

The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

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

Singamari

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

Name of the IQAC Co-ordinator:

Dr. Padam Nepal

Mobile:

+91 9434812477

IQAC e-mail address:

info@sjcdarjeeling.edu.in

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

1.4 Website address:

www.sjcdarjeeling.edu.in

Web-link of the AQAR:

http://www.sjcdarjeeling.edu.in/AQAR201718.doc

1.5 Accreditation Details

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

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

1.03.2004

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

2017-18

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 2016-17
- 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 UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

03

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: Faculty

02

Non-Teaching Staff

1

Students

1

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

ACHIEVING QUALITY IN HIGHER EDUCATION

2.14 Significant Activities and contributions made by IQAC

- Participation of ten students in Student leadership programme organised by JCPAKDP at Loyola Pastoral Centre, Matigara.
- Participation in National Integration camp by NSS cadets at port Blair, under the Youth Exchange Programme
- Seminar by the students, for the students
- Orientation of newly recruited teachers
- Documentation and preservation of rare species of the region
- National Seminar and Conferences in collaboration with various institutes
- Special lectures by distinguished professors
- Initiate collaborative programmes for faculties and students.
- Training of teachers for effective use of smart class rooms.
- Training of teachers on Modern Teaching Techniques sponsored by IBS, ICFAI University, Kolkata
- 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"> ➤ Improvement of infrastructural facilities will be given priority. ➤ Organize Faculty Development programmes for teaching as well as non-teaching staff ➤ Begin Interdisciplinary Journal ➤ Education of the marginalized will continue to be our top priority ➤ The process of International research collaboration with Bhutan, Nepal and Bangladesh will be strengthened. | <ul style="list-style-type: none"> • New science block with advance ICT enabled rooms and labs • Instrumentation centre for collective experimental research by science departments. • 11 new smart class rooms have been added using RUSA funds • A new computer lab with 8 computers has been set up for commerce department. • A new student canteen with modern amenities has also been constructed. • 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. • 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. • The College is on the verge of completion of MoU's with Royal University of Bhutan and Universities in Nepal. |
|---|--|

** 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 | | | 01 | |
| UG | 14 | | 06 | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | 01 |
| Total | 14 | | 07 | |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 03 |
| Trimester | |
| Annual | 18 |

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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.

NIL

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

3
5
9

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 20 | 29 | |
| Presented papers | 17 | 17 | |
| Resource Persons | | 7 | 0 |

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

231

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

Various examinations/evaluations undertaken:

- Continuous evaluation is carried out throughout the year through regular weekly tests and assignments.
- Student seminars.

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

3

2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------------------|--------------------------------|---------------|-----------|------------|-----------|-----------|
| | | Distinction % | I % | II % | III % | Pass % |
| <i>B.A. HONOURS</i> | | | | | | |
| Economics | 08 | | 01 | 07 | | 100 |
| History | 21 | | - | 17 | 2 | 90 |
| English | 41 | | - | 40 | | 98 |
| Political Science | 43 | | - | 42 | | 95 |
| Nepali | 10 | | - | 08 | | 80 |
| Sociology | 40 | | 01 | 39 | | 100 |
| Mass Com. | 22 | | - | 21 | | 95 |
| Computer Science | 06 | | 04 | 01 | | 83 |
| Geography | 01 | | | 01 | | 100 |
| B.B.A. | 34 | | | 20 | | 59 |
| B.C.A. | 11 | | 03 | 05 | | 73 |
| M.A. | 11 | | | 11 | | 100 |
| <i>B.SC HONOURS</i> | | | | | | |
| Botany | 12 | | 01 | 09 | | 83 |
| Zoology | 12 | | | 02 | 02 | 33 |
| Chemistry | 10 | | 01 | 03 | 01 | 50 |
| Physics | 13 | | | 07 | | 54 |
| Mathematics | 09 | | 03 | 05 | | 89 |
| Microbiology | 11 | | 03 | 07 | | 90 |
| <i>B.COM HONOURS</i> | | | | | | |
| Accountancy | 37 | | 06 | 30 | | 97 |
| <i>B.A./B.Sc./B.Com. (General)</i> | | | | | | |
| B.A. | 93 | | | 13 | 58 | 76 |
| B.Sc. | 14 | | | | | 0 |
| B.Com. | 16 | | 01 | 07 | 08 | 100 |
| Total | 475 | | 24 | 293 | 71 | 82 |

