saturday respectively, by the Vice Principal of the campus, separately. This includes feedback and observations from the members of the faculty or the Vice Principal himself, as well as weekly updates with respect to discipline, teaching-learning challenges, co-curricular activities, achievements and accolades, upcoming seminars and conferences and other issues, if any. Often, immediate measures or suggestions are offered, if not, they go to another division for further discussion. The Vice-Principal also arranges for bi-Monthly meetings with the Heads of Departments and Student Council members, if required, to take up the action plan of the weekly faculty meeting. The outcome of both the meetings is then discussed with the Co-ordinators at the third stage. The meeting with department heads is mostly concerned with corrective measures against the negative feedback. Upcoming exam schedules, attendance issues, planning of various activities, guidelines for the department teachers and students for some particular occasion are also part of the discussion in these meetings. The feedback, suggestions and advice are archived in order to be submitted to the next level of the meeting. College holds a monthly meeting with the faculty members, where minutes of all the meetings held during the past month are presented. This meeting serves as a platform to exchange feedback across the different departments of the college, in order to strengthen every facet of the establishment. The monthly meeting with the faculty members is convened by the Principal and the College Rector in order to understand the various challenges and to maintain clarity between the beneficiaries. The college also maintains Core Council Meeting and College Coordination Council Meetings, which are the permanent bodies of the college, which include members from the management and some senior faculty of the college. The minutes of the previous meetings are presented, and measures are taken to advance the fluidity and functionality of the administration. These meetings also discuss the feedback obtained from various stakeholders of the college and decide on future strategies. These meetings are organized thrice a year and the output is then finally taken up in the GBM, thrice a year. The GBM is a permanent body of the college with the principal, members from the management, coordinators of the college and the senior-most teachers of the institution, as its members. The meeting chiefly focuses on the feedback and achievements of the college during the past year and formulates future possibilities for growth and development. Keeping in mind, the mission and vision of the college, this meeting occupies a central position, as it charts a direction for upcoming sessions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	Education	20	16	10
BSc	Physics	10	37	10

BSc	Mathematics	20	20	9
BCom	Programme	220	93	63
BCom	Honours	170	232	108
BCA	Computer Application	40	29	18
BBA	Business Administration	100	105	50
BA	Programme	220	61	30
BA	English	110	146	51
BVoc	Retail Management	50	14	14
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	709	14	96	3	7

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
106	106	33	33	2	16

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of the students has become a fundamental approach towards catering to the diverse needs of the students irrespective of their heterogeneous backgrounds. The primary objective of the mentoring structure is to encourage, guide and motivate the student's prospective in an inclusive manner. The institution aims at imparting to its students a sound and value-laden educational support system. The modus operandi of the mentoring structure ensures to its mentees absolute discreteness. The mentoring system, preventive in nature, functions at two different levels, i.e. the group and the individual, catering to the student's holistic development.

The mentoring structure aims to build a sound, reliable and transparent student-mentor relationship by enhancing the contact hours, screening student's academic performances, updating college regularity, personality enhancement and nurturing their social sensibility. For the said purpose, the institution under the primary vigilance of the Vice-Principal, faculty members are assigned a particular batch of semesters with a minimum strength of 10 to 20 students which in most cases might increase depending upon the total intake of students per course. The mentoring session is scheduled every Saturday for all the departments. Moreover, the follow-up sessions are constantly undertaken by the concerned departments to ensure the reliability of the process fulfilling the primary objective of the programme. Hence, as an outcome, it tries to enhance an equilibrium infrastructure with a reliable assistance/model in maintaining a strong interrelationship between the management and the fellow students. The mentees have voluntary participation and acknowledges the relevance of a need for a sound, constructive and comprehensive model. The process of mentoring is viewed as

an individualized form of counseling and guidance activity. For the said purpose, the college has, in order to make the process more concrete, transparent and systematic, identified the mentors and provides a methodical action plan. The faculty/mentor responsible for the mentoring collects the information from the concerned mentees making sure that the data is kept enclosed. Separate data files are created in the form of hard copies. The college has its own structured format for the aforesaid purpose. The mentors can access a copy of the structured format from the college's website. The cases are most probably discussed with the concerned teachers or the head of the departments for a proper review. In matters of grave concern, the issue can be handed over to the Campus Minister, Fr. Dr. Babu Joseph (SDB) for further counseling along with the involvement of the guardians in rare occasions. The system makes sure that the guardians are constantly informed and the students constantly reviewed. Apart from the faculty, the Campus Minister takes into its fold the responsibility of catering to the academic and more importantly the student's behavioral progress. College counseling cell headed by Fr. Dr. Mathew Pulingathil (SDB) and Fr. Dr. James Chako (SDB) have been earnestly and deftly handling the affair concerning not merely the students but also its faculty members. Salesian College visualizes education deeply rooted on the principles of loving kindness and selfless service thereby encouraging reasonable proactive approaches.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
813	106	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
44	44	Nil	44	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Fr. Prof. George Thadathil	Principal	International Award for Facilitators awarded by International Association of Facilitators
2020	Fr. Aju Kurian	Vice Principal	Certificate of Appreciation by ICSE Council, Siliguri Region
2019	Dr. Bipul Chhetri	Assistant Professor	Degree of Doctorate of Philosophy in Geography by Sikkim University
2019	Dr. Siddharth Rai	Assistant Professor	Degree of Doctorate of Philosophy in Physics by Vishwabharati Cental University, Shantiniketan

2020	Prayana Subba	Assistant Professor	Junior Research Fellowship
2019	Ms. Ganga Parajuli	Assistant Professor	Guru Samman by Lions Club of Siliguri Metro
2020	Fr. C.M. Paul	Assistant Professor	Certificate of Appreciation by University of Birmingham, College of Social Sciences, Department of Social Policy and Social Work
2019	Fr. Dr. George Chempakathinal	Vice Principal	Recognition as member of Board of PG Studies (Education) by University of North Bengal
2019	Abhijit Dey	Assistant Professor	Spot Evaluator for BCA (NBU)
2020	Surendra Kumar Saha	Assistant Professor	Spot Evaluator for DSC-1 (Commerce), U.G 1st Semester, NBU
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ENGH	Semester - 1	13/12/2019	14/01/2020
BA	EDCH	Semester - 1	13/12/2019	14/01/2020
BA	GEOH	Semester - 1	13/12/2019	14/01/2020
BCom	BCOM HONS	Semester - 1	13/12/2019	14/01/2020
BCom	BCOM PROG	Semester - 1	13/12/2019	14/01/2020
BSc	ECOH	Semester - 1	13/12/2019	14/01/2020
BSc	MTMH	Semester - 1	13/12/2019	14/01/2020
BSc	PHSH	Semester - 1	13/12/2019	14/01/2020
BCA	BCA	Semester - 1	13/12/2019	14/01/2020
BBA	BBA	Semester - 1	13/12/2019	14/01/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The academic session 2019 - 2020 continued under the Choice Based Credit System (CBCS) at the undergraduate level as in the previous session. In the ongoing

CBCS format, the total marks allotted for CIA is 15 out of which 5 marks are for attendance and 10 marks for continuous internal evaluation which comprises scholastic and co-scholastic areas of assessment. In keeping with the requirement of the University with regard to the CIA, the Institution conducts internal assessments of the students throughout the semester. CIE is also conducted for the Post Graduate students of the departments having post graduate wing. The reforms initiated on the Continuous Internal Evaluation (CIE) system at the Institutional level in the session 2019-20 are as follows:

- Post Selection Aptitude Test to assess the aptitude of students in the Honours subject. These tests are held within a month of the enrolment of students to the college.
- Selection Tests are held before the University semester exams to familiarise the students with the University pattern of examination. The selected students are allowed to appear for the university exams on the basis of their performance in this test.
- Students are required to submit assignments/ present papers/ participate in group discussions/ take class tests/ field trips/ projects/ open book exam/ quizzes and engage in various forms of assessment techniques as decided by the faculty/ department as a part of the Continuous Internal Assessment (CIA) requirement of the University. The marks attained by the students in these CIA activities are recorded and submitted to the Vice-Principal on a monthly basis.
- The Continuous Internal Evaluation mechanism of the college not only assesses the academic aspect of the students but also assesses the personality development of the students. The various aspects of students' personality like regularity and punctuality, participation, leadership and organising skills, social concern, peer and faculty engagement, communication skills, creativity, application and campus culture are observed and assessed through the course of interaction between the faculty and students both inside and outside the classroom. According to their performance, the students are graded on a six-point scale ranging within A-excellent, B-very good, C-good, D-fair, E-satisfactory and F-not satisfactory. The regularity and punctuality aspects of the students are recorded and maintained by a twofold technique: the biometric system at the entrance of the college records the entry and exit of the students to and from the college besides the faculty maintain a separate attendance register for each subject and paper.
- Due to the pandemic, Covid-19 the classes from mid-March 2020 have been conducted online and hence the internal assessment was also conducted in the online mode. For this, the Institution has an official online platform in the form of Learning Management System known as Salesian Online. The grades of students are fed and recorded in the LMS for each paper of every department.
- The Examination Manual containing the Policy regarding examination issues is available in the College Website and the link for the same is shared here: <https://salesiancollege.ac.in/policies/sc-examination-manual/>

