YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	ST. JOSEPH'S COLLEGE
• Name of the Head of the institution	FR DR DONATUS KUJUR
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03542252550
• Mobile no	9933806759
• Registered e-mail	principaldarj@yahoo.in
• Alternate e-mail	kujurddonatusdar@gmail.com
• Address	P O North Point, Singamari
• City/Town	Darjeeling
• State/UT	West Bengal
• Pin Code	734104
2.Institutional status	
• Affiliated /Constituent	Constituent
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**North Bengal University**
• Name of the IQAC Coordinator	**ANIRUDRA GURUNG**
• Phone No.	**03542252550**
• Alternate phone No.	**9832066735**
• Mobile	**7908812482**
• IQAC e-mail address	**iqacsjc1927@gmail.com**
• Alternate Email address	**principaldarj@yahoo.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sjcdarjeeling.edu.in/userfiles/file/AQAR/AQAR%202020-2021_compressed.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2022-23_New.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**83.052**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**A**	**3.06**	**2015**	**03/03/2015**	**02/03/2020**
Cycle 3	**B+**	**2.62**	**2021**	**08/02/2021**	**07/02/2026**

6.Date of Establishment of IQAC | **01/03/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Intervention through Extension Program by way of establishing and running the Sursum Corda Covid Care Centre at the College with Student Volunteers to extend support during the pandemic.

Encouraged and facilitated the teaching staff to contribute to knowledge pool through research publications. Significant amount of research output in the form of 22 research papers and 13 book chapters were contributed by the teaching staff during the year.

Facilitated the faculty members to participate in faculty development programs, whereby 9 teaching staffs benefited from both face-to face and online total 10 faculty development programmes.

Conducted students' assessment of the institution and analysed the data and prepared the Report for the implementation of recommendations at the institutional level in terms of curriculum delivery and infrastructural improvement.

Successfully verified, coordinated and conducted the CAS promotion of 8 faculty to various Stages during the year in consultation with Heads of Department of the affiliating University and Government nominee (JDPI).

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

Plan of Action	Achievements/Outcomes
To impart Value-based education for the 1st Semester students	Value-Based education has been inducted in the Master Routine and is being conducted once a week for all students. .
To encourage extensive use of I.C.T in Teaching – Learning.	Most of the teachers and students are using I.C.T. which is helping teachers to present their lectures in better way and complete the syllabus on time and students to present their seminars and for internal evaluation projects..
To conduct students' satisfaction survey on the College Programs	Students's Satisfaction Survey has been completed and the feedback has been received..
To provide Institutional Scholarship to marginalized students	Institute provided scholarship of ?1,83,833/- to 23 marginalized students.
To organize co-curricular activities.	As soon as the college was opened after pandemic, a Musical Fest was conducted to streamline the students towards college activity. This was followed by other co-curricular activities such as activities of different clubs. .

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Teacher's Council	14/06/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**17/01/2023**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**37**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2959**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**675**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**842**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**69**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**52**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**116**
Total number of Classrooms and Seminar halls	

4.2	**13.55**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**110**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery through a well-planned and documented process. The College can but only device innovative methods as to its effective delivery. The core fundamentals are retained but the teachers constantly device novel methods of instructional techniques and strategies to improve the learning experience of the students. The familiar method of lectures is complemented by extensive use of audio-visual aids like online lectures, films and documentaries. The smart classrooms that have been put into place by the College are a useful supplement to this step. The second step acknowledges that students are not a homogenous group but rather individuals with their own learning capacities. Students are encouraged to compulsorily participate in Student Seminars, Peer Teaching-Learning, Role Playing, Project works, Group Discussions, and Field Studies and Excursions and different clubs to develop a hands-on experience of concepts and topics. The results obtained from the diverse range of methods discussed in the two preceding steps are discussed regularly at the Departmental level and at the Teacher's Council level. Student's learning is also assessed through various continuous internal evaluation process, and feedback is considered for further improvement.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

St. Joseph's College, Darjeeling is affiliated to the University of North Bengal. The Calendar Committee of the College consults with the HoDs regarding their programmes for the forthcoming two semesters and prepares the calendar before the commencement of the semester. This is discussed and passed in the meeting of the Teachers Council, after due consultation with the IQAC and Principal and put it in the college calendar. The calendar outlines the

internal examination schedule to be followed by all Departments including the dates available to the students as 'Study Leave'. This process enables the Departments to avoid any clashes between or among different subject combinations available as per the CBCS. As per the teaching plans which are discussed and passed at the Departmental meetings, each teacher schedules and conducts their own Internal Evaluation. If there is a clash, then these are addressed through the office of the Vice- Principal (Academic) who reallocates them accordingly so that the marks/grades are submitted to the University in a time bound manner.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2022-23_New.pdf

1.1.3 - Teachers of the Institution participate in **A. All of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

