

# The Annual Quality Assurance Report (AQAR) of the IQAC 2015-16

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

St. Joseph's College (University Section)

1.2 Address Line 1

PO: North Point

Address Line 2

City/Town

Darjeeling

State

West Bengal

Pin Code

734104

Institution e-mail address

principaldarj@yahoo.in

Contact Nos.

0354-2252550

Name of the Head of the Institution:

Fr. Dr. Donatus Kujur, S.J.

Tel. No. with STD Code:

0354-2252550

Mobile:

+91 9933806759/+91 9434179186,

Name of the IQAC Co-ordinator:

Dr. Kiran Pradhan

Mobile:

+91 8172082043

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879): WBCOGN 10558

1.4 Website address:

www.sjcdarjeeling.edu.in

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>	83.05	2003	
2	2 <sup>nd</sup> Cycle	A	3.06	2014	
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

1.03.2004

1.7 AQAR for the year (*for example 2010-11*)

2015-16

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR: TO BE SUBMITTED FOR 2015-16
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)

iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

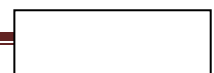
BBA, MASS COM. & JOURNALISM

1.11 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF NORTH BENGAL

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

Autonomy by State/Central Govt. / University



University with Potential for Excellence	<input type="text"/>	UGC-CPE	
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	RUSA
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="03"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="05"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="08"/>
2.11 No. of meetings with various stakeholders:	
	No. <input type="text"/> Faculty <input type="text" value="04"/>
Non-Teaching Staff	<input type="text" value="2"/>
Students	<input type="text"/>
Alumni	<input type="text" value="2"/>
Others	<input type="text"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

QUALITY OF HIGHER EDUCATION

2.14 Significant Activities and contributions made by IQAC

- Two Student exchange programmes by Dept. Of Economics with Jaipur St. Xavier's College and St. Xavier's College, Kolkata
- Youth Exchange Programme with Bangladesh, Srilanka, Singapore, Russia and France
- Seminar by the students, for the students
- Orientation of newly recruited teachers
- Establishment of centralised instrumentation centre
- Documentation and preservation of rare species of the region
- Initiative to start Inter-disciplinary Journal
- National Seminar and Conferences in collaboration with various institutes
- Special lectures by distinguished professors
- Sending delegation to Gross National Happiness Centre, Bhutan to forge formal MoU as a part of collaborative programmes for faculties and students
- Apply for model College under Rashtriya Uchchattar Shiksha Abhiyan (RUSA)
- Increase in number of smart class rooms
- Social out-reach programmes by NSS, NCC, AICUF

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ Improvement of infrastructural facilities will be given priority.</li> </ul>	<ul style="list-style-type: none"> <li>• New science block with advance ICT enabled rooms and labs</li> <li>• Instrumentation centre for collective experimental research by science departments.</li> </ul>

<ul style="list-style-type: none"> <li>➤ Apply for College with Potential of Excellence (CPE) under UGC and Model College under Rashtriya Uchchattar Shiksha Abhiyan (RUSA)</li> <li>➤ Organize Faculty Development programmes for teaching as well as non-teaching staff</li> <li>➤ Begin Interdisciplinary Journal</li> <li>➤ Education of the marginalized will continue to be our top priority</li> <li>➤ The process of International research collaboration with Bhutan, Nepal and Bangladesh will be strengthened.</li> </ul>	<ul style="list-style-type: none"> <li>• 11 new smart class rooms have been added using RUSA funds</li> <li>• A new computer lab with 8 computers has been set up for commerce department.</li> <li>• A new guest house within the college campus that can accommodate 60 people at a time with modern facilities has been constructed with RUSA funds</li> <li>• A new student canteen with modern amenities has also been constructed</li> <li>• A new girls' hostel has been constructed within the campus. The college now has two ladies hostels.</li> </ul> <p>Committee headed by Dr. Navin Pradhan, Dept. of Physics has been working on it.</p> <p>Teachers have been participating in Orientation and Refresher courses. They have also been attending workshop on value education and research methodologies. Among non-teaching staffs, library assistants have been sent for one week training programme on SOUL 2.0 software at Gandhi Nagar.</p> <p>Process has been initiated to get ISSN no. for journal</p> <p>Social, academic and need based programmes have been running throughout the year with the help of NSS, AICUF, NCC and college administration and through Hayden Hall, sister NGO of the Jesuits.</p> <p>The College is on the verge of completion of the MoU with Royal University of Bhutan and Gross Happiness Centre of Bhutan.</p>
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body    Yes  No