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

- The IQAC convenes a meeting at the end (during March-April) and beginning of the session (during May-June) every year to evaluate the teaching learning processes. The Annual meeting of the IQAC for 2016-17 was convened in the last week of March wherein all departments were asked to submit their annual reports and an assessment of the students' performance in the year-end selection examination, conducted in December was done.
- The IQAC, in its meeting with the HOD's of all departments, have suggested that the departments should organize workshops and seminars as well as educational tours and excursions annually.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 7 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 3 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 8 |
| 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 | 09 | 00 | 00 | 05 |
| Technical Staff* | 15 | 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. The “Special Lecture Series”, a flagship program of the Political Science department is an initiative with the aim of exposing our students to the latest in research in the Social Sciences.
- 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 and field work studies on relevant socio-economic, political and scientific issues.
- vi. Conducting National seminars and workshop
- vii. Technical and financial support was provided to encourage interaction between industry and academia.

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 | 17 | 10 | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| 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.

01

Chapters in Edited Books

4

ii) Without ISBN No.

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 | | 1 | 03 | | 04 |
| Sponsoring agencies | | NAAC | JCPAKDP (2), GTA and Govt. Of W.B. (1) | | COLLEGE RESEARCH CELL |

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

05

3.13 No. of collaborations

International 01

National 02

Any other

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs:

From Funding agency 1206500

From Management of University/College 150000

Total 1206500

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 01 | 01 | | | | | |

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

01

03

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

01

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

12

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

03

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" value="01"/> | International level | <input type="text"/> |

3.25 No. of Extension activities organized

| | | | |
|------------------|---------------------------------|---------------|---------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text" value="23"/> |
| NCC | <input type="text" value="03"/> | NSS | <input type="text" value="05"/> |
| | | Any other | <input type="text" value="10"/> |

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

- The AICUF unit of the College organised a Childrens' Day celebration for the underprivileged children on the 14th of November, 2016.
- The College organised a programme on Interaction and Intervention on issues of Waste Management in Darjeeling Hills in collaboration with DLR Prerna and Anugylaya Darjeeling Diocese Social Service, Darjeeling on the 2nd of August, 2016.
- Students observed a campaign on Public Hygiene on 7th August 2016 with the pledge "I pledge to use dustbin, I pledge to be clean, I pledge to be responsible Think tidy! Act rightly".
- Hosted and Organised awareness campaign on National Food Security Act, Child Abuse and Environment Protection in collaboration with Department of Information and Culture, Govt of West Bengal on 26th August, 2016 in the Campion hall.
- Organised awareness against Human trafficking and Child Abuse in collaboration with MARG (NGO) on 29th August 2016.
- The Dept. of Mass Communication and Journalism organized a Public Relation Campaign on **Literacy** on the occasion of World Literacy Day on 8th Sept.2016.
- Two of our students staged a stall in the **plastic free** awareness stall during Maghe Mela in Sikkim in the month of January 2017.
- Students of the Department of Botany organized a Zero Waste awareness camp on 8th March 2017 in the college to minimize non-degradable products and their reuse practices.
- The 2nd and 3rd Yr students of the Dept of Botany participated in a two day workshop on **Plastic free Challenge** organized by DLR Prerna at Jorethang.
- The 2nd and 3rd Yr students (Dept of Botany) volunteered for **Clean Drive of Trek route of Singalila National Park** organized by WWF.
- The 2nd and 3rd Yr students (Dept of Botany) participated in the **Tiger Hill Clean Drive** organized by the Nature Club of the College.
- The Youth Against Trafficking (YAT) club was formed on 20th August 2016 to create awareness against human Trafficking.
- The College organised a Blood Donation Camp along with Hayden Hall and Red Cross Society, Darjeeling where 133 student volunteers donated blood.
- The NSS unit of the College raised a fund of Rs. 15000/- and donated it to Jesu Ashram, a home for destitute in Siliguri.
- The NSS unit members took part in the cleanliness programme under the tag "Mukh Bandh Kaam Suru" on 10th September, 2016 in association with Blue Dragon Adventures and CODES.