37

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College realises the need for sensitizing students about issues relating to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Through bodies such as the Women's Cell and Youth Against Trafficking regular talks on gender

sensitization, harassment and violence against women are conducted. This ensures an environment that is egalitarian, sensitized and harassment-free for women as well as to those who identify with LGBTQ+ sections. The College organises 'Harmony' program which is a platform where students perform, imbibe and experience the richness of the various cultural aspects of the place and country. All classroom lectures contain components that discuss and instill human values in the outlook of the students. Further, frameworks of Value Education is a central concern. At the beginning of every academic session a student Induction Program is conducted. Issues of plagiarism, Intellectual Property Rights, professional and academic ethics are discussed. Apart from the compulsory studies, the College also integrates strategies to make the curriculum effective and relevant from the point of view of professional ethics. The College has clubs such as Nature Club Current Affairs Forum, Youth Against Traffic and NSS which organise regular talks on environment protection, menace of plastics and waste management

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

21

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

115

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sjcdarjeeling.edu.in/userfiles/file/ AQAR%202021-22/1.4.1%20&%201.4.2%20Assessmen t%20by%20the%20students2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1023

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

356

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution assesses the learning levels of students after admission and organizes special programmes for the purpose. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and the class tests taken after two weeks and after one month. This is discussed in the Departmental meetings where slow learners are identified. Accordingly, special coaching sessions/remedial/tutorial classes are designed in each department to bridge the gap. The concerned faculty members/subject teachers further extend support in classifying the students with reports based on continuous evaluation and class tests. The Institution organizes OP/Induction Programmes for new students both at the College and at the Departmental level. The facilities in the College and the scope of the subject to be taught are introduced in the sessions. Attempts are made to inculcate a friendly but competitive spirit. This process sets a foundation for monitoring the future progress of students. Strategies for slow learners include remedial classes, special mentoring sessions, bilingual explanations, provision of simplified reading materials, etc.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/counselling-centre.php?&LogID=e29e1a285621b87081e395bfb0df820d
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2959	68

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The experiential learning approach is one of the major practices which the institute follows especially for those courses that are practical based or involves field studies/excursions. The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. Further, there are also participative exercises for the students such as movie and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as Youtube, Facebook and others through the Department. The institute constantly encourages and opens up opportunities for the student to participate in group discussions, seminar and workshops, both within the College and outside, to enable a wider intellectual catchment resource. This helps the students to build useful networks that extend beyond the confines of the College academic atmosphere. The various kinds of excursions, field trips, survey research and educational tours are some common practices the institute believes in and encourages the students to explore.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://www.facebook.com/DarjeelingPoliceOfficial/videos/360959856059253/?extid=CL-UNK-UNK-UNK-AN_GK0T-GK1C

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. The use of smart board and PPT that allow a hands-on learning experience are common practices, as the institute has given adequate facilities to the respective Departments. The teachers make efforts to transact class lectures supported by ICT. For instance, preparation of PPTs, video lectures, resources from UGC e Consortia, etc. In many cases, the PPTs which are created by the faculties are also shared with the students for greater clarity. Further, there are also participative exercises for the students such as film and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as YouTube, Facebook and others through the Department.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

998

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per University norms, evaluation shall be a continuous process and shall be based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study.There are a number of methodologies followed for the Internal Evaluation (IE), which makes the system both transparent and robust. During the Induction programmeinformation about the IE assessment, its schedule and how it is followed according to the academic calendar is given to the students. The institution conducts IE to evaluate students' performance in theory and practical. These tests are transparent as all the evaluated answer scripts are given back to the students in the classroom; followed by one/two dedicated sessions especially meant for solving/discussing the board Question Papers.

File Description	Documents
Any additional information	View File
Link for additional information	https://sjcdarjeeling.edu.in/weekly-tests-examinations.php

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution has established a time-bound mechanism for Examination and Evaluation. Internal exams like Mid-Term Exams are planned after completing a good portion of the total syllabus i.e. two subject units. Teachers conduct the internal examination with HODs for IE paper setting, and answer scripts are evaluated with the most care and vigilance. Answer scripts for IE are given to the students for personal verification. If a student cannot appear for

the examination for medical or any genuine reason, the test is conducted for that student as per norms, provided that they apply with proper documents. Any student who is not satisfied with the assessment and award of marks may approach the concerned HOD, who can intervene and seek the opinion of another course Teacher. Any grievances relating to the internal exams are brought to the concerned teacher's notice and clarified. The teacher has to satisfy/convince the student with his explanation of the evaluation.The Institute follows an honest internal evaluation system where the student performance is displayed on the notice board, and the same is informed to the parents.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The curriculum designed by the University is further enriched by the college. Each Department prepares a detailed course objectives and course outcomes to the curriculum provided by the University. Henceforth, the course objectives and course outcomes are discussed in the departmental meeting where each faculty member is communicated the course objectives and course outcomes by the Head of each Department. This is also explained to the students during the Departmental orientation Programmes. Further, students are apprised of the course objectives and course outcomes by the individual teachers during the introduction of the course in the classrooms. To relate the course objectives and course outcomes with the syllabi the students can access it from the college website. The same is communicated to the students through Department Orientation and Introductory lectures.