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

A Handbook and Calendar Committee for Salesian College, Sonada and Salesian College, Siliguri Campus was constituted in order to formulate the dates for various academic and co-curricular activities. Internal evaluations such as selection to the semester examination for both theory and practical examinations were fixed by carefully chalking out the teaching schedules, class tests and assignment distributions keeping in mind that ample time was given to the faculty members to complete the specified syllabus for the semester. Careful planning was also very important in order to chalk out time-tables for co-curricular activities such as Exsurge, Innovision, Ethnic Day, Savour Faire, and other special events. The intra and inter-college fests respectively as well as annual College Sports and Games Competition the college organises, feature in the College's annual calendar after careful planning so that these important occasions do not hamper the academic tenor. It is done to provide

ample scope so that the same could be effectively organised and the students could gain maximum benefits from all of them by having a greater choice. With reference to the conduct of Examination, each and every date for Selection Examinations, dates for submission of monthly Continuous Internal Assessments (CIA), daily attendance of the students are meticulously planned, laid down and accessed through an online Enterprise Resource Planning (ERP) system that has been developed in-house by faculty members of the Department of Computer Science and Application. The Handbook and Calendar Committee does not disperse after the publication of the College Handbook and Calendar but continues to maintain a close link with the faculty members as well as the management and support staff trying to ascertain the efficacy of the calendar thus continuously taking input from them and improving upon it so that all the academic as well as co-curricular activities are undertaken with precision and harmony. The Handbook and Calendar Committee calls for common meetings with different departments and their suggestions are sought. At least two events from each department are desired for a semester and these are evenly spaced and allocated in the calendar segment. The meetings of Governing Body, Internal Quality Assurance Cell, Deanery and Faculty, Finance, Construction and Purchase Committee are scheduled in the handbook and calendar. Fee payment due dates are mentioned. Standard operational procedures for exams, code of conduct, campus culture, role of student council/class representatives and college's expectations from the parents are laid out in the handbook and calendar. The programme laid out in the Handbook and Calendar is flexible enough to get changed with proper information to the committee members in the event of exigencies and emergencies to suit the requirements of the students on the whole. It is truly, the diligence of the work done by Handbook and Calendar Committee under the supervision of the Principal and Vice Principals of the respective campuses and monitored continuously by the IQAC through the effective ERP system in the campuses that act as the backbone to the structural perfection visible in the smooth and harmonious functioning of Salesian College.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://salesiancollege.ac.in/programs/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BBA	BBA	Business Administration	21	21	100
BCA	BCA	Computer Application	6	6	100
CMSH	BSc	Computer Science	4	4	100
MTMH	BSc	Mathematics	6	6	100
GEN	BCom	General	37	37	100
MNAH	BCom	Management	17	17	100

ACNH	BCom	Accountancy	40	40	100
GEN	BA	General	7	7	100
ENGH	BA	English	53	53	100
EDCH	BA	Education	17	17	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://salesiancollege.ac.in/wp-content/uploads/2021/08/Report-on-Student-Satisfaction-Survey-2019-2020.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	730	United Board of Christian Higher Education	647907	418723
Minor Projects	365	Salesian College, Siliguri Campus	80000	80000
International Projects	1080	UK - DST	1050000	500000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Short Film Making Workshop, Day 1	Dept. of Mass Communication and Salesian Campus Film Society	09/09/2019
Short Film Making Workshop, Day 2	Dept. of Mass Communication and Salesian Campus Film Society	10/09/2019
Faculty Orientation in Research and Teaching Excellence, Day 1	Salesian College, All India Association of Christian Higher Education, IISER Pune	23/09/2019
Faculty Orientation in Research and Teaching Excellence, Day 2	Salesian College, All India Association of Christian Higher Education, IISER Pune	24/09/2019

Faculty Orientation in Research and Teaching Excellence, Day 3	Salesian College, All India Association of Christian Higher Education, IISER Pune	25/09/2019
Translation Workshop on Indra Bahadur Rai and Translation of Displacement: Taking Indra Bahadur Rai Beyond Nepali, Day - 1	Salesian College Research and Translation Centre	11/11/2019
Translation Workshop on Indra Bahadur Rai and Translation of Displacement: Taking Indra Bahadur Rai Beyond Nepali, Day - 2	Salesian College Research and Translation Centre	12/11/2019
Translation Workshop on Indra Bahadur Rai and Translation of Displacement: Taking Indra Bahadur Rai Beyond Nepali, Day - 3	Salesian College Research and Translation Centre	13/11/2019
Translation Workshop on Indra Bahadur Rai and Translation of Displacement: Taking Indra Bahadur Rai Beyond Nepali, Day - 4	Salesian College Research and Translation Centre	14/11/2019
Student's Seminar on Media and Marxism	Dept. of Mass Communication and Dept. of Political Science	19/11/2019
National Research Scholars' Workshop.	Salesian College Research and Translation Centre	30/11/2019
TIST (Trends In Science And Technology) Day - 1	Computer Science and Application	28/02/2020
TIST (Trends In Science And Technology) Day - 1	Mathematics	28/02/2020
TIST (Trends In Science And Technology) Day - 1	Physics	28/02/2020
TIST (Trends In Science And Technology) Day - 1	Statistics	28/02/2020
TIST (Trends In Science And Technology) Day - 2	Computer Science and Application	29/02/2020
TIST (Trends In Science And Technology) Day - 2	Mathematics	29/02/2020
TIST (Trends In Science And Technology) Day - 2	Physics	29/02/2020
TIST (Trends In Science And Technology) Day - 2	Statistics	29/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Invited for a Radio Program	Monika Rana	Prasar Bharti	21/04/2019	Young Writer
Business Quiz	Sandeep Agarwal	St. Xaviers College, Kolkata	09/07/2019	Business Quiz
Guru Samman	Ganga Parajuli Tirkey	Lions Club of Siliguri Metro	08/09/2019	Academics
IAF Award	Fr. (Prof.) George Thadathil	International Association of Facilitators	15/11/2019	Academics
Certificate of Appreciation	Vaibhav Agarwal	All India Association For Christian Higher Education (AIACHE)	17/11/2019	Leadership
Certificate of Appreciation	Rupam Majumder	Tryaksh International, Hyderabad	17/11/2019	Reviewer
Certificate for Excellence	Anuja Tamang	University of North Bengal	22/11/2019	Academics (Gold Medal)
Junior Research Fellowship	Mrs Prayana Subba	UGC - NET	31/12/2019	Research Fellowship
Certificate of Appreciation	Dr. Dipankar Rudra	Routledge Taylor Francis Group	20/02/2020	Book Review
Governors Medal and Award for Best Cadet In Republic Day Camp	Priyambara Chhetri	Government of West Bengal	25/02/2020	Best Cadet in Republic Day Camp

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Salesian Research Centre	Entrepreneurship Development Cell	Salesian College, Siliguri	Prarambh	Giving a platform to the budding entrepreneurs	29/07/2020

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	7	1

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	7	2.03
National	English	2	0
National	Mass Communication and Journalism	2	0
National	Political Science	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
Mass Communication and Journalism	1
Social Work	1
English	1
Philosophy	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Observation of quasi-Gamma bands in Te nuclei	Siddharth Rai	The European Physical Journal A	2019	0	Salesian College, Siliguri	6
Possible Antimagnetic rotation in 127Xe	Siddharth Rai	J. Phys. G:Nucl. Part. Phys	2019	0	Salesian College, Siliguri	1
Gamma-vibration in 126 Xe - A revisit	Siddharth Rai	Nuclear Physics A	2020	0	Salesian College, Siliguri	6
Signature splitting in the	Siddharth Rai	The European Physical Journal A	2020	0	Salesian College, Siliguri	1

positive parity bands of ^{127}Xe						
'Fiscal Decentralization in Local Governance: A dream of Reality?'	Sunil Prasad	Perspective in Social Work	2020	0	Salesian College, Siliguri	Nil
"Web Series sensation in India: Endorsing women objectification through unrestricted online video streaming platforms"	Dipjyoti Das	Studies in Indian Place Names	2020	0	Salesian College, Siliguri	Nil
Tropicality and Wildness	Bikash Sarma	Asian Ethnicity	2020	0	Salesian College, Siliguri	Nil
Value Education in Higher Educational Institutions: Role of the Institutions and Students Perception Regarding Value Education	Fr. Aju Kurian	University News	2019	0	Salesian College, Siliguri	Nil
Devising an Elemental and Inclusive Language: A Study of Neelam Mansingh Chowdry? Productions	Dr. Gunjeet Arora	Dialog	2019	0	Salesian College, Siliguri	Nil
Value Education in Higher Educational	Dr. Dipankar Rudra	University News	2019	0	Salesian College, Siliguri	Nil

1 Institutions: Role of the Institutions and Students Perception Regarding Value Education						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
"Web Series sensation in India: Endorsing women objectification through unrestricted online video streaming platforms"	Dipjyoti Das	Studies in Indian Place Names	2020	Nil	Nil	Salesian College, Siliguri
'Fiscal Decentralization in Local Governance: A dream of Reality?'	Sunil Prasad	Perspective in Social Work	2020	Nil	Nil	Salesian College, Siliguri
Value Education in Higher Educational Institutions: Role of the Institutions and Students Perception Regarding Value Education	Fr. Aju Kurian	University News	2019	Nil	Nil	Salesian College, Siliguri
Value Education in Higher Educational Institutions	Dr. Dipankar Rudra	University News	2019	Nil	Nil	Salesian College, Siliguri

ions: Role of the Institutions and Students Perception Regarding Value Education						
Observation of quasi-Gamma bands in Te nuclei	Siddharth Rai	The European Physical Journal A	2019	Nil	6	Salesian College, Siliguri
Devising an Elemental and Inclusive Language: A study of Neelam Mansingh Chowdhry? Productions	Dr. Gunjeet Arora	Dialog	2019	1	Nil	Salesian College, Siliguri
Bhai Vir Singh and Modern Punjabi Drama: An Analysis of the Play Raja Lakdata	Dr. Gunjeet Arora	Sikh Formations: Religion, Culture, Society	2019	1	Nil	Salesian College, Siliguri
Possible Antimagnetic rotation in ^{127}Xe	Siddharth Rai	J. Phys. G: Nucl. Part. Phys	2019	Nil	1	Salesian College, Siliguri
Gamma-vibration in ^{126}Xe - A revisit	Siddharth Rai	Nuclear Physics A	2020	Nil	6	Salesian College, Siliguri
Signature splitting in the positive parity bands of ^{127}Xe	Siddharth Rai	The European Physical Journal A	2020	Nil	1	Salesian College, Siliguri