- The NSS unit members also participated in the cleaning of the “Open Air Theatre” at Chowrastha on 26th of September, 2016.
- NSS volunteers participated in a cycle rally on account of “World Tourism Day” on 27th September, 2016.
- NSS volunteers organised “The Culture Burst” on 24th of October, 2016, a fund-raising event in aid of a victim of the Zakir Hussain Busty incident.
- NSS volunteers visited the Little Angel’s Children Home, Pedong on 20th of November, 2016.
- The Rotaract Club of the College visited the Alpha Omega Orphanage and selected one girl child to support her for her education.
- On the occasion of Saraswati Puja, the Rotaract club members distributed colouring books, pens and sweets among the lesser privileged children residing in the Mahakal Mandir complex.
- The members of the Nature Club took part in a programme to observe “World Pangolin Day” on the 18th of February, 2017.
- The Nature Club also organized a poster exhibition on the theme ”Zero Waste” in the College campus on the 3rd of March, 2017.

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 | 6.88 acre | | | |
| Class rooms | 52 | 10 | | |
| Laboratories | 12 | 03 | | |
| Seminar Halls | 4 | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | 0 | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 640169 | | |
| Others | | | | |

4.2 Computerization of administration and library

Entire administrative work and library are fully computerised.
The library collection is being automated through SOUL 2.0 software to enable searching facility through OPAC (Online Public Access Catalogue) and being bar-coded for computer-aided circulation. NLIST and INFLIBNET are used by the students to 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 | 51321 | | 1249 | 669362 | 51900 | |
| Reference Books | 1100 | | 0 | | 1100 | |
| e-Books | 313500 | | 0 | | 313500 | |
| Journals | 36 | | 18 | 42699 | 36 | |
| e-Journals | 6000 | | 0 | | 6000 | |
| Digital Database | 1 | | | | 1 | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

* N-LIST subscription fees paid for the year 2017-18 = Rs. 5900/-

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 78 | 40 | 10 | | | 10 | 18 | |
| Added | 93 | 59 | 9 | | | 7 | 18 | |
| Total | 171 | 99 | 19 | | | 17 | 36 | |

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

- The College prospectus can be downloaded through the internet once the admission process begins.
- The merit list of selected candidates for admissions is posted in the College website.
- The Library has internet facility for the staff and students with 11 desktop computers.
- 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.
- Socially and economically backward students were provided
- 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.
- The College has dedicated staff members who are members of different clubs like the Career Guidance Cell, Women Empowerment and Women Anti-Harassment Cell, Anti-Ragging Committee, Disciplinary and Students' Welfare Committee. They provide support to students by establishing the right ambience for learning in and around the campus.

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 |
|----|----|--------|--------|
| | | | |

(b) No. of students outside the state

(c) No. of international students

| | | | | | |
|-----|----------------------|----------------------|-------|----------------------|----------------------|
| Men | No | % | Women | No | % |
| | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|-----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1044 | 136 | 770 | 356 | 0 | 2306 | | | | | 0 | |

Demand ratio

1:4

Dropout %

8.14%

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

- Each department supports the respective departmental students for competitive examinations informally. The department purchases subject books for the departmental library, meant for competitive exams and lend it to the student for reference purposes.
- For career guidance and general interest of the students, the College General library has subscribed periodicals as well as newspapers and journals for competitive exams.

No. of students beneficiaries

* Currently there is no progression tracking system in place.

5.5 No. of students qualified in these examinations

NET

3

SET/SLET

1

GATE

CAT

IAS/IPS etc

State PSC

5

UPSC

Others

5.6 Details of student counselling and career guidance

- Students from BBA and BCA participated in a workshop on Personality Development and Mock Interview Practice, conducted by WNS, an MNC based in Delhi on 27th August, 2016.
- Students from the department of BBA and B.Com participated in a three day Entrepreneurship Awareness Camp organised by St. Xavier's College, Rajganj in August, 2016.
- Mr. Debyendu Karmakar and Ms. Karabi Bhattacharya Rao from International management Institue of Kolkata interacted with BBA and Commerce students on the importance of B-School for their future career options in September, 2016.

No. of students benefitted

154

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 |

15

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 | 24 | Rs.159910 |
| Financial support from government | The Government of West Bengal disburses financial support to students online via the Ministry website. Tracking of the student beneficiaries by the college is not done. | |
| 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:

- Surprise failures in University exams: The major grievance of most students who do not score good marks or who have failed is the unexpected marks they get which are not at par with their performance in the exams. The college authorities (Administration and Teaching faculty) help the students with the scrutiny and re-assessment of their answer scripts at the University.
- Uninterrupted Internet facility: The College has initiated talks to install Wi-Fi facilities with the help of Reliance JIO. Free and uninterrupted internet will be made available to all students and faculty as soon as the installations are completed.
- One value added course: The request for a value added course has been taken and will be incorporated from the next session.