Management     Syndicate     Any other body  TC

Provide the details of the action taken

Decisions taken at IQAC has been ratified by Academic Council, Teachers' Council and in some cases at Governing body as and when required

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	18

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

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

No

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	68	57	11	0	1

2.2 No. of permanent faculty with Ph.D.

29

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	3							3	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

2      5      9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	16	6
Presented papers	16	31	22
Resource Persons		25(5)	

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

Student Seminar  
Student Exchange Programme  
Extension ICT based teaching by adding 11 new smart class rooms

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

183



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

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

5		
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2.10 Average percentage of attendance of students 

75%
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2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<i>B.A. HONOURS</i>						
Economics	12		-	09		75
History	27		-	23		85.18
English	33		-	31		93.9
Political Science	39		-	37		94.87
Nepali	06		-	05		83.33
Sociology	19		-	17		89.47
Mass Com.	28		01	20		75
Computer Science	03		01	01		66.66
B.B.A.	19		12	01		68.42
B.C.A.	10		-	05		50
M.A.	13		-	09		69.23
<i>B.SC HONOURS</i>						
Botany	20		01	15		80
Zoology	16		03	08		68.75
Chemistry	11		02	05		63.63
Physics	06		02	04		100
Mathematics	06		-	05		83.33
Microbiology	06		03	03		100
<i>B.COM HONOURS</i>						
Accountancy	21		1	16		80.95
<i>B.A./B.Sc./B.Com. (General)</i>						
B.A.	55			06	12	32.95
B.Sc.	-			-	-	-
B.Com.	29			12	12	82.75
<b>Total</b>	<b>379</b>	<b>26</b>		<b>231</b>	<b>24</b>	<b>74.15</b>

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	5
Faculty exchange programme	12
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	00	00	03
Technical Staff*	14	13	00	13



## Criterion – III

### 3. Research, Consultancy and Extension

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

- i. Constituted an inter-disciplinary research cell
- ii. Initiation of Inter-disciplinary Journal
- iii. Centralised instrumentation centre to have collaborative research comprising all the science departments
- iv. Special Computer laboratory for department of commerce for conducting research by faculties and students
- v. Student seminar on relevant socio-economic, political and scientific issues
- vi. Conducting National seminars and workshop
- vii. Conducting special lectures by eminent persons from the field of academics

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		6	6	
Outlay in Rs. Lakhs			Rs.12, 06500	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	10	
Non-Peer Review Journals			
e-Journals		03	
Conference proceedings		01	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2 years	UGC		12,06500
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

04

Chapters in Edited Books

14

ii) Without ISBN No.

04

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

RUSA

3.10 Revenue generated through consultancy

HONORARY SERVICES

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		04			06
Sponsoring agencies		UGC,ICSSR, NAAC			COLLEGE RESEARCH CELL

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

05

3.13 No. of collaborations

International

01

National

03

Any other

3.14 No. of linkages created during this year

02

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/  
recognitions received by faculty and  
research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College

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

03

05

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

02

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="02"/>	College forum	<input type="text" value="36"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text" value="36"/>