At the beginning of the semester, the course outcomes are discussed in the departmental meeting and accordingly the Teaching/Learning and assessment methods (re) planned/ (re) modified. The details are also put in the College website for ready reference to the students and the parents.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://sjcdarjeeling.edu.in/course-objective.php?&LogID=3281ab96f8997ddb71a85f76cc80d5d5
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcomes and course outcomes are evaluated by the institution in the following manner:

1. Through the continuous Internal Evaluation marks which are discussed in the Departmental meetings.

2. Through a discussion of the End-Semester University Marks in the Departmental meetings and also in the Teacher's Council meetings.

3. Through an evaluation of the various Reports (Experiential Learning, Feild studies, Project works) in the Departmental meetings.

4. Through the mode of mentoring for individual students at the Departmental-level.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

840

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Annual%20Report%202021-22%20New.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/1.4.1%20&%201.4.2%20Assessment%20by%20the%20students2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Incubation Centre enables students to get hands-on experiences and training on the various instrumentations, innovative activities like projects, seminars, and workshops at the institute with the aim to obtain a comprehensive and integrated knowledge on the fundamental concepts and applied sciences. The Institute has provided all basic infrastructures for smooth functioning of the Incubation Centre. Infrastructural supports provided include Computers, Inverted microscope, Laminar airflow, Electronic and digital balance, Spectrophotometer, Refrigerated Centrifuge, Shaking-incubator, Double distillation plants, autoclave, Scanner with printer for collecting gel images etc. In the area of Humanities and Soft skills, the College has a well-equipped Language Lab which was set up about fifteen years ago as Lab Assisted Personality Schooling (LAPS) programme. The Lab originally started with simple equipment of analogous system. It had twenty equipment with one teacher console. Later it was upgraded to digital system with twenty plus one computers, enabling twenty learners to use the facility at a

time under the guidance of a Teacher through the implementation of the RUSA project.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/common-instrumentation-facility.php?&LoqID=4cf81ae085a7162bdadc4dca3df5b108

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

9

File Description	Documents
URL to the research page on HEI website	https://sjcdarjeeling.edu.in/research-publications.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. NSS Camp at Shivakhola: 50 NSS volunteers of the college carried out a week-long camp (22-27 Dec, 2021) to share the idea of teamwork, planning and cleanliness with the tribe people residing in the area. They interacted with the local people to fetch the difficulties they are encountering.

2. Visit to Edith Eilkin Street Children Trust: The Trust is the care-home for the children suffering from Child labour, Runaway Children, Orphaned, Abandoned, Mental abuse, Physical abuse etc. Fifty NSS volunteers visitedthe trust on 19./03./2022 and distributed stationeris as well as sanitary napkins to the girls.

3. Blood Donation Camp: was organized by the college in

collaboration with Red Cross Society Darjeeling. 180 volunteers donated the blood.

4. YATC: World Day against Trafficking in person was observed on 30/07/2022 where 69 volunteers participated.

5. Distribution of Clothes and Rationto the needy people residing near Mahakat Temple was done by 39 students of Geography department on 26/03./2022. Beside, they cleaned the area and planted some plants. They receive the Certificate of appreciation from Manav Sevxwa Utthan Samily also.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/community-outreach-and-extension-programmes.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	*View File*
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	*View File*

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

434

File Description	Documents
Report of the event	*View File*
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	*View File*

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<u>View File</u>
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for cocurricular and extra-curricular activities. The Matteo Ricci Hall established in 2019 with an area of 1050 sq. ft. is used exclusively for conducting research activities. We have three ICT enabled Seminar Halls covering 900 sq. ft. 1200 sq. ft. and 1200 sq. ft. respectively for conducting academic workshops and conferences. Stanford Hall with area covering 1920 sq. ft. and Campion Hall of area covering 5600 sq. ft. are exclusively used for conducting various events. We also have four halls with an area of 150, 150, 600 and 600 sq. ft. for St Joseph's College Learning Centre established in August 2019 to provide for learning opportunities for AS, NEET and JEE examinations. The institute has five Common Rooms for students. There is one Student Councillor Room (100 sq. ft.) area and one room for NCC Office of 450 sq. ft. It has an Infirmary covering an area of 300 sq. ft. and is equipped with all the necessary first aid facilities such as beds, wheel-chair, stretcher, nebulizer and others. The College has learning resources like John Whelan Library Departmental Libraries, e-books repositories, lecture videos, and Wi-Fi internet connectivity as parts and parcel of diverse learning resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/facilities.php?&LogID=11a9ac11b26d02dd7e4be6e9846ce0fd

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

An institution with over 95 years of history, St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for co-curricular and extra-curricular activities. Both its physical and non-physical infrastructure is maintained efficiently by the Jesuit Fathers with an unfailing lay collaboration. St Joseph's College is equipped with numerous indoor and outdoor infrastructures for these events. For outdoor events, two play grounds namely St Joseph School football stadium and volley ball court established in 1888 are shared by the both institutes. The college has a basketball court which was built in 2019. For indoor games like Badminton and Table Tennis, the College is equipped with 1920 sq. ft. Stanford Hall. There is also a 600 sq. ft. Gymnasium and around 5600 sq. ft. Campion Hall for Yoga classes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/physical-facilities.php?&LogID=40d9b41d1ed00d6154671d195dbfac30