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

- 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.

6.3.2 Teaching and Learning

- i. 11 Smart class rooms from RUSA fund
- ii. Student Seminar
- iii. Modern Staff Study rooms for Science Departments and all science departments have been brought under single roof with modern laboratory facilities
- iv. A computer lab consisting of eight computers for commerce department
- v. Addition of e-resources and books at various departmental library along with the main library
- vi. 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 51400 to 51, 900.
- 4 International journals and 32 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 has 12 modern smart class rooms
- Construction of new canteen for staffs and students has been completed.
- Construction of guest house that can accommodate 16 people has been completed.

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

- Mr Samir Sharma and Mr. Balaram Sapkota joined as Assistant Professors in the departments of Political Science and Nepali respectively in the month of August, 2016.
- Fr. Pragsan C. SJ joined as the Director of Self Financed Courses.
- 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

- The students from the Department of Microbiology visited the Yuksom Breweries at Melli, Sikkim as part of their industry exposure and interaction programme in March, 2017. They were accompanied by faculty members from the department.
- The III year General students and faculty members from the Department of Chemistry visited the Hindustan Coca-Cola Beverages Private Limited plant at Raninagar, Jalpaiguri.

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 for SC, ST and OBC candidates 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 2016-17, 937 students took admission in 1st Year among them 483 are girl students.

6.4 Welfare Schemes for students

| | |
|--------------|---|
| Teaching | Loan and savings through college cooperative which is an extension of the District cooperative board of Govt. of West Bengal |
| Non teaching | Loan and savings 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

1 crore

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 | No | NA | Yes | Academic Council constituted by the Principal |
| Administrative | No | NA | Yes | |

6.8 Does the University/ Autonomous College declare 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?

None, so far and since St. Joseph's College is an affiliated college under the University of North Bengal, it follows the guidelines of the University for any kind of reform in the Examination system.

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

NONE

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. This year the Hayden Edward Memorial Inter-college tournament was held from 26th to 27th of October 2016.

6.12 Activities and support from the Parent – Teacher Association

- Parents actively participated in the Induction Programme for the Honours and General students held on July 18-19, 2016.
- They also actively participated during the Orientation Programme conducted after admission by respective departments of the college on July 22, 2016.
- All parents and guardians 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.
- The parents along with their wards have duly signed and provided the authorities with the Anti-ragging affidavits.

6.13 Development programmes for support staff

- Basic skills on computer office management

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 the 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 1st year has also been carried on to ensure growth and survival of saplings.
- Clean drive programme and solid waste management programme has also been initiated within and outside the campus.
- Use of LED bulbs throughout 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 at the local and national level.
- Transparency due to the online admission process has allowed 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.
- Social Inclusion.
- 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. Inclusion of parents in the orientation programmes at the departmental level where they too are made aware of the 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) 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.
- The number of teachers participating in national and international seminar within and outside the country has considerably increased.
- Continuous decentralisation of governance and improvement of physical infrastructure are creating positive mind set among the teachers and students and improving 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"> ➤ Improvement of infrastructural facilities will be given priority. ➤ Organize Faculty Development Programme for teaching as well as non-teaching staff ➤ Education of the marginalized will continue to be our top priority ➤ The process of International research collaboration with Bhutan, Nepal and Bangladesh will be strengthened | <ul style="list-style-type: none"> • New science block with advance ICT enabled rooms and labs • Instrumentation centre set up for collective experimental research by science departments. • 11 new smart class rooms have been added using RUSA funds • A new computer lab with 8 computers has been set up for commerce department. • A new student canteen with modern amenities has also been constructed. • 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. • 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, a sister NGO of the Jesuits. • College is on the verge of completion of the MoU with Royal University of Bhutan. Research on “Folklore” in collaboration with the Royal University of Bhutan in progress. |

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

Best Practice -1: Title of the Practice:

“In Search of Quality Research”

- To keep pace with the relentless wheel of change and update the intellectual calibre of the faculty.
- To collaborate with other institutions and universities in India and abroad.
- To arrange for interface among the institutions, industries and the public to take up research
- To publish quality research articles in reputed peer reviewed national and international journals, edit study materials for the prescribed syllabus and author books of high originality.
- To provide seed money for research activities.