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

- ❖ The Dept. of Mass Communication and Journalism organized a Public Relation Campaign on “Youth are not useless, they are used less” on 13th August, 2015.
- ❖ The Management Club organized a workshop on the study of ecosystem where Mrs. Sweata Rai (Assistant Director, West Bengal Forest School, Dow Hill) was the resource person on 22nd July, 2015.
- ❖ 65 AICUF students visited Sishu Bhawan-home for destitute women who are physically or mentally challenged.
- ❖ Dept of Mass Com & Journalism organised a public service announcement film festival ‘Sachetana’
- ❖ St. Joseph’s College was the venue for the Student Youth Science Fair 2015 organized by the Youth Service Department, GTA, Darjeeling on 1st October, 2015.
- ❖ Student Exchange Programme between Dept. of Economic, St. Joseph’s College and Dept. of Economics, Jaipur St. Xavier’s College, Jaipur was held at St. Joseph’s College from 24th to 30th November, 2015.
- ❖ Student Exchange Programme between Dept. of Economic, St Joseph’s College and Dept. of Economics, Jaipur St. Xavier’s College, Jaipur was held at Jaipur from 4th to 10th August, 2015.
- ❖ The 1st year students from the Department of Political Science took part in the Human-Wildlife Conflict Project, a joint Project of St. Joseph’s College and DLR-Prerna and WWF data collection at Rambh Forest Village on Saturday, 18th September, 2015.
- ❖ The NSS Unit of the college cleaned the drains from Govt. College to Singamari and whitewashed road side wall of the college on 2nd October, 2015 as part of the Swachh Bharat Movement.
- ❖ NSS unit of the college took part in the Swachh-Bharat Abhiyan to make Darjeeling clean.
- ❖ NSS unit of the college organised blood donation camp in the college.
- ❖ NSS students participated in the Cleanliness Campaign in the area of Cricket Bazar and Golai Bazar, Lebong, Darjeeling in memory of Late Karna Tamang and Basant Kumar Rai.
- ❖ The staff and students generously contributed Rs. one lakh sixteen thousand and seven hundred forty towards the earthquake victims of Nepal that occurred on 25<sup>th</sup> April 2015.
- ❖ The NSS unit of the college organised a Fete to raise funds of Rs. 27,712/- for the inmates of Jesu Ashram, a home for destitute in Siliguri.
- ❖ The World Environment Day was observed on June 15, 2015 by planting about 150 saplings in the college campus.



- ❖ NCC organized a promise day celebration for the newly enrolled cadets at 10.30 am on 7th September, 2015.
- ❖ NCC and Scouts participated in the 68th Independence Day Parade at Lebong Ground on 15th August, 2015.
- ❖ Two cadets namely Cdt Prayatna Sharma and Cdt Nim Doma Lama were selected to participate in the Republic Day Parade of 2015.
- ❖ Cdt. Ravikant Singh (Dept. of Pol. Sc.) attended the Youth Exchange Programme camp in Russia from 10th to 20th September, 2015.
- ❖ Cdt. Prayatna Sharma (Dept. of Microbiology) attended the Youth Exchange Programme camp in Bhutan from 30th November 2015 to 18th December, 2015.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Entire administrative work and library are fully computerised.  
 OPAC, SOUL are used in library by the library staffs and NLIST and INFLIBNET are used by the students to access book and journals  
 Accounts has been maintained by using tally  
 MS Excel is used to maintain various types of database

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	50331		669		51000	
Reference Books						
e-Books						
Journals	34		02		36	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added								
Total								

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

Teachers, non -teaching staffs and students have been trained with the process of use Wi-Fi in the campus by reliance group

4.6 Amount spent on maintenance in lakhs :

- i) ICT
  - ii) Campus Infrastructure and facilities
  - iii) Equipments
  - iv) Others
- Total :**

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student welfare schemes announced by the government and different academic, infrastructural and other aids initiated by the college have been placed at college website with regular updates.

College calendar also incorporated the facilities provided to the students.

Each department during their orientation programme for the new entrants are providing detailed presentation on academic and infrastructural support available at departmental level and at institutional level.

In addition normal notices are being displayed at various notice boards available for the students

#### 5.2 Efforts made by the institution for tracking the progression

Computerised data base on admission, attendance and results have been maintained. Attendances are displayed every three months and students falling short of 75% of attendance without any valid reasons have been called with their parents and if the students failed to improve in next three months he/she has been asked to take TC from the college.

Department wise evaluation has been made every three months regarding the performances in weekly and monthly tests conducted by the departments and the results were discussed and placed before the academic council to decide on proper remedial measures.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
869	34		903

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	430	46.2		473	50.8

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

Demand ratio

Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

NSS in association with local NGO organised programme on Human Trafficking  
NSS unit visit to Kripa Saran: An orphanage for girls run by Buddhist Monks in Darjeeling  
Dept. of Mass communication and Journalism organised Public Relations Campaign with the theme STOP VIOLENCE AGAINST WOMEN in association with local NGO MARG

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Vision: To strive for excellence in our performance, and dedicated service to all  
Mission:

- To strive for intellectual competence by imparting quality education innovatively
- To strive to promote the potentials of our staff and students creatively.
- To help our staff and students nurture healthy values and their character/spiritual formation
- To strive to form men/women of substance and integrity, credentials and credibility.