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&LogID=5b1c75039b20a530a21ebc5d4c0a65fc
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

13.55

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **Name of ILMS software: Library is using 'Software for University Libraries' (SOUL) which is state-of-the-art Integrated Library Management System (ILMS). The software is designed and developed by INFLIBNET Centre, based on requirements of college and university libraries.**
- **Nature of automation: Partial**
- **Version: 2.0**
- **Year of Automation : 2014 onwards**

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	<u>https://sjcdarjeeling.edu.in/library.php?&LogID=5b1c75039b20a530a21ebc5d4c0a65fc</u>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<u>View File</u>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.46

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

76

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has provided Smart Class-Rooms facilities in almost all the Departments which has helped to make the classroom teaching-learning more effective, updated and interesting. Smart class saves a lot of time during lectures in the class as teachers do not need to write on the boards to give them notes or draw figures to pass on important information. All of the notes are digitized and saved in the computer data base which can be simply displayed with a click of a button. After the implementation of these facilities, there has been positive change that is evident in the classroom environment through discussions and debates. The effectiveness of these methods has also been constantly observed. Apart from the Smart Classroom the College has provided other facilities such as LCD projectors. The LCD projectors has made things very easy such as the conducting of Seminars and other interactive programs. Almost each Department has LCD facility for better educational purposes. Each Department of the College is provided with either a Desktop PC or Laptop of latest configurations that is available both to the students and the teachers.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the

Institution

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13.55

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college with separate building for Arts, Science and Commerce has maintained constant and smooth functioning of Physical, Academic and Support service facilities to accomplish the high degree of excellence imbibing human values in all endeavours. The college provides well equipped laboratory facilities with periodical maintenance. Annual maintenance contracts for computers, copier machines, software, CCTV, garden, security are in place. Institute has employed technicians for up keeping and maintenance of electrical facility. The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered. The college provides accesses to online journals through INFLIBNET. Sports committee organizes various indoor and outdoor sports competitions for students.

Classroom along with two conference halls (Old Conference Hall & M.R. Conference Hall) are designed keeping in mind the modern facilities for teaching-learning environment. The classrooms are well equipped with all modern technology like the smart boards. For Clean and Safe Campus an external housekeeping service looks after cleanliness on the campus. Institution follows all safety and security norms as required for an educational institution. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sjcdarjeeling.edu.in/rules-and-regulations.php?&LogID=5b1c75039b20a530a21ebc5d4c0a65fc

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

578

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

23

File Description	Documents
Upload any additional information	*View File*
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	*View File*

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

10

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	*View File*

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View File</u>
Upload any additional information	<u>View File</u>
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

130

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

St. Joseph's College facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities. The college has a well-established Students Council which helps in each and every event organised by the college. Student members are there in various clubs and committees in the college. Every year Class Representatives and Councillors are nominated. Two students from each semester are designated as class representatives. They address any issues related to academic as well as non-academic to the Head of the Departments. The Dean of the Students regularly interacts with the Student's Council and Class Representatives regularly and together discuss various issues related to the college. A student member usually the Head Councillor is the student representative in Internal Quality Assessment Committee. The students help in organizing various events in the college like Art Exhibition, Short Film Contest, Seminars, Music Fest, Cultural Events etc. The student council supports the college in maintaining the discipline in college

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/students-council.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The members of the alumni have been actively supporting the development of the College by organizing projects outside the campus with the involvement of College students from various extracurricular club or units and also by participating in most of the College events. Participation of the members of the association during the Annual Graduation Day ceremony has been a regular practice in order to motivate the young outgoing graduates of the college. Similarly the support of the Alumni during the annual Cultural events and Film screening programmes has shown their concern in supporting the local Cultural richness. Support to the different departments in providing resource persons from the field of academics to civil servants and retired persons from the armed forces for Lecture series or Career counseling sessions organized by the Departments/Clubs of the institution. Although it organises various outreach programmes, it has not been able to contribute financially to the institution in the current year.

File Description	Documents
Paste link for additional information	<u>http://sjcdarjeeling.edu.in/alumni.php?&LogI D=e3fab91d09589ecec0f9e7c51aa0082c</u>
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Rooted in the Ignatian Charism of forming men and women for others the college strives towards the fostering of academic excellence and the promotion of a humane society. At the core of the governance system, the vision of the institution is to strive for excellence in our performance, and dedicated service to all. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and co-curricular responsibilities so that all stakeholders may benefit in general and students particularly, may develop to their fullest potential.