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 wholesome development of an 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

- The 2nd and 3rd year students of the Department of Botany volunteered for the Clean Drive of Trek Route of Singalila National Park organized by WWF.
- Nature Club has come out with four issues of Hareet Wall Magazine to spread environmental awareness among students. They have 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.
- Plantation of Rhododendron and other saplings was done to celebrate world environment day. Adoption of plants/sapling by the students of 1st 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.
- 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)

SWOT analysis

Strengths

- **Teaching Quality:** Qualified and dedicated set of faculty;
- **Academic Environment:** Sound academic environment for both faculty and students ;
- **Team Effort:** Facilitates team work of the management, teachers and students in the matters of the institution;
- **Building relationships:** Excellent student-teacher/teacher-students rapport;
- **Multifaceted Approach:** Maximum focus on academic activities, multidisciplinary outreach programmes, field-based activities, co- curricular activities both at departmental level as well as at the institutional level;
- **Green Campus:** Clean and green campus that is environmentally conscious;
- **Gender-Sensitivity:** Active Women's Cell and strict implementation of anti-harassment measures
- **Audio-Visual Aids:** ICT enabled teaching-learning facilities;
- **Attendance:** Strong monitoring on the attendance of the students and staff;
- **Student Guidance:** Continuous assessment of students through unit tests, seminar presentations, assignments, field based activities etc;
- **Student Progression:** Consistently good results in university examinations;
- **Library Facilities:** Availability and accessibility of books both at the central institutional library and respective departmental libraries along with soft-copies of major works for easy access;
- **Social Outreach:** Pervasive outreach programs through NSS, AICUF and NCC.
- **Sporting Facilities:** For all round development of the students the college facilitates and offers excellent facilities leading to inter-college, university, district and state level participation by the students;
- **Infrastructure:** Adequate physical-infrastructure at institutional level;
- **Expression:** Adequate opportunities for the students to express aspirations (both cultural and emotional), grievances and suggestions through feed-back system;
- **Student Mentoring:** Need based student mentoring system in the respective Departments.
- **Distinguished Alumni:** The college has an unmatched historical legacy of 90 years which has produced many individuals excelling in the arts, culture, literature, politics and civil services
- **Residence Facilities:** Hostel facilities for boys and girls (separately) generates a spirit of belonging and inculcates a sense of responsibility and comradeship to students
- **Differently Abled:** Ground floor of the main college building is differently-abled friendly
- **College Website:** The website is well organised and contains all the relevant information needed to students, parents and other stakeholders. All major events, programs and seminars are regularly updated in the website.
- **Scholarships and Financial Aids:** Deserving students are provided with financial aids, merit-based scholarships and other scholarships to economically deprived and needy students.
- **Decentralised Administration.**

Weakness

- Limited Multidisciplinary courses – scope and demand for addition
- Absence of Vocational Courses – scope and demand for addition
- Less Number of Professional Courses – scope and demand for addition
- E-filing and E-Office Implementation incomplete
- Limited inter-departmental faculty exchange program
- Due to geographical terrain limited exposure to industrial skill building opportunities

Opportunities

- Excellent academic environment
- Research and Innovation
- Collaboration with other colleges and universities (National and International)
- As a nodal centre for Sub-Himalayan studies (climatic, geological, and environmental).
- As a nodal centre for border trade and policy studies.
- As a nodal centre for strategic and area studies.
- Hydro-based energy and tourism studies.
- Extension centre for studies on medicinal plants and ayurveda under AYUSH.

Threats

- Inadequate fund for research.
- Inadequate infrastructural facilities in view of growing demand.
- Inadequate funding for proposed research programmes by different agencies.

8. Plans of institution for next year

- Installation of Wi-Fi for the entire campus.
- Improvement of infrastructural facilities will be given priority. Completion of the new science block and relocation of the College General Library with more area in the ground floor of the main building.
- Organize Faculty Development Programme as well as Exchange Programmes for teaching as well as non-teaching staff.
- Education of the marginalized will continue to be our top priority.
- Inter-College and University collaborations will be explored.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____