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	41	150	16	25
Presented papers	1	10	Nil	1
Resource persons	6	14	7	Nil

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Level Camp (Thal Sainik Camp)	16 Bengal Bn NCC	8	40
Army Attachment Camp	8 Bihar Regiment	10	7
Republic Day Camp	NCC Unit, Delhi	20	110
Blood Donation Camp	NSS All India Nepali Schedule Caste Association	1	21
Relief Distribution	NSS All India Nepali Schedule Caste Association	1	14
Social Outreach Program	NSS Unit, Salesian College, Siliguri Campus and Bhawna Society	2	8
Constitution Day	NSS Unit, Salesian College, Siliguri Campus	10	45
NSS Day (Sharing smiles since 50 long years)	NSS Unit, Salesian College, Siliguri Campus	2	37
Awareness Programme for Adolescent Girls	Women Cell, Salesian College	3	5
Awareness Programme on the need of child support and prevention of Human Trafficking	Women Cell, Salesian College	3	150

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Lions Premier League - VIII	Token Of Appreciation	Lions Club of Siliguri Magnum	20
International Womens Day	Award of Recognition	Press Information Bureau, Kolkata	40
Youth Fest	Letter of Recognition	Don Youth Services, Kolkata	400
Workshop on 21st Century Skills in Teaching Learning	Letter of Recognition	St. Robert's Higher Secondary School, Darjeeling	45
Workshop on 21st Century Skills in Teaching Learning	Letter of Recognition	St. Josephs Convent, Kalimpong	50
Parent's Training Programme on Positive Parenting	Letter of Recognition	St. Anthony's School, Kurseong	150
Teachers Training Programme on Identification and Management of Red Flags/Symptoms of Psychological issues	Letter of Recognition	St. Anthony's School, Kurseong	60
Founding Member and Contributor	Letter of Recognition	Matters India	19
Speak For India	Participating as host college	Federal Bank and Times of India	75
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachhta Pakhwada	NSS Unit, Salesian College, Siliguri Campus	Swachh Bharat	2	45
Orphanage Visit	NSS Kiwanis Noora Children's Home	Orphanage Visit	3	17
NSS Annual Camp - Day 1	NSS Unit, Salesian College, Siliguri Campus	Cleanliness Drive	4	19
Environment Day	NSS Unit, Salesian College, Siliguri Campus	Awareness Program and planting of saplings	2	18

Disaster Preparedness Drill	NSS Kurseong Fire Station	Disaster Preparedness Drill	2	350
Awareness Programme for Adolescent Girls	Women Cell, Salesian College	Awareness Programme for Adolescent Girls	4	5
Awareness Programme on the need of child support and prevention of Human Trafficking	Women Cell, Salesian College	Awareness Programme on the need of child support and prevention of Human Trafficking	4	150
Awareness Campaign on Women Empowerment	Women Cell, Salesian College Munda Koti Sewa Samity	Awareness Campaign on Women Empowerment	4	5
Anti Trafficking and Women Empowerment	The Women Cell and Department of Social Work, Salesian College, Siliguri Campus	Awareness Program	3	12
Aids Day	NSS Unit, Salesian College, Siliguri Campus	Awareness Program	2	70
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Exchange Programme organised by Department of Social Work, Salesian College, Siliguri Campus	34 MSW students from Shree Acharya University of Kerala	Salesian College Siliguri Campus	1
Conference on Philosophy and Poetry (University of North Bengal and Salesian College, Siliguri Campus and Sonada)	Students, Faculty, Research Scholars	Salesian College, Siliguri Campus Sonada and University of North Bengal	1
Student Exchange Programme	Salesian College & St. Joseph's College, Darjeeling	Salesian College	1
Faculty Orientation in	Salesian College, All India	Salesian College	3

Research and Teaching Excellence	Association of Christian Higher Education, IISER Pune		
Educational Trip by Department of Mathematics	Students	Salesian College Siliguri Campus	8
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Role of self help group in Socio - Economic development of Women Entrepreneurs: A study on the basis of Purnea, Bihar	Rotary Club, Organised by Saheli Centre, Purnea	01/02/2020	01/03/2020	Priya Gupta
Online Course	Career Edge	Tata Consultancy Services	21/04/2020	10/05/2020	Akash Jaiswal
Book Publication	The Cross on The Roof	Don Bosco Society, Nepal	05/02/2020	31/08/2020	Salesian College Publications & Don Bosco Society, Nepal
Book Publication	All in a Cup of Tea	Tea Promoters India	01/08/2019	01/06/2020	Salesian College Publications and Tea Promoters India
Internship	What makes the consumer take the bait - A case study on stimulating factors of impulse buying in	Pantaloons Retail Store	01/02/2020	01/03/2020	Joyanna Annie Thomas

	Pantaloons Retail store, Siliguri				
Internship	A study on the Heritage Tourism of Windamere Hotel, Darjeeling	Windamere Hotel, Darjeeling	04/02/2020	19/03/2020	Anshu Singh
Internship	An Empirical Study about financial performance of Maa Mayanamata Agro Products Private Limited	Maa Maynamata Agro Products Private Limited	01/02/2020	28/02/2020	Umang Kharia
Internship	Buyer preference and satisfaction towards Pre-Owned Cars in Siliguri	Mahindra First Choice, Siliguri	01/02/2020	08/03/2020	Chetan Bhutra
Internship	CA Articleship	Avijit Dutta and Co.	13/02/2020	19/02/2020	Rajat Agarwal
Internship	Impact of brand equity on brand loyalty	MAYFAIR Spa Resort and Casino, Gangtok	04/02/2020	05/03/2020	Deepsikha Chhetri
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
CII Young Indians and Salesian College Siliguri	31/07/2019	Enhancing leadership skills of students	150
DBHEI Institutes	30/11/2019	Enhance relations by developing possibilities for Academic and Cultural interchanges in Teaching, Research and other activities	14379

Rimpocha Tea	03/12/2019	To prevent girls of closed tea garden from being trafficked through skill development	2000
Salesian College, Darjeeling and St. Andrews College, Mumbai	06/02/2020	Academic	6000
ISOEH Data Securities and Salesian College	28/02/2020	Academic	120
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25439510	42409389

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
eBLIS (Electronic Bosco Library Information System)	Fully	1.0	2004

eBLIS (Electronic Bosco Library Information System)	Fully	1.0	2009
eBLIS (Electronic Bosco Library Information System)	Fully	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46263	23541972	571	431220	46834	23973192
Reference Books	210	240000	3	26249	213	266249
e-Books	690	657	43	438	733	1095
Journals	41	137974	Nill	Nill	41	137974
e-Journals	15	45155	Nill	Nill	15	45155
Digital Database	5	276102	Nill	Nill	5	276102
CD & Video	44	63600	Nill	Nill	44	63600
Library Automation	2	78250	Nill	Nill	2	78250
Others(s pecify)	136	308833	Nill	Nill	136	308833
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Mayukh Mazumdar	Applications of OP AMP part - I (PPT).	MS Powerpoint 2010	08/04/2020
Mayukh Mazumdar	Holography Physics (PDF).	MS Word 2010	16/04/2020
Subhajit Paul	Linear Transformations and Rank-Nullity theorem.	LaTeX	31/03/2020
Subhajit Paul	Compact Sets in ?.	LaTeX	13/04/2020
Subhajit Paul	Algebra of subspaces, Coordinates and Change of basis.	LaTeX	14/06/2020
Abhijit Dey	Size of a	Free Cam	06/04/2020

	variable in C. How to get the size of a variable using sizeof().		
Abhijit Dey	Packet Switching : Importance, approaches and details.	Free Cam	27/04/2020
Abhijit Dey	Data File - 9 : Use of fprintf() and fscanf() functions.	Free Cam	25/05/2020
Fr. Aju Kurian	Value Education.	Video Camera	03/05/2020
Mayukh Mazumdar	Types of Feedback Connection Video Lecture (MP4).	Screen Recorder Video Recorder- XRecorder	29/03/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	108	7	98	4	2	26	10	35	2
Added	11	0	0	0	0	0	0	0	0
Total	119	7	98	4	2	26	10	35	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

35 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
SALESIAN TELEVISION	https://www.youtube.com/channel/UCOjjjNeq0igid8-fA3IXViQ
RADIO SALESIAN	https://www.facebook.com/radiosalesian/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4306858	3948277	5166525	6826020

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Introduction: The physical resources like land, field, gardens, forest, buildings and equipment are supervised and managed by the college bursar. He is assisted in the process by the finance committee and the construction committee. The Individual and departmental requests for capital investments are ordinarily seen to by the Bursar and if above the set limit decided through the college coordination committee and reported to the Governing Body of the college. Maintenance of Physical Facilities: The Bursar with a team of members monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Transport facilities are monitored and maintained by the Bursar and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year. Maintenance of Classrooms, Furniture and Seminar Halls and Auditorium: Classrooms with furniture and teaching aids are maintained by the respective block staff and attendants and supervised by the respective supervisor. Seminar halls and auditoria are under the purview of the supervisors and the college electrician the cleanliness is taken care of by the housekeeping team. Maintenance of Library and Library Resources: The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and archiving related movement of documents. Maintenance of Laboratories / Lab Equipment: The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Maintenance of ICT Facilities: The annual maintenance includes the required software installation, antivirus and upgradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Maintenance of Sports and Games Facility: The sports equipment, fitness equipment, ground and various courts in both the campuses are supervised and maintained by the Sports in Charge and Faculty members of the Physical Education Department respectively. Maintenance of Campus Cleanliness: Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor. Maintenance of other amenities: The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under the Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective block supervisors. Replacement of Equipment/ Electronics /Computers: The maintenance comprises actions that are carried out to replace worn out assets. To avoid e-waste accumulation the outdated electronics /computers are put on buyback as per norms and new items are procured as required. Emergency Maintenance: Day to day maintenance includes running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks. These are taken care of by the Bursar and his qualified team members.