#### 6.2 Does the Institution has a management Information System

The institution has introduced a system wherein all kinds of data are stored in the computer and a good number of people remain engaged for entering and upgrading data on a continuous basis. Following data base has continuously been maintained and upgraded:

- i. Admission data
- ii. Quarterly attendance of the students
- iii. Data on internal examinations and University examinations
- iv. Data in relation to salary of teaching and non-teaching staffs
- v. Data on Career Advancement of teachers
- vi. Data on Government, UGC, MHRD, GTA related notifications
- vii. Data on Faculty Development Programmes
- viii. Data on Students enhancement Programme
- ix. Data on co-curricular activities
- x. Data on Research Projects, Publication by the faculties and seminar , conferences, workshop attended and organised by the faculties
- xi. Annual Report of the college, Annual Reports of different clubs and committees
- xii. College website has continuously been upgraded.



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

#### 6.3.1 Curriculum Development

- i. The IQAC and the Academic Council of the college meets before the beginning of the academic session and designs the action plan.
- ii. The action plan is then placed before the Teachers' Council for debate, discussion, amendments and ratification.
- iii. The ratified plan which includes curriculum implementation and continuous and periodical evaluations are incorporated in the college calendar.
- iv. The Academic Calendar contains academic programme including schedules for weekly unit test, internal test, co-curricular activities for the academic year and is being distributed among the students at the beginning of the academic session.
- v. The plan is implemented through the departments under the supervision of the Department Heads and Academic Vice Principal.
- vi. The departments provide the coverage of syllabi before a given unit test.
- vii. The Vice Principal takes feedback from the students simultaneously. In case it is found that the specified coverage is not done, the said department is asked to arrange for supplementary classes and complete the topics before the test.
- viii. The evaluation reports are submitted to the Vice Principal (academic) for further action through the Heads of Departments.
- ix. Internal Academic Audit has been conducted and rectification measures have been initiated

#### 6.3.2 Teaching and Learning

- i. 11 Smart class rooms from RUSA fund
- ii. Students exchange programme with Jaipur and Calcutta St. Xavier's College
- iii. Student Seminar
- iv. Modern Staff Study rooms for Science Departments and all science departments have been brought under single roof with modern laboratory facilities
- v. A computer lab consisting of eight computers for commerce department
- vi. Addition of e-resources and books at various departmental library along with the main library
- vii. Workshop on "happiness at classrooms" in collaboration with Bhutan Gross Happiness Centre and Royal University of Bhutan





### 6.3.3 Examination and Evaluation

Besides University examinations, the Institution continuously conducts unit tests and selection test, seminar presentation for internal evaluation and screening of the students

### 6.3.4 Research and Development

Research Cell has been revamped and upgraded to a multidisciplinary body.  
Publication of multi-disciplinary journal (annual) is in process.  
Instrumentation centre has been constructed to carry out inter disciplinary research by Dept. of Botany, Micro Biology, Zoology, Physics and Chemistry.  
College Publication division has been created and two theses have already been published.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- No of volumes in library increased from 43584 to 50,500
- 5 International journals and 29 national journals are being subscribed
- N-List service of INFLIBNET has become fully operational
- 11 computers have been provided to search OPAC, e-journals and e-books
- 11 Smart class rooms have been added taking the total number ICT enabled class rooms to 20
- All the departments now have their own departmental library
- New science block is on the verge of completion which is has 12 modern smart class rooms
- Construction of new women hostel is in progress
- Construction of new canteen for staffs and students is in progress
- Construction of guest house that can accommodate 60 people at a time is in progress

### 6.3.6 Human Resource Management

- Both teaching and non-teaching members have been sent for faculty development programmes, seminar, workshops of varied nature and value education training.
- In-house workshop by bringing valued resource persons on education management has also been conducted.