To ensure Academic Quality in Higher Education, the mission of the governance system is to ensure access and equity to all deserving and meritorious students with a preference for the poor and marginalized sections irrespective of caste and creed. The governance system of the institution also nurtures leadership qualities among the students to become agents of social change. The mission is also to contribute to the well-being of the nation and its people in the spirit of Sursum Corda (Lift up your heart), the motto of the College. The mission to develop and imbibe discipline, values, transformation, dedication and to develop leadership qualities enhancing collaborative approach, professional relationships is visible at all times.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/vision-mission-value.php
Upload any additional information	[View File]()

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and

participative management.

In order to realize the vision and mission of the college, St. Joseph's College has been following decentralization and participative management. In the governing body, the apex body of the college management, two members from the teaching faculty, one member each from parent body and representatives of other stakeholders are included.

The college follows well designed organizational structure. In addition to the Principal, the college has in place Vice-Principal, Deans, Director of Self-Finance Departments, Heads of the Departments, Hostel Directors, Secretary of Teacher's Council, different committees and Student Council.

The Dean of Student affairs assists the principal in implementing and coordinating all leadership and personality development activities of the college and serve as the primary administrative contact person for students in both Postgraduate and Under-graduate program. Henceforth, all the organizational structure plays a crucial role in formulating the policies and its execution in the college.

College and U.G.C funds are maintained by Bursar and his office. Each department is asked to place their academic plan, outreach program, and research activities in consultation with I.Q.A.C. Decentralization of both academic and administrative functions has resulted in overall development of the institution.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/administration.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan was proposed in the form of Action Plans.

The college has focused on strengthening student-centered learning by providing opportunities to engage in research, experiential learning, field-based learning, peer-learning and community service through outreach. Academic Departments and Clubs such as NSS, NCC,

AICUF have ensured that outreach activities are continued.The college has promoted professional development for students, faculty and staff to keep them updated with the latest teaching and learning practices through MoUs with other institutions and collaborations. Further, entrepreneurial exercises have also been conducted.The college, through its IQAC, has strictly monitored and evaluated the progress of the academic year to ensure that it is meeting its objectives. Annual assessments and feedback have been conducted to make necessary adjustments and improvements.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Perspective%20Plan.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has well-set decision-making processes as per the Organogram. The institute has a well-structured and representative Governing Body (GB) along with the IQAC as the nodal body for major academic and research decisions. Decisions made by GB and Planning Board, on the recommendations of the IQAC are disseminated by Principal to all the teaching and nonteaching staff members. Principal works with the four main sections i.e., office administration, academics, Extra-curricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra-curricular activities sports, magazines, NSS are looked after through students Council and class representatives through the Dean of Students. There is a well established Grievance redressal mechanism and feedback from individual departments.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/code-of-professional-ethics.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Link to Organogram of the institution webpage	http://sjcdarjeeling.edu.in/organogram.php?&LogID=120f488b3d6be684d94c70a5cf312b53
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution undertakes various welfare measures for the staff through the Staff Welfare Committee While there are separate organizations of the categories of the staff, there prevails a sense of unity and fraternity among them. This is most evident in spirited participation of both teaching and non-teaching staff in social functions such as 'Celebrations of Silver Jubilee' that celebrate and recognize 25 years of service to the institution and 'Farewell Programs' to provide gratitude to the members which are organized by the respective groups. Staff Welfare Fund is used to meet social obligations. The Staff Welfare Committee is a perpetual source of support, both moral and otherwise whenever needed to both the teaching and non-teaching staff. Other welfare schemes include: Financial advance in case of medical/ other emergencies Family get

together and socialization programs College Infirmary for immediate first-aid Membership of St Joseph's College Employees Cooperative Credit Society Staff Welfare Fund Festival Allowance, reducing fees for the children of non-teaching staff enrolled in this institution Grant of Children Education Allowance to the children of non-teaching staff enrolled in institutions outside. For the new outstation teachers who cannotfind rooms in Darjeeling, there are staff quarters with minimum rent. Both teaching and non-teaching staff are allowed to park their vehicles in the college parking space which is provided to the staff free of cost.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/staff-welfare-committee.php?&LogID=120f488b3d6be684d94c70a5cf312b53
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	<u>View File</u>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisals are one of the most important aspects of administrative management in St. Joseph's College. Performance appraisal systems serve a variety of functions of central importance to both the teaching and non-teaching staff. Appraisal techniques practiced today are however not without problems, and the College seeks to minimize the risks and maximize the benefits. Annual

Quality Assurance Report of the college administration keeps abreast of recent developments in non-financial compensation and reward systems so they can modify existing systems when more appropriate alternatives become available. Keeping this in mind, some Departments also conduct their own internal performance appraisal exercises. Currently the system followed for teaching-staff consists of the following important parameters:

- Learning Objectives and Outcomes of the Course
- Communication Skills
- Methodology of Teaching-Learning Completion of the Course
- Punctuality Fairness of Evaluative Techniques
- Relevance of References.