<https://salesiancollege.ac.in/policies/sc-maintenance-policy/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Medical Assistance, 2. Talent Support Programme, 3. Fee	94	2007235

	Concession to students scoring above 80, 4. Scholarship given to University Toppers, 5. Salesian College Scholarship,		
Financial Support from Other Sources			
a) National	1. Swami Vivekananda Merit - Cum Scholarship, 2. Post Matric Scholarship	60	417600
b) International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Promotional Departmental Videos - Mass Communication and Journalism	21/05/2020	3	Department of Mass Communication and Journalism
International Mother Language Day	21/02/2020	100	Department of Management Studies
Important aspects of CV development - vitae Virtue	28/01/2020	83	Entrepreneurship Development Cell
Outreach Programme	23/01/2020	78	Department of Education And B.A Programme
Orientation Programme for 2nd 4th Semester students	07/01/2020	995	Head of Departments
International Aids Day Awareness Programme	29/11/2019	60	NSS Unit
Social Outreach Programme	14/11/2019	16	Department of Management Studies
Handshake Mantra	22/08/2019	90	Salesian College in association with Young Indian, Siliguri Chapters
Workshop on Photography	19/08/2019	73	Department of Mass Communication and Journalism

Orientation for Part - III Commerce Students	05/08/2019	141	Department of Commerce
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Awareness Programme by Institute of Company Secretaries in India	Nil	340	Nil	Nil
2019	CA Foundation (How to Prepare for C.A Exam)	Nil	70	1	Nil
2019	CA Intermediate (How to Prepare for C.A Exam)	Nil	70	7	Nil
2019	Career Fair 2019	Nil	79	Nil	Nil
2019	Competitive Exam Preparation	11	11	Nil	Nil
2020	Zenith - Vitae Virtue (EDC)	Nil	83	Nil	Nil
2020	Excel The Excellent (EDC)	Nil	250	Nil	Nil
2020	The Big Budget Theory (EDC)	Nil	250	Nil	Nil
2020	Career Counselling (Path to MBA)	Nil	340	Nil	Nil
2020	Life Orientation Programme	Nil	421	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	4	B. A. Honours in Sociology	Department of Sociology	University of North Bengal	Masters in Sociology
2019	2	B. A. Honours in Psychology	Department of Psychology	Salesian College, SILIGURI Campus	Masters in Psychology
2019	3	B. A. Honours in Political Science	Department of Political Science	University of North Bengal	Masters in Political Science
2019	1	B. A. Honours in Mass Communication and Journalism	Department of Mass Communication and Journalism	St. Xaviers University, Kolkata	M.A. in Mass Communication and Journalism
2019	1	B. A. Honours in History	Department of History	University of North Bengal	M.A. in History
2019	1	B. A. Honours in Geography	Department of Geography	University of North Bengal	M.A. in Geography
2019	2	B. Sc. Honours in Computer Science	Department of Computer Science and Application	MCKV INSTITUTE OF ENGINEERING, LILUAH, HOWRAH	Masters in Computer Application
2019	1	B.B.A.	Management	Don Bosco Institute of Management	M.B.A.
2019	2	B. Com.	Department	University	M. Com.

			of Commerce	of North Bengal	
2019	2	B.A. Programme	B.A. Programme	University of North Bengal	BLIS
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1
Any Other	7
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Mother Language Day	INTER COLLEGE	100
TAVERNA trophy	INTER COLLEGE	161
Salesian Masters	INTER COLLEGE	163
Ethnic Day	INTER COLLEGE	1400
TECHNOCRAT	INTER COLLEGE	1000
Annual Sports Day	INTRA COLLEGE	885
EXSURGE	INTRA COLLEGE	1000
INSCAPE	INTRA COLLEGE	1000
Christmas Cake baking and Collage making	INTRA COLLEGE	1400
INNOVISION	INTRA COLLEGE	3000
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Governors Medal	National	Nil	1	WB18SWA208723	Priyambara Chettri
2019	Participation - Karate	National	1	Nil	SL20180400401103	Vidit Tamang
2020	Online quiz in English Literature	National	Nil	1	SL20190500532211	Bartholomius Dhan
2020	Principles	National	Nil	1	SL20190500532211	Bartholomius Dhan

	of Communication Technology					
2020	Proficiency Test in Communicative English	National	Nil	1	SL20190500532211	Bartholomius Dhan
2020	Online Quiz on Error Analysis	National	Nil	1	SL20191100372210	Sudip Mondol
2020	Proficiency Test in Communicative English	National	Nil	1	SL20191100372210	Sudip Mondol
2020	E-QUIZ YOGA	National	Nil	1	SL20191100372210	Sudip Mondol
2020	Proficiency Test in Communicative English	National	Nil	1	SL2019200282200	Birendra Kerketta
2020	Principles of Communication Technology	National	Nil	1	SL2019200282200	Birendra Kerketta
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council is an important part of Salesian College, aiming to instill a sense of leadership, independence and responsibility among the students. The college believes in providing a democratic structure to the students, who are encouraged to participate actively in the functioning of the system. The student council reports to and functions with the general supervision of the Principal and his nominee(s). The student council consists of the Class Representatives, clubs and group leaders from among whom the president, vice president, secretary, joint secretary, treasurer and joint treasurer are selected and who act as the key members of the council. The eligibility criteria are based on the overall performance of the students in the previous academic years. The President is selected from among all the members. The role of the Student Council President is to represent the Student Body and to organise weekly meetings and supervise the functioning of the elected student body officers. Along with the other members, she maintains student body files, keeps a record of student activities and assists the College Management in organising various functions/events. A Class Representative (CR) for each class is nominated and/or elected at the beginning of the year. The purpose of the Student Council is to give students an opportunity to develop leadership skills by organising and carrying out various college activities and projects. The CRs assist the Vice Principal, Deans, Campus Co-ordinators and the HoDs in maintaining coordination with the students of their class. They are also responsible for the collection and returning of daily attendance registers,

written assignments and notes. They also help in maintaining the tone and discipline of the college. They support elicit the of their classmates in the pursuit of maintaining discipline. To ensure holistic development of the students and to bridge the communication gap across the departments, all the students are encouraged to be a part of a club and participate in different events, promoting a vibrant campus environment. The student council is entrusted with maintaining order and promoting active co-operation among all members of the college community. They organise various programmes like orientations, cleanliness drive, and fests. They identify, assess, evaluate and suggest the student perspectives in the development of Arts and Culture, Sports and Games and other co-curricular activities. One of their important objectives is to inculcate among the students the Vision and Mission of the college. They also suggest methods of improving student life through proper conduct and discipline. The CRs initiate inter-departmental projects and promote different clubs and groups. The student council has regular meetings to discuss different agenda and also to supervise the tasks of the council members. The Principal/Rector may dissolve an unsatisfactory and inefficient student council or change Individual office bearers who do not conform to the college rules or in any way prove unworthy of the office they hold. However, there has neither been any such intervention, nor the need for the same, during the year. Rather, the yearly performance indicators prove the success of the Council

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Salesian College Sonada and Siliguri Campus have vibrant Alumni Associations. It is registered with the Don Bosco Alumni, India and also registered under West Bengal Societies Registration Act (FI. 1LI-66557 of 2009-10 dated 31 December 2009). The Siliguri wing of the Association was formed on 25th August, 2015 with an aim of working for society. Presently there are many registered members in the Siliguri Chapter from the first batch of 2011 to 2019 and the number is growing gradually. The Association is rather new but since the foundation, the young and energetic members are very much devoted to social work and are full of enthusiasm. The college has an active alumni association formed out of the relationship between the alumni and the management to help the institution in its ongoing developmental efforts. The alumni office was established with an aim to create a network with the alumni through various activities conducted by the college and interact with the alumni at various forums and always maintain an updated database of the alumni. The involvement of alumni in supporting and providing contributions of varied kinds voluntarily to the college has always been considered important for maintaining and expanding the college. Over the years the association has helped in raising funds for various activities and projects of the college. Individual members have come forward with their expertise to resolve issues and participate in various programmes for the greater benefit of the academic community as well as the wider society. Out of these programmes Orange the World, Gift of Smile for the underprivileged students, Blood donation Camps deserve specific highlight. The Alumni has also sponsored important events in the college like Commerce Fest. The association also contributes considerable donations to the College from its funds every year. Regular meetings of the alumni are held at different chapters situated across the globe and the ongoing activities and future plans of the association are discussed at length. The association has also organized different events as part of the social outreach programmes. Under the Gift of Smile initiative, free dental camp was held in Siliguri, aiming to provide free dental checkups to the street children in the city. The association also organised a blood donation camp in association with the Blood Vision in the Siliguri Campus of the college where 111 units of blood

were donated by the students of the college. The association has organised summer camps and excursions for the beneficiaries. With a wide network of Don Bosco institutions all over the country and at international level the college alumni is also linked with all other Don Bosco institutions at regional, national and international level giving the alumni an immense opportunity for their growth and development. It aims at working for the upliftment and betterment of our society. As they have received a sound education from Salesians of Don Bosco the father and founder they want to share the goodness that they have received as a mark of gratitude to Don Bosco and his sons.

5.4.2 – No. of enrolled Alumni:

465

5.4.3 – Alumni contribution during the year (in Rupees) :

182900

5.4.4 – Meetings/activities organized by Alumni Association :

1. Gift of Smile: The Gift of Smile is an initiative taken by the Alumni on the occasion of Gandhi Jayanti to spread smiles among the underprivileged children.
2. Blood donation camp: The Alumni Association organizes a Blood Donation Camp every year. Their purpose is to educate people about the importance of blood donation.
3. Alumni Meetings: Alumni meetings are held to discuss and plan important events and activities.
4. Alum News: Its a monthly newsletter of the Alumni Association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The administration and management, especially the decision and policy-making procedure, of the college have been decentralized through a participatory management mechanism. Apart from the Founder Body, Governing Body members and the Principal, there are Vice-Principals and Deans who look after daily running of the college in collaboration with the Bursar, Campus Ministers, Deans and Co-ordinators. They are in turn supported by heads of departments. The college has given responsibility and freedom to the deaneries to function independently in its day-to-day functioning following the broad common vision and mission of the college. Departments are given the liberty to organise Continuous Internal Assessments in the modes and manner the departments choose to. The academic calendar is planned in the beginning of the year and once the calendar is ready, the departments and deaneries decide the mode of completion of the prescribed syllabus and the evaluation of the same in keeping with the educational/instructional objectives of each of the departments. The college encourages decentralization and participative management through the involvement of Religious faculty, Non-Religious faculty, Students, Parents, Alumni, Local Educators, Intellectuals and neighbours. The student representatives such as Departmental Representatives (DRs) and Course/Class Representatives (CRs), and members of the Student Council are given leadership roles wherever they can fit in. Students were chosen by election by their peers. The co-operation of parents/guardians, alumni and neighbours is sought. Regular meetings of parents, alumni and neighbours are held for this purpose during which some local educators or intellectuals are invited. The composition of the internal quality assurance cell of the college where important quality enhancement related decisions are made, include of the elected/nominated members of the student council and parents' representative. The college management includes faculty representatives (male and female) and parents'

representative in the crucial decision-making process. The most important decentralisation measure that was taken in the 2019-2020 academic year was the creation of three deaneries in Siliguri Campus to facilitate more participation in the decision making, execution and evaluation. Later, three Vice Principals and Deans were appointed to look after the deaneries. Siliguri campus having post-graduate programmes in English, Education and Psychology also appointed Dean for PG Studies in the same academic year. College has given full autonomy to the clubs, cells, associations and societies among the departments and deaneries to function in the matters of outreach of the college, fundraising, organisation of charitable events, maintenance of the public relations and student support. The college has Entrepreneurship Development Cell (EDC) developed by the students and faculty of the Departments of Commerce and Business Administrations to develop the entrepreneurial culture of the young entrepreneurs. Keeping in mind the growth prospects of the nation and simultaneously realising how well it can sustain the budding entrepreneurs, the college authority decided to move a step forward and explore the possibilities of excelling in this field. Hence the cell commenced from July 2019. Upholding its motto of innovation, knowledge and growth the EDC has organised over 6 major events in the college campus in the said academic year.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	University provides the College with a syllabus that is revised from time to time together with the aid of Board of Studies (BoS) members comprising of our faculty members. With a view to expose students to the Industries for project and internships, every year Industrial visits are made mandatory for Management students. Hence, for this purpose, this year too, the MOU with Pantaloons and Young Indians has been renewed. More such initiatives and steps are anticipated in the future. Apart from this, College organises interactions with the Industry players in the College campus to have open sessions of doubt clarifications.
Teaching and Learning	Salesian College has a very strong Teaching-Learning profile and it is monitored by Heads of the Departments, Deans and Vice Principals. Teaching is enriched with the use of ICT tools in online class mode. Webinars, Conferences, Workshops and student presentations are encouraged so as to engage the students in the Learning Programmes of the College. Projects, assignments, Internships, Service Learning are well blended in the Curriculum of the University transacted

in the College campuses. The academic year is divided into two Semesters and the faculty breaks down the syllabus and lay out in the forms of lectures and presentations.

Examination and Evaluation

The College in consonance with the affiliated University conducts two types of evaluations namely formative and summative evaluations. Formative evaluations are generally conducted by the Departments on a fortnightly basis and the records are kept in the Enterprise Resource Planning and Learning Management System of the College. These are also termed in the college as Continuous Internal Assessments (CIA). The summative assessments are conducted by the University on a semester basis. The feedbacks of the evaluations are shared with the students via ERP and the slow learners are given one-to-one counselling and mentoring by the respective faculty.

Research and Development

In view of Research Development, FORTE (Faculty Orientation in Research and Teaching Excellence), was organized at Salesian College, Sonada. For the enhancement of research experience, Faculty members were encouraged to take up PhD courses and all the research scholars were to participate in Research Scholars workshops which is organised by the College every six months. The college has an ISSN bearing journal with Data Object Identifier (DoI) where the faculty can contribute. The college also has a fully functional Research Centre headed by the Research Director and Translation Centre to promote research among the faculty and among the scholars of the region.

Library, ICT and Physical Infrastructure / Instrumentation

The Library has been linked through OPAC. The institution has a digitized library. The Infrastructure of the digitized library has been installed with 6 PCs in the library as well as in the new building to enhance more effective ICT learning. Required equipment was added to the Salesian TV Studio. The college has sprawling 43 acres of land in both campuses put together. The buildings are ergonomically designed to support learning environment. The greenery of the campus is preserved. College has sophisticated Computer, physics,

psychology, geography and mass communication journalism labs which are updated/upgraded from time to time.

Human Resource Management

The introduction of new courses and the increase in the number of students in various departments has led to the need for recruitment of new faculty members in various departments. In this regard, the management committee released an advertisement for the recruitment, selection and interview of eligible candidates. The recruitment was not only for the faculty but also for the non-teaching staff. The faculty are self/peer assessed on an annual basis and the faculty having adequate API are promoted to the next grade as per the UGC guidelines. The personnel policy of the college becomes the guiding document for all.

Industry Interaction / Collaboration

With a view to expose the students to Industries for projects and Internships, every year Industrial visits are made mandatory for Management students. Hence, for this purpose, B. Voc Department organized an Industrial/Institute visit to Mount Distilleries, Sikkim on 5th March, 2020. More such initiatives and steps are anticipated in the future. Management Department spearheads to have the liaison with the Industries. The Sonada campus being in the tea garden location, constantly engages with the issues, problems and prospects of the tea garden of Darjeeling. The tourism and Travel Management course enriches students with the industry interface with their academics.

Admission of Students

For the new Academic session 2020 - 2021, the admission process was done through ERP online process. Notification for College admission under the guidance of University of North Bengal was initiated. The entire process ranging from payment and filling up the forms were done online. There were around 600 students who enrolled themselves out of 1202 applicants who enrolled online in various courses. The whole process went through different stages such as verification of documents, entrance test, interviews and listing out selected candidates for each course, most of which was done online. The parents were also roped in to explain

their roles in educating their wards.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	In-house software for enterprise resource planning and administration from 2018 onwards.
Administration	EBLIS BOSCO TALLY, ERP for online recording of classes, faculty and student activity. Uploading of news and reports of various events held in college. https://salesiancollege.ac.in/ERPSonada/user.html
Finance and Accounts	ERP and Account Made Easy (ACME)
Student Admission and Support	Student Admission and Support: Online application for admission. Online assessment and Publishing of Merit list for admission. Student Portal for viewing internal marks and reports. Learning Management System, Moodle, for online-offline resources. https://salesiancollege.ac.in/Admission201819/user.html https://www.moodle.salesiancollege.ac.in/
Examination	Digital Recording of internal marks and generation of marks list for students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Fr. James Chacko	Salesian Psychological Association	Salesian Psychological Association	15000
2020	Subhajit Paul	Documentation and Preparedness for Accreditation	Xavier Board of Higher Education	4779
2020	Fr. Aju Kurian	Documentation and Preparedness for Accreditation	Xavier Board of Higher Education and St. Anthonys College	3000
2019	Fr. James Chacko	Seminar/Retreat on Spiritual Quotient Programme	Salesian College Sonada, Darjeeling	3000

2019	Fr. George Chempakathanil	Seminar/Retreat on Spiritual Quotient Programme	Salesian College Sonada, Darjeeling	3000
2019	Fr. Babu Joseph	Seminar/Retreat on Spiritual Quotient Programme	Bandel Church	3000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	Training program on Computer Aided Documentation	06/07/2019	06/07/2019	Nil	9
2019	Faculty Development Programme on creating Salesian style Education Campus	NA	16/08/2019	16/08/2019	90	Nil
2019	NA	Workshop on Waste Segregation Management	07/09/2019	07/09/2019	Nil	10
2019	Verzotto Memorial Lecture	NA	21/09/2019	21/09/2019	35	Nil
2019	Faculty Development Programme by Dr. Dan Choffines	NA	19/11/2019	19/11/2019	90	Nil
2019	Participation in Research Scholar Workshop	NA	30/11/2019	30/11/2019	4	Nil

	held at Sonada					
2019	NA	Family welfare meeting for support staff	07/12/2019	07/12/2019	Nil	22
2020	Invited talk on Gandhi and Environmentalism - Dr. Dilip Sarkar	NA	14/01/2020	14/01/2020	100	Nil
2020	NA	Social Outreach Programme for support staff	23/01/2020	23/01/2020	Nil	27
2020	NA	Hands on training for Laboratory staff	15/02/2020	15/02/2020	Nil	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC sponsored orientation program	1	04/09/2019	24/09/2019	21
Faculty Development Programme by Fr Dr. James Chacko	65	16/08/2019	16/08/2019	1
10 Days Research Methodology Workshop for Ph.D., M.Phil, PDF Scholars Sponsored by ICSSR, New Delhi.	1	18/02/2019	27/02/2020	10
FORTE (Faculty Orientation in	9	23/09/2019	23/09/2019	1

Research and Teaching Excellence)				
FORTE (Faculty Orientation in Research and Teaching Excellence)	9	23/09/2019	25/09/2019	3
Visit of Rector Major	300	25/10/2019	26/10/2019	2
Faculty Development Programme by Dr. Dan Choffines	90	19/11/2019	19/11/2019	1
Participation in Research Scholar Workshop held at Sonada	4	30/11/2019	30/11/2019	1
Teachers Enrichment Workshop on Linear Algebra and Analysis	1	02/12/2019	07/12/2019	6
Documentation and Preparedness For Accreditation	2	21/02/2020	22/02/2020	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	27	7	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Research related additional leaves/Assistance towards travel for Research., 2. Advance/Loan without interest., 3. Financial assistance for education.	1. Advance/Loan without interest., 2. Social charity for house building., 3. Financial assistance for childrens education., 4. COVID relief charity., 5. Financial assistance for education/training courses.	1. Concession of college fees for financially backward students., 2. Financial medical assistance., 3. Scholarship given to students for best performance., 4. Student welfare initiatives.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Under the aegis of the Bursar, finance head, the Internal and external audits are given due importance. Internal audits are undertaken for every event in the college after submission of the bills in a predesigned format. The internal auditor is an Ex-Officio member of the finance committee, purchase committee and construction committee. There are tri / monthly meetings held for these committees. The external auditor visits twice a year for external audits. For all purchases and subsequent internal audits, there is a complete guideline prepared and all have to mandatorily follow the process. The college has a very transparent audit mechanism, with both external and internal audits being conducted. If required, meetings are held more than once a month. Purchases needed by department/committee/cells/association/club have to be first decided in the respective internal meetings, and then an application has to be made by the respective Head and submitted to the respective Vice Principal/Principal. The Vice Principal/Principal, after his observations, passes it to the Deans.

The Dean after verification gives it to the internal auditor. The internal auditor scrutinizes the application and hands it over to the Bursar. The Bursar may make the purchase through his office or through the respective department/committee/cell /association/club. The purchase bills are maintained by the finance office. Once the event is over, the respective department/committee/cell/ association/club/ will submit the bills in a pre-designed format, available with the internal auditor, to the internal auditor within a week. Only genuine bills are accepted for reimbursement purposes. All POS machine bills have to be mandatorily photocopied as they become invisible over time. The internal auditor after due scrutinizing will submit the bills to the Bursar. The Bursar reimburses the bills if required. Payments made to guests, visitors, judges, etc. for various activities, are done through the college payment voucher. The receiving party is required to accept the payment after duly signing the receiving voucher. The construction expenditures are looked after by the Bursar's office with the approval of the Principal. The out of ordinary expenditure regarding purchases of electronic gadgets, teaching aids, etc. are undertaken after convening a meeting of the Finance committee. All such expenses are approved by the Principal. The audit committee is open to all new ideas and suggestions for improving its functioning for the betterment of the college from the Student Council, faculty, staff, and seeks to economize any expenditure. Library purchases are directly approved by the Principal, Vice Principal or the Bursar. Departments wanting to purchase books/magazines/newsletters, etc. must get approval from the Vice Principal or the Principal directly. Such purchases are then made by the Bursar. The librarian maintains the records of such purchases in the software. The final bill is submitted to the accounts section. Overall, the college has a robust and transparent purchase and audit mechanism. Given the increasing facility of online purchases, the provision is made open to the faculty to purchase non-available books from the local suppliers, online. Such purchases are paid from the college or reimbursed to the faculty.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
1. Contribution from BBA Students, 2. Dr. George Chempakathinal, 3. Dr. Babu Joseph, 4. Dr. Mathew Pulingathil, 5. Mr. Sakshi Routela, 6. Mr. Ernst Bach, 7. Mr. Ernst Bach, 8. Luc Goddyn and	19835378	1. Buying study materials for BBA Department, 2. Donation for poor children, 3. Donation for poor children, 4. Donation for poor children, 5. Donation for poor

Christel, 9. Luc Goddyn
and Christel, 10. Mr.
Ernst Bach

children, 6. Maintenance
and construction of Savio
Youth Centre, 7.
Maintenance and
construction of Savio
Youth Centre, 8. MGN
maintenance and
construction, 9. MGN
maintenance and
construction, 10.
Maintenance and
construction of Savio
Youth Centre

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6.4.3 – Total corpus fund generated

3141062

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	Secretary, Governing Board, Salesian College
Administrative	Yes	Sanjay Mukherjee, Chartered Accountant, 96, Garpar Road, Kolkata - 700009	Yes	Fr. Jagjivan Tirkey, Treasurer, Salesian College, W.B, 733209

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parents sign an undertaking with the college to admit their respective ward and to abide by the rules and the regulations of the college. They also concede not to encourage their ward in any form of ragging or cyberbullying in or outside the college. 2. Parents-Teacher meeting whenever any ward is absent beyond the required percentage or performing poorly in his/her academics with proper information. 3. Parents of 3rd-year students were invited to witness the graduation day ceremony on 7th March, 2020. 4. Parents representative in College Governing Body.

6.5.3 – Development programmes for support staff (at least three)

1. Medical/Educational/Monetary support to the staff members in need. 2. Recreational activity for support staff. 3. Regular meetings and instructive training for their respective tasks.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Augmenting Infrastructural Developments. 2. Strengthening Research, Faculties encouraged to pursue research. 3. Electronic Learning Management System and Augmenting Database Management System.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Initiation of Entrepreneurship Development Cell	29/07/2019	29/07/2019	30/06/2020	23
2019	Faculty Development Programme by Dr. Dan Choffnes	19/11/2019	19/11/2019	19/11/2019	70
2019	Inauguration of Arts/Humanities Block	26/11/2019	26/11/2019	26/11/2019	70
2019	Salesian College Lecture Series	13/12/2019	13/12/2019	19/02/2020	70
2020	Orientation for students of newly introduced courses - MA Education / B.Sc. Economics / B.S.W / B. VOC Classes	13/08/2019	13/08/2019	13/08/2019	500
2020	Inter Disciplinary Research Methods Workshop	22/02/2020	22/02/2020	22/02/2020	90
2020	Administrative Audit	01/03/2020	01/03/2020	31/03/2020	2
2020	Faculty Development Programme - Journey with Learning Management System	10/06/2020	10/06/2020	15/06/2020	37
2020	Faculty	16/06/2020	16/06/2020	17/06/2020	45

Development
Program -
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Social Outreach Programme - Woman Empowerment and Gender Equality	07/02/2020	07/02/2020	20	20
Women Cell - Grooming - Rexona	28/02/2020	28/02/2020	112	Nil
National Science Day assembly - Women in Science	28/02/2020	28/02/2020	103	100
Women's Day Celebration	06/03/2020	06/03/2020	110	100
International Women's Day Program	08/03/2020	08/03/2020	65	Nil
Shadow Pandemic - Violence Against Women	07/05/2020	07/05/2020	15	20
Workshop on Adolescents and Human Trafficking	13/09/2019	13/09/2019	10	9
Awareness Program on concerns of Adolescent Girls at School Level	16/09/2019	17/09/2019	280	70
Students rally as an awareness creation	25/10/2019	25/10/2019	60	90

program on human trafficking, child abuse, domestic violence, etc.				
Awareness Campaign on Human trafficking, domestic violence, women health and hygiene, child abuse, etc., among the remote village people, especially women.	25/11/2019	25/11/2019	150	50
Radio Salesian fights child marriage and promotes girl child health	07/12/2019	15/01/2020	13	12
March with a purpose, march to end rape culture	12/12/2019	12/12/2019	120	110
Anti-trafficking awareness camp for women and adolescent girls	13/12/2019	13/12/2019	40	10
Anti-trafficking and Mental Health Awareness Programme for Adolescent	17/01/2020	17/01/2020	180	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Salesian Mini Hydro Power Project, Sonada - With the help of a turbine and generator, electricity is generated from water that supports the college and neighbourhood street lighting. During the year 2019-2020, total electricity consumption by Salesian College, SONADA was around 80446 kWatt, out of which 446 kWatt has been met by electricity generated by the hydro project (0.55 percent of the total power requirement). 2. Salesian Solar Panel Project, Siliguri- With the help of solar panel, sunrays are transformed into electricity generation that produces up to a maximum of 2 kWatt of electricity (average 3000 units per year). The yearly non-renewable electrical usage is 39,912 units giving us a total energy consumption of 42,912 units in a year, so

the solar generator accounts for 7 percent of the electricity demand, on average.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Braille Software/facilities	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	08/07/2019	1	Anti-Ragging Programme	Awareness Programme	420
2019	1	Nil	17/07/2019	2	Drug Addiction Awareness Programme	Awareness Programme	26
2019	1	Nil	14/08/2019	1	Start-up plan	How to make a start-up	80
2019	Nil	1	05/09/2019	2	School girls visit college to study Plastic Waste Management	Awareness Programme	160
2019	Nil	1	03/10/2019	1	Industrial visit to Sapphire Paper Mill	Industrial visit, Marketing and Production	80

2020	1	Nil	24/01/2020	1	Field trip by Department of Management Studies	Departmental field trip to Muktidhara	65
2020	1	Nil	24/01/2020	1	Field trip by Department of Computer Science and Application	Visit to Factory	30
2020	1	Nil	25/01/2020	1	Departmental Picnic	Educational based Field Trip	59
2020	Nil	1	07/01/2020	7	Educational tour	Educational tour to Goa	9
2020	Nil	1	09/01/2020	1	Nature Camp	To volunteer the differently abled students	15
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Handbook and Calendar	01/07/2019	<p>Consists dress code, honesty, transparent administration, disciplined conduct, respect for men and women, daily assembly, prohibition of ragging, prohibition of drugs, alcohol, tobacco, cleanliness and conservation of natural resources, energy and environment. Students are required to follow dress codes strictly every day except Saturday.</p> <p>Malpractices/cheating during any examination are prohibited and strictly dealt with.</p> <p>Transparency in administrative works is maintained through MIS</p>

		<p>online information. Behaviour that obstructs teaching, research and administration are strictly punishable. Students' behaviour towards other gender(s) should be impeccable. Ragging and possession or sale of drugs and alcohol are considered violent offences. College promotes cleanliness and complete responsibility towards the environment.</p>
Faculty Handbook and Calendar	01/07/2019	<p>The faculty code of conduct requires that they perform all their duties faithfully and will not avoid any responsibility. The behaviour of faculty towards students, their colleagues and management has to be modest. They should strictly abide by the laws relating to intoxicating drinks or drugs. Faculty should discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession. Education should be recognized as a public service and strive towards improving the education system in the community. Teachers should be aware of social problems and address these issues for the overall progress of society.</p>
COVID - 19 policy	01/04/2020	<p>Salesian College is closely monitoring the ongoing Coronavirus Disease 2019 (COVID-19) pandemic. As the situation continues to change rapidly, the top priority remains the health, safety, and well-being of the community,</p>

		<p>on and off-campus. The college is planning for several contingency scenarios and taking decisive, informed action to limit the spread of COVID-19 while ensuring the continuity of our teaching and research mission. The college campus, facilities, and offices are restricted or closed to the public till further orders. However, relief services are being carried out in a limited way by some of our students and staff members of the college.</p>
Examination policy/Manual	01/04/2020	<p>Salesian College has Choice Base Credit System (CBCS) for both Under Graduate and Post Graduates departments. At present, the College is offering 15 UG Courses, 3 Professional Courses, two vocational studies, 5 career Oriented Programmes and 3 PG courses namely English, Education and Psychology. The college follows strict rules and regulations directed by the University of North Bengal to which it is affiliated. The university examination is conducted twice a year during June and December for the CBCS. The college conducts selection tests during the month of May and November. Continuous internal assessment tests are also conducted as per Departmental Calendar.</p>
Sexual Harassment policy	01/04/2020	<p>Salesian College is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation,</p>

intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members. Every member of the College should be aware that while the College is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence. The college implements all the provisions of Prevention, Prohibition and Redressal.

Social media policy

01/07/2019

Salesian College recognizes the numerous benefits and opportunities that social media presents. We actively use social media to disseminate information about academic activities of the College to the general public, success stories and to communicate research and enhance the College's public image online. Therefore, the college actively encourages the students by keeping in mind the integrity of the institution to make effective, appropriate and responsible use of social media channels to build a positive public image for the college to benefit the College fraternity in the long run. Despite the opportunities presented by social media, there are also risks. These are spelt out in the Media Policy and displayed on the website.

Activity	Duration From	Duration To	Number of participants
Orientation for the first years - Commerce Department	01/07/2019	01/07/2019	170
Orientation for the first years	01/07/2019	02/07/2019	950
Weekly Value Education Classes for every batch	01/07/2019	30/06/2020	1200
205th Bhanu Jayanti Celebration	12/07/2019	12/07/2019	150
Freshers Day - BBA	20/07/2019	20/07/2019	200
Orphanage Visit by NSS	27/07/2019	27/07/2019	50
Calibre - Management Fest	05/08/2019	07/08/2019	180
10th Death Anniversary of the face of Salesian College in the Hills Held	11/08/2019	11/08/2019	60
Patriotic Song and Dance Competition 2019 (on the occasion of Independence Day)	14/08/2019	14/08/2019	150
Bosco Jayanti Celebration, SILIGURI Campus	14/08/2019	14/08/2019	300
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(1) On the 30th of September, the Department of Sociology and B.A. Programme organised a one-day seminar/paper presentation on Environmental Sociology. (2) On 12th December, 2019 a cleanliness drive was organized by the NCC unit of Salesian College where 20 cadets and 10 volunteers of NSS participated. (3) The faculty member and students of the Department of Social Work took part in NATURE CAMP INDRADHANUSH 2020 on 9th January, 2020. (4) Department of Social Work, created an online Awareness on World Environment Day, 5th June 2020, during the Corona Global Pandemic, to work together to create awareness and to promote and encourage responsibility of people and conservation of natural resources. (5) On 14th January, 2020, Salesian College Siliguri Campus organised a guest lecture delivered by Dr. Dilip Kumar Sarkar, Registrar of the University of North Bengal on Gandhi and Environmentalism. (6) Eco Den'- an awareness drive on the occasion of World Environment Day was organised by NATIONAL SERVICE SCHEME [NSS] UNIT 2. (7) SWACHHA DEPARTMENT ABHIYAN (BCA) (8) SWACHHA PAKHWADA ACTIVITIES BY NSS UNIT I

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(A) RADIO SALESIAN: Radio Salesian - 90.8 FM is a non-profit venture, which

provides a mechanism enabling individuals, groups, and communities to tell their own stories, to share ideas, experiences, and in a media-rich world, to become creators and contributors to media. The web radio may be accessed on both a computer or a smartphone. Salesian College, Sonada has become the first to launch a full-fledged web radio with 20 different programs in the Nepali language. It is the first Community/Campus Radio in West Bengal and the entire north-east of India to be run by a college. Besides being an innovative part of the media department, Radio Salesian extends its good work towards the community as well. The following is the list of social awareness and benefit programmes undertaken by Radio Salesian during the last academic year: (1) On 13th February 2019, an hour-long programme was hosted by radio Salesian on the occasion of World Radio Day which consisted of informative talks, video presentation on community radio feedback from listeners from the local communities, as well as a cultural fusion dance and panel discussion on the community radio programs and how each RJ packages it. (2) Starting from 1st April, 2019, four Radio Journalists from Radio Salesian travelled over the course of many days to interview first time voters and to encourage the local populace to vote for the upcoming general elections. Over ten villages and hamlets were visited with extensive interviews taken at each stop along with public lectures given by the RJs on the importance of voting. (3) On the occasion of voting for the general Assembly elections on 18th April, 2019, Radio Salesian created a public service announcement video to educate the public on the importance of exercising their democratic rights. This five and half minute music video, entitled Ensure Your Vote, in Nepali language folk music style, was produced by Radio Salesian and was also broadcasted to local television channels. (4) On 27th April, 2019, a team from Radio Salesian headed to Singhell Tea Estate and another to the village of Sittong. The objective of this trip was to deepen the bond between the local community and Radio Salesian while also taking feedback and interviews of the local youths and farmers. Some of the more prominent members of the community were also interviewed. (5) On 12th July, 2019, Radio Salesian organized an hour-long program to celebrate the occasion of Bhanu Jayanti. The program was hosted by six radio journalists who recited poems and sang songs along with a talk about the life of the great poet. (6) Starting from 21st September, 2019, Radio Salesian in collaboration with the Mayal Lyang Lepcha Development Board trained three Lepcha artists for a month in radio journalism. The aim of this project was to start three programs radio programs in the Lepcha language as a way of promoting and safeguarding the culture of the community while simultaneously being an effective form of outreach. (7) The Women's Cell of Salesian College, Sonada along with the Radio Journalists (RJ) of Radio Salesian organized a rally on 25th October, 2019 to create awareness on the need for child support and prevention of human trafficking. This was part of a three-phase campaign based on a project by the United Board. (8) On 25th November, 2019, the Women's Cell of Salesian College, Sonada along with members of Radio Salesian conducted an awareness campaign, especially directed at women, about human trafficking, domestic violence, women's health and hygiene, and prevention of child abuse among the remote village people, at Mundakoti High School, in the village of Munda Tea Estate. Ten steel stretchers were also contributed to the Mundakoti Sewa Samity for use during medical emergencies, specifically if the patient was pregnant. (9) From 25th November, 2019 onwards a Christmas Carol competition was organized by Radio Salesian for the occasion of the upcoming Christmas celebrations. The efforts of the contestants were shown over a period of over two weeks, after which there was a round of voting by the public to choose their winner. (10) Salesian Radio came up with a novel way to instruct and entertain its listeners during the lockdown and self-isolation caused by Covid 19 through radio plays on social issues starting from 22nd March, 2020. The Radio plays featured in the one hour morning show were winning scripts of the Radio Natak Competition organized by Radio Salesian 90.8 FM submitted in three

categories based on whether the participants were from schools, colleges or the general public. (11) In the wake of extended and potentially prolonged lockdown due to corona virus pandemic, from 1st May, 2020 onwards, Radio Salesian and Salesian TV began to offer broadcast and podcast lessons prepared for the syllabus of the University of North Bengal's Undergraduate and Postgraduate programs for free. (12) On 24th May, 2020, the Salesians of Don Bosco, South Asia launched their first news podcast for the occasion of World Communications Day and the feast of Mary Help of Christians. The launch was simultaneously done both in Darjeeling and in Turin, Italy and is broadcast every Monday at 9 AM. (13) On 26th June, 2020, Radio Salesian was selected as a partner in raising awareness about COVID-19 in a national project sponsored by UNICEF. Titled 'Mission Corona', the five-month initiative featured a 25-minute weekly programme in Nepali language that focused on issues related to the usage of masks, home quarantine, physical distancing, building immune system, and elderly care, among others.

(B) MEMORANDUMS OF UNDERSTANDING (2019 - 2020):

(1) The CII-Yi Yuva platform: This is a collaboration signed on 31st July, 2019, between Salesian College and the Confederation of Indian Industry (CII) of which Young Indians (Yi) is an initiative by the latter to create a platform that would connect students with each other and globally to help them conceptualize, plan and execute their various initiatives. The platform focuses on improving leadership skills through projects that involve self-development, skill building, community development and/or nation-building. It connects students with other like-minded compatriots, creating a unique network that helps develop leaders and improve team-building while motivating and giving them exposure through Yi events. Salesian College would select a minimum of fifty students who would then be connected via the platform and engage and participate in activities such as the Yuva Summit and other National and Chapter events. Meanwhile, Young Indians will nominate a Yuva Chair whose role would be to mentor the students.

(2) Consortium of DBHEI Institutes: This is an MoU among the Don Bosco Higher Education Institutes of India (DBHEI) composed of St. Anthony's College, Shillong, Sacred Heart College, Tirupattur, Salesian College, Sonada and Siliguri, Don Bosco College, Yelagiri Hills, Don Bosco Arts and Science College, Angadikavadu, and Don Bosco College, Itanagar which was signed on 30th November, 2019. The primary aims of this collaboration is to provide academic and cultural opportunities and improve networking within DBHEI. The MoU facilitates: (a) exchange of students and faculty for educational, cultural and co-curricular activities, (b) cooperation and promotion of joint research commitments along with mutual sharing of R and D resources, (c) organization of joint conferences and other academic meetings, (d) exchange of academic materials and library facilities for the students and faculty, (e) provide training and skill development programs by the host for visiting students and faculty, and (f) help students get internships and job opportunities within the host institutions.

(3) MoU with St. Andrew's College, Mumbai: This MoU was signed on 6th February, 2020 between St. Andrew's College from Mumbai and Salesian College as an agreement for academic and cultural collaboration. The MoU facilitates: (a) invitation of faculty members as visiting faculty for mutual research and academic collaboration, (b) joint research programs involving faculty and students from both institutions, (c) organization of joint conferences, symposia or visits, and (d) a student exchange programme.

(4) MoU with ISOAH Data Securities Pvt. Ltd: This collaboration between Salesian College and ISOAH (Indian School of Anti Hacking) Data Securities Pvt. Ltd, signed on 28th February 2020, focuses on improving employment opportunities for the students in the IT sector by giving them the infrastructure and training required to develop the required skill-set. Salesian College would be included in at least four technical workshops every year on important topics in IT. There would also be a seminar every year by an Industry expert and NASSCOM member. Additionally, ISOAH will provide discounts for students interested in training through their sister organization

(ISOEH) to encourage them to enter the blossoming security field in IT. (5) MoU with Rimpochata Tea: Salesian College Sonada joined hands with Rajesh Banerjee, the founder of Rimpochata Tea, to prevent adolescent girls of closed tea gardens from being trafficked by giving them three months of skill training which would qualify them for local jobs, especially in the field of hospitality. The MoU was signed on the 3rd of December, 2019 with Salesian College helping with skill training and Rimpochata Tea contributing financially by donating 40 percent of all online sales for December, 2019,

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://salesiancollege.ac.in/90-8-radio-salesian/>, <https://salesiancollege.ac.in/mou/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The History of Salesian Youth Centres Sunday, 25th August 1963, saw the birth of the Youth Centres under the patronage of Salesian College, Sonada. There were originally three in number – the one in Gorabari, one at Shantirani (Hope Town) and the one at Margaret's Hope. That small tree has grown and has now branched into 26 centres. Under their refreshing shade thousands of young people have taken shelter and relished its sweet fruits. It does not seem to be a mere chance that the fire kindled from its flame has spread its warmth to the surrounding hills and valleys. Certainly, the motto of Salesian College Sonada, Flamma Ardens et Lucens, was not a meaningless slogan when we find that the wildfire of more than 40 youth centres had been kindled by the hundreds of Salesian College Sonada students inspired by Christ and Don Bosco. It is an undeniable fact that the thousands of boys and girls who pass through these centres as well as hundreds of Brothers have been inspired and achieved a lot over the last 57 years of existence of the Salesian College Sonada Youth Centres. Motto of the Youth Centres "DO GOOD and BE GOOD" Vision The Salesian Youth Ministry strives to offer every young people a nurturing, respectful and safe environment based on an agenda of equity and the best interest of the young people, to enable all young people to have access to rights, opportunities and resources for survival, protection, development and participation, to ensure for them a safe and happy youth life and to secure their future prospects. Mission We offer young people, education, training, social development and vocational choices. We serve the poorest of the poor, protect and teach them the values of life. Following the educative method espoused by Don Bosco (The Preventive System) – we seek to develop the whole person in all its dimensions (physical, psychological, moral and spiritual). Principles and Policies Don Bosco's Preventive System of education with its principles of REASON, RELIGION AND LOVING KINDNESS is to be practiced in all the youth centres for the all-round development and enhancement of the young people. The Principles of equity, justice and non-discrimination shall guide all actions concerning youth. The safety, security and progress of young people shall be of prime importance and given paramount consideration. The youth will be protected from harm, abuse, neglect, exploitation, discrimination and violence as they have the right to protection. Objective Adopt the Preventive System or the "Pedagogy of Presence" that uses REASON, RELIGION AND LOVING KINDNESS to enable the best in every young people to blossom to create an environment of preventive care by taking active steps to prevent any harm to the young to provide a healthy environment that supports the integrated development and protection of the young to create a culture of rights so that rights of the young people are upheld to protect the young from falling into the situation of risk, harmful influences and situations of bad influence.

Provide the weblink of the institution

www.salesiancollege.ac.in

8.Future Plans of Actions for Next Academic Year

IQAC has drawn up a future plan to be implemented in the session, 2020-2021. The primary focus will be on the quality check in teaching-learning aiming at whole person education. Keeping in mind the emergent Covid-19 situation, the college has planned to strictly follow the Covid Protocol introduced by the Government of India. It has been unanimously decided to introduce Google Suite (G Suite) and Moodle as online platforms for teaching. Blended Mode of teaching-learning too has been planned through workshops organized at Siliguri Campus. Scholarships for the poor but deserving students have been planned for the new session. There is a plan to begin a Bachelor of Social Work and re-organize COP at Salesian College, Sonada. The college has planned to strengthen the area of research by encouraging faculty to do M.Phil, Ph.D., other major and minor research projects. A move has been initiated to foster research by the students under the supervision of faculty in-charge. There is a plan to equip the college library with more books and with better facilities like heating system, computer plug points, charging points, seating arrangements and easy access to books in the reference section. A well-equipped IQAC office will be set up at both Salesian College, Sonada and Salesian College, Siliguri campus which will be under the supervision of the IQAC Coordinators and Secretaries. There is a plan to equip both the offices with a computer set, printer, LCD facilities, required furniture and shelves for keeping documents related to NAAC work. The college will be organizing FDP not only for teaching faculty but also for support staff. Every department will be organizing at least two webinars and the faculty will take initiative in writing articles for publication in Peer-reviewed, Scopus or UGC listed journals. There is a plan to fill up all the vacant posts by recruiting new faculty. A proper decentralization of the management will be in effect with clear job descriptions and appointment letters. In order to cater to the need of the students' varieties of items will be made available in the canteen. There will be a follow up meeting with the local guardians of the students staying on rental and as paying guests. Alumni Association will be registered and strengthened. There is a plan to sign an MOU with IGNOU in order to convert the IGNOU Special Study Centre at Salesian College Sonada into a regular Learner Support Centre (LSC). The IQAC has planned to set up a monitoring tool and system in order to follow up AQAR related work in a systematic way and is setting up the timelines for all the departmental, club cell activities being organized in the campus. The IQAC will be further implementing proper reports and documentation of the various programmes/ activities of the College, leading to quality improvement and development and maintenance of Institutional database through MIS for the purpose of maintaining and enhancing the overall institutional quality. There would be more regular meetings and monthly reviews in the institution for betterment.