### 6.3.7 Faculty and Staff recruitment

No posts are lying vacant in the college.  
In addition part time teachers have also been deployed to increase the staff strength

6.3.8 Industry Interaction / Collaboration

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6.3.9 Admission of Students

- |      |   |
|------|---|
| i.   | Following the Government of West Bengal and the University of North Bengal's admission policy online admission process has been conducted and students have been admitted through a process of counselling. |
| ii.  | Reservation policy in regards to admission has also been strictly followed  |
| iii. | Payment of admission fees has also been made through online process   |
| iv.  | Regular tuition fees have been paid through UCO Bank, Singamari branch, North Point, Darjeeling by the students   |
| v.   | In 2014-15, 693 students took admission in 1st Year among them 388 are girls.   |

6.4 Welfare Schemes for students

Teaching	Loan and forced saving through college cooperative which is an extension of the District cooperative board of Govt. of West Bengal
Non teaching	Loan and forced saving through college cooperative which is an extension of the District cooperative board of Govt. of West Bengal
Students	Scholarship from College for financially weaker students Scholarship from College Alumni Association for financially weaker students Kanyasri Prakyalpo of Govt. of West Bengal where financial aid has been provided to poor girls students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	e-pathshala, Bangalore	yes	Academic Council
Administrative				

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

For UG Programmes      Yes     No

For PG Programmes      Yes     No

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

University did not initiate any examination reforms however, during University Examinations, visiting teams comprising college teachers has been constituted and they went to see the various colleges during examination days. In addition, teachers from the University have separately visited various colleges during University examinations.

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

Nothing as such

6.11 Activities and support from the Alumni Association

Alumni Association is providing financial support to economically backward students of the college. The Alumni Association also conducts inter-college badminton tournaments every year, with participants from all the hill colleges.

6.12 Activities and support from the Parent – Teacher Association

They actively participated during orientation programme conducted after admission by respective departments of the college.  
They have given a written declaration that students will not be allowed to write the University examination if they failed to get 75 % or above attendance.  
They also agreed that college should take all necessary measures if the student resorts to misconduct within the college premises.

6.13 Development programmes for support staff

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

- More trees have been planted on regular basis by department of Botany and nature club.
- Nature Club has come out with four issues of Hareet Wall Magazine to spread environmental awareness among students.
- Nature club documented the Campus flora and published in Hareet Magazine.
- Students of Botany took up the inventorization of the tree flora of the campus.
- Complete plastic ban was strictly reinforced in the college campus.
- Group of students from Botany documented ferns found within the campus.
- Plantation of Rhododendron and other saplings was done to celebrate world environment day. Adoption of plants/sapling by the students of 1<sup>st</sup> year has also been carried on to ensure growth and survival of saplings.
- 'Clean Tiger Hill' programme has been flagged on by the nature club where students from St. Joseph's College are the sole participants.
- Clean drive programme and solid waste management programme has also been initiated within and outside the campus.

### Criterion – VII

#### 7. Innovations and Best Practices

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

- Initiation of student Exchange Programme created a strong impact among teachers and students
- Online admission process has been allowing the students from different states to take admission in the college.
- Seminar by the students has motivated large number of students
- Addition of smart class rooms and moving from chalk and talk to ICT based teaching has created positive impacts among students and teachers.
- Increase in number of programmes directed to address social cause by involving students have been inculcating strong social values and rational thinking among the students.
- Greater involvement of parents in parents-teachers meeting and reorientation of orientation programmes (stating faculty profile; facilities available at the departmental level (both infrastructural and academic); facilities available at the college, code of conduct, pattern of examination, distribution of syllabus, keeping profile of guardians and students, internal and University examination pattern, future after studying a particular students, sharing experience of alumni of the departments) have been creating positive mindset among students and their parents.
- Creation of instrumentation centre has provided wider scope for experimental research by the students and faculties
- Efforts taken by the nature club has increased the environmental awareness among the students
- Increase in number of special lectures, seminars and conferences are broadening the research horizon among the staff members.
- Publication of theses and edited volume by the college is adding research spree among the faculties.
- More and more faculties are applying for minor research projects.