Similarly, the system followed for non-teaching staff consists of the following important parameters:

- Administrative Efficiency
- Punctuality
- Student Satisfaction

The Principal, in consultation with the IQAC monitors the Performance Appraisal of non-teaching staff depending upon the feedback received from the students. The appraisal is analyzed and interpreted and the result is communicated appropriately in a constructive and professional manner so that the grievances/shortcomings are addressed.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/1.4.1%20&%201.4.2%20Assessment%20by%20the%20students2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has appointed Internal auditors, Saha and Majumder Chartered Accountant, who regularly audit the accounts of the College for the past several years. The Bursar reviews weekly the state of the accounts and major expenditures with the Principal,

thereby having checks and balances in place. The external auditors audit the accounts of the College in December and April every year – in December for the period April to December, and in April for the final audit. This practice is also intended as a measure of checks and balances with a view to correct any shortcomings and to advise on proper practices.

File Description	Documents
Paste link for additional information	https://saha-majumder-chartered-accountants.business.site/
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In this regard, there are two conglomerations of Departments – one that is aided by the Government and the Self Finance Departments. Only the salary components of the aided Departments are supported by the Government. The College engages in the mobilisation of funds through its own initiatives like charging of fees from the students for development of basic infrastructure. As a supplement to mobilisation of funds in a manner that is nonprofit in nature, the College generates its own funds through the 6 Self Finance Departments so that financial sustainability and viability is ensured. Other strategies include the development of alternate channels of fund generation such as returns from use of the infrastructure of the SJCLC, the renting of College buildings for

different competitive and government examinations at minimum costs, fixed deposit assets approved by competent authority and as per financial norms. For optimal utilisation of resources there is a structured and a transparent process which is in place. The income and expenditure of the College is audited annually both internally and externally (by the Government). All financial transactions are cross-checked, have joint signatures, and routed through e-payments. For Central/state government funds, all transactions are monitored through the PFMS system.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

SIGNIFICANT CONTRIBUTIONS OF THE IQAC 2021-2022

Intervention through Extension Program by way of establishing and running the Sursum Corda Covid Care Centre at the College with Student Volunteers to extend support during the pandemic.

Encouraged and facilitated the teaching staff to contribute to knowledge pool through research publications. Significant amount of research output in the form of 22 research papers and 13 book chapters were contributed by the teaching staff during the year.

Facilitated the faculty members to participate in faculty development programs, whereby 9 teaching staffs benefited from both face-to face and online total 10 faculty development programmes.

Conducted students' assessment of the institution and analysed the data and prepared the Report for the implementation of recommendations at the institutional level in terms of curriculum delivery and infrastructural improvement.

Successfully verified, coordinated and conducted the CAS promotion of 8 faculty to various Stages during the year in consultation with Heads of Department of the affiliating University and Government nominee (JDPI).

File Description	Documents
Paste link for additional information	http://sjcdarjeeling.edu.in/iqaccoordinator. php?&LogID=120f488b3d6be684d94c70a5cf312b53
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College IQAC annually revisits the teaching learning and evaluation processes, structures and methodologies primarily by way of student feedback system. The results of the survey are collated and major issues are identified. based on the identified issues, the IQAC makes recommendations in terms of revision, reform of the structures, methodologies and processes, including the introduction of new methodologies, which, in turn, are implemented through the office of the Vice Principal (Academic).

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSe7 a84zzeMg-QhNCX2rp_O5K-23caynUlTpZ7cOEAr6Ll-_ wg/viewform
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sjcdarjeeling.edu.in/annual-college-report.php?&LogID=64e68d7f67a1606cb8eec03280d5b560
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The following constitute the measures initiated by the Institution towards gender equity and gender sensitivity:

Anti-ragging Committee: The students are made to undertake antiragging oath where gender sensitivity is implicit in the presence of their parents during the time of admissions. Women Empowerment and Women Anti-Harassment Cell exist to cater to the safety and security of students, irrespective of gender.

Installation of Close Circuit Cameras (CCTV): There is a constant monitoring of students through CCTVs that are installed in all the common spaces of the College.

Counselling: Anti Ragging Committee, Women Empowerment and Women Anti-Harassment Cell, and Youth Against Trafficking Club (YATC) provide counselling when required. The counselling at the College level is focused more on addressing emotional issues. There is also mentoring in the respective academic departments.

Separate Common Rooms for Girl Students: Three separate Common Room exists for the female students where the students can interact, rest, exchange common interests and socialize. These are located in the Main Building, Loyola Building and M.R Building.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Dust bins are provided throughout the campus. Usage of plastic bags is discouraged within the premises of the College. Solid wastes like broken glass beakers, test tubes, rubber tubes, etc. are collected from the entire campus and stored. This solid waste is then collected by the Darjeeling Municipal Corporation every alternate day where it is dealt with accordingly. The dead leaves and waste papers are scientifically decomposed off by burying them in the soil.

Liquid Waste Management: College has developed useful methods for liquid waste management. In this regard a filter with granular activated carbon (GAC) is used to remove organic chemicals, from water. GAC filters also can be used to remove chemicals that give objectionable odours to water such as hydrogen sulfide or chlorine.

E-waste Management: The College has emphasis on paperless office to save carbon emission in printers. The College also encourages reuse of one-side-printouts. All e-waste is disposed to the Municipal

Corporation and to agencies who recycle them. The non-working computer spare parts and other non-working equipment are safely disposed in a similar manner. The cartridge of laser printers are refilled and reused. UPS Batteries are recharged / repaired / exchanged by the suppliers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File]()

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution takes sumptuous efforts to provide inclusive environment. To build a culturally harmonious environment in the College, and to help understand the importance of culture and to inculcate the feeling of love and respect for each other's culture, it was felt by the institution that exposing the students to vast cultural diversity, encouraging the participation of students in cultural activities, enhancing their personal skills and experiences, nurture the talents of the students, and to instil in them a sense of tolerance, and unity in diversity, the college has a practice of a three days long Cultural programme called Harmony. It is an annual affair.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitises the staff and students of the college to the constitutional obligations, values, rights, duties and responsibilities both through the curriculum and through extra-curricular activities. Every program in the college ends with a national anthem. The college hoists the National flag on Independence Day and on the republic Day. Furthermore, the cultural week in the form of Harmony teaches the constitutional values of

rights, cultural identities, values of religious and cultural freedom and secularism, among others. The college also celebrates the constitution Day every year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	https://sjcdarjeeling.edu.in/userfiles/file/Annual%20Reports%20(Departments)/Annual%20Reports%20(Departments%202021-22)/Annual_Report_Chemistry_Departmental_Report_2021_2022.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates the national festivals, birth anniversary and memorials of great Indian personalities like Mahatma Gandhi, Pt. Jawahar lal Nehru, Dr. B.R Ambedkar, Rabindranath Tagore, etc.

Occassions such as Gandhi Jayanti, Bhanu Jayanti, Rabindra Jayanti, Teachers Day, Id-ul-Fitre, Id-ul-zoha, Birthday of Guru Nanak, Birthday of Swami Vivekananda, Netaji Subash Chandra Bose, Buddha Jayanti, International Women's Day, NCC Promise Day are observed by

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Soil and Water Analysis as an Impact-Oriented Learning Initiative: Several waterborne diseases plague the region. Less than 50% percent of the district has access to portable water. Students trained on the basic concepts of waterborne diseases, instruction of the various water quality parameters with hand-outs of SOPs to conduct experimentations. Their results have been well-documented and presented in a UGC sponsored National Seminar. 9 instruments/materials were required for this exercise.

Conscientization Towards Creation of Humane and Just Society: Darjeeling has grown exponentially from a colonial hill station to a post-independence hill town and become a 'source area' for human trafficking. College and its YAT team has collaborated with Mankind In Action for Rural Growth (MARG). Taking a cue from YAT of St. Joseph's College, other colleges and schools have started to participate in such drives as also organize them. The results indicate not only the success of YAT but also of the fact that given the opportunity and the space, students can become effective agents of change. YAT programme encountered many problems which were natural hence expected. They were problems of identifying the menace of trafficking, accepting it and creating a general will to combat it.

File Description	Documents
Best practices in the Institutional website	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/BEST%20PRACTICE.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Vision: "Men and Women for Others."

Rooted in the Ignatian Charism of forming 'men and women for

others', St Joseph's College, Darjeeling strives towards fostering academic excellence and promotion of a humane society. The College believes in providing the highest standard of teaching and learning, moving beyond classroom situations. This has created a virtuous cycle between society and an inclusive academic system by providing knowledge and practices to our students and to upgrade the capabilities in responding to the development needs, specially of rural sector. This has encouraged individuals to assist one another in their journey of self-discovery. St Joseph's College believes in building 'men and women for others', men and women who will have the ability to transform people and the society. The College, through its participation in this ambitious program has highlighted the importance of being humane rather than just being a human.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery through a well-planned and documented process. The College can but only device innovative methods as to its effective delivery. The core fundamentals are retained but the teachers constantly device novel methods of instructional techniques and strategies to improve the learning experience of the students. The familiar method of lectures is complemented by extensive use of audio-visual aids like online lectures, films and documentaries. The smart classrooms that have been put into place by the College are a useful supplement to this step. The second step acknowledges that students are not a homogenous group but rather individuals with their own learning capacities. Students are encouraged to compulsorily participate in Student Seminars, Peer Teaching-Learning, Role Playing, Project works, Group Discussions, and Field Studies and Excursions and different clubs to develop a hands-on experience of concepts and topics. The results obtained from the diverse range of methods discussed in the two preceding steps are discussed regularly at the Departmental level and at the Teacher's Council level. Student's learning is also assessed through various continuous internal evaluation process, and feedback is considered for further improvement.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

St. Joseph's College, Darjeeling is affiliated to the University of North Bengal. The Calendar Committee of the College consults with the HoDs regarding their programmes for the forthcoming two semesters and prepares the calendar before the commencement of the semester. This is discussed and passed in the meeting of the Teachers Council, after due consultation with the IQAC and

Principal and put it in the college calendar. The calendar outlines the internal examination schedule to be followed by all Departments including the dates available to the students as 'Study Leave'. This process enables the Departments to avoid any clashes between or among different subject combinations available as per the CBCS. As per the teaching plans which are discussed and passed at the Departmental meetings, each teacher schedules and conducts their own Internal Evaluation. If there is a clash, then these are addressed through the office of the Vice-Principal (Academic) who reallocates them accordingly so that the marks/grades are submitted to the University in a time bound manner.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2022-23_New.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

37

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	<u>View File</u>

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College realises the need for sensitizing students about issues relating to Professional Ethics, Gender, Human Values,

Environment and Sustainability into the Curriculum. Through bodies such as the Women's Cell and Youth Against Trafficking regular talks on gender sensitization, harassment and violence against women are conducted. This ensures an environment that is egalitarian, sensitized and harassment-free for women as well as to those who identify with LGBTQ+ sections. The College organises 'Harmony' program which is a platform where students perform, imbibe and experience the richness of the various cultural aspects of the place and country. All classroom lectures contain components that discuss and instill human values in the outlook of the students. Further, frameworks of Value Education is a central concern. At the beginning of every academic session a student Induction Program is conducted. Issues of plagiarism, Intellectual Property Rights, professional and academic ethics are discussed. Apart from the compulsory studies, the College also integrates strategies to make the curriculum effective and relevant from the point of view of professional ethics. The College has clubs such as Nature Club Current Affairs Forum, Youth Against Traffic and NSS which organise regular talks on environment protection, menace of plastics and waste management

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

21

File Description	Documents
Any additional information	[View File]
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File]

1.3.3 - Number of students undertaking project work/field work/ internships

115

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File]

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	[View File]

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/1.4.1%20&%201.4.2%20Assessment%20by%20the%20students2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1023

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

356

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution assesses the learning levels of students after admission and organizes special programmes for the purpose.

Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and the class tests taken after two weeks and after one month. This is discussed in the Departmental meetings where slow learners are identified. Accordingly, special coaching sessions/remedial/tutorial classes are designed in each department to bridge the gap. The concerned faculty members/subject teachers further extend support in classifying the students with reports based on continuous evaluation and class tests. The Institution organizes OP/Induction Programmes for new students both at the College and at the Departmental level. The facilities in the College and the scope of the subject to be taught are introduced in the sessions. Attempts are made to inculcate a friendly but competitive spirit. This process sets a foundation for monitoring the future progress of students. Strategies for slow learners include remedial classes, special mentoring sessions, bilingual explanations, provision of simplified reading materials, etc.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/counselling-centre.php?&LogID=e29e1a285621b87081e395bfb0df820d
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2959	68

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The experiential learning approach is one of the major practices which the institute follows especially for those courses that are practical based or involves field studies/excursions. The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. Further,

there are also participative exercises for the students such as movie and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as Youtube, Facebook and others through the Department. The institute constantly encourages and opens up opportunities for the student to participate in group discussions, seminar and workshops, both within the College and outside, to enable a wider intellectual catchment resource. This helps the students to build useful networks that extend beyond the confines of the College academic atmosphere. The various kinds of excursions, field trips, survey research and educational tours are some common practices the institute believes in and encourages the students to explore.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://www.facebook.com/DarjeelingPoliceOfficial/videos/360959856059253/?extid=CL-UNK-UNK-UNK-AN_GK0T-GK1C

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. The use of smart board and PPT that allow a hands-on learning experience are common practices, as the institute has given adequate facilities to the respective Departments. The teachers make efforts to transact class lectures supported by ICT. For instance, preparation of PPTs, video lectures, resources from UGC e Consortia, etc. In many cases, the PPTs which are created by the faculties are also shared with the students for greater clarity. Further, there are also participative exercises for the students such as film and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as YouTube, Facebook and others through the Department.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

998

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per University norms, evaluation shall be a continuous process and shall be based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study.There are a number of methodologies followed for the Internal Evaluation (IE), which makes the system both transparent and robust. During the Induction programmeinformation about the IE assessment, its schedule and how it is followed according to the academic calendar is given to the students. The institution conducts IE to evaluate students' performance in theory and practical. These tests are transparent as all the evaluated answer scripts are given back to the students in the classroom; followed by one/two dedicated sessions especially meant for solving/discussing the board Question

Papers.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sjcdarjeeling.edu.in/weekly-tests-examinations.php

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution has established a time-bound mechanism for Examination and Evaluation. Internal exams like Mid-Term Exams are planned after completing a good portion of the total syllabus i.e. two subject units. Teachers conduct the internal examination with HODs for IE paper setting, and answer scripts are evaluated with the most care and vigilance. Answer scripts for IE are given to the students for personal verification. If a student cannot appear for the examination for medical or any genuine reason, the test is conducted for that student as per norms, provided that they apply with proper documents. Any student who is not satisfied with the assessment and award of marks may approach the concerned HOD, who can intervene and seek the opinion of another course Teacher. Any grievances relating to the internal exams are brought to the concerned teacher's notice and clarified. The teacher has to satisfy/convince the student with his explanation of the evaluation.The Institute follows an honest internal evaluation system where the student performance is displayed