- Activism of research cell pro –research approach of the institution is helping the number of teachers participating in national and international seminar within and outside the country to increase.
- Continuous decentralisation of governance and improvement of physical infrastructure are creating positive mind set among the teachers and students and it is further helping to improve the quality of teaching and research.
- Increase in the number of co-curricular activities and social outreach programme is helping the institution accomplish the vision of the institution, i.e., strive for excellence in performance, and dedicated service to all

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ Improvement of infrastructural facilities will be given priority.</li> <li>➤ Apply for College with Potential of Excellence (CPE) under UGC and Model College under Rashtriya Uchchattar Shiksha Abhiyan (RUSA)</li> </ul>	<ul style="list-style-type: none"> <li>• New science block with advance ICT enabled rooms and labs</li> <li>• Instrumentation centre for collective experimental research by science departments.</li> <li>• 11 new smart class rooms have been added using RUS funds</li> <li>• A new computer lab with 8 computers has been set up for commerce department.</li> <li>• A new guest house within college campus that can accommodate 60 people at a time with modern facilities has been constructed by RUSA funds</li> <li>• A new student canteen with modern amenities has also been constructed</li> <li>• A new girls' hostel has been constructed within the campus. The number of ladies hostels shall become two.</li> </ul> <p>Committee headed by Dr. Navin Pradhan, Dept. of Physics has been working on that.</p>

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ Organize Faculty Development programme for teaching as well as non-teaching staff</li>   <li>➤ Begin Interdisciplinary Journal</li> <li>➤ Education of the marginalized will continue to be our top priority</li>   <li>➤ The process of International research collaboration with Bhutan, Nepal and Bangladesh will be strengthened</li> </ul>	<p>Teachers have been participating in Orientation and Refresher courses. They have also been attending workshop on value education and research methodologies. Among non-teaching staffs, library assistants have been sent for one week training programme on SOUL 2.0 software at Gandhi Nagar.</p> <p>Process has been initiated to get ISSN no. for journal Social, academic and need based programmes have been running throughout the year with the help of NSS, AICUF, NCC and college administration and through Hayden Hall, sister NGO of the Jesuits.</p> <p>College is verge of completion of the MoU with Royal University of Bhutan and Gross Happiness Centre of Bhutan.</p>

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

<p><b><u>Best Practice -1: Title of the Practice:</u></b>  <b>“In Search of Quality Research”</b></p> <ul style="list-style-type: none"> <li>• To keep pace with the relentless wheel of change and update the intellectual calibre of the faculty.</li> <li>• To collaborate with other institutions and universities in India and abroad.</li> <li>• To arrange for interface among the institutions, industries and the public to take up research</li> <li>• To publish quality research articles in reputed journals, edit study materials for the prescribed syllabus and author books of high originality.</li> <li>• To provide seed money for research activities.</li> <li>• To take steps for publishing a Research Journal.</li> </ul>
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**Best Practice-2: Title of the Practice:**

**Outreach and Community Development Programmes through Students' Participation**

Jesuit education insists on individual care and concern for each person and emphasizes activity on the part of the students and encourages life-long openness to growth. With commitment to secure social justice, Jesuit education seeks to transform the students to men and women for others. Keeping with the said characteristic of Jesuit education, the college encourages and facilitates outreach and community/social development programmes through direct participation of the students. Hence, the following constitutes the objectives of the best practice '**Outreach and Community Development Programmes through Students' Participation**'.

- To assist and facilitate the total formation of individual student
- To inculcate in students a sense of community responsibility and participatory learning both at the local/regional and national/global levels, and the reciprocal relation of the community towards the institution
- To facilitate, assist and execute students' initiatives towards selection of best means and methods of achieving the goals and purposes of student life most effectively
- To set forth the institution as an agency of social/community development and social justice

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Nature Club has come out with four issues of Hareet Wall Magazine to spread environmental awareness among students.
- Nature club documented the Campus flora and published in Hareet Magazine.
- Students of Botany took up the inventorization of the tree flora of the campus.
- Complete plastic ban was strictly reinforced in the college campus.
- Group of students from Botany documented ferns found within the campus.
- Plantation of Rhododendron and other saplings was done to celebrate world environment day. Adoption of plants/sapling by the students of 1<sup>st</sup> year has also been carried on to ensure growth and survival of saplings.
- 'Clean Tiger Hill' programme has been flagged on by the nature club where students from St. Joseph's College are the sole participants.
- Clean drive programme and solid waste management programme has also been initiated within and outside the campus (The Golf Course area, Tiger Hill Observatory, The temple area) and volunteers collected 62 bags full of waste material from Tiger Hill area and 42 bags from temples area (approx. 350 kgs).
- Message plates were fixed along the route at most prominent places to spread the message for keeping this tourist spot clean and free from litter.

7.5 Whether environmental audit was conducted? Yes  No

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

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

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

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*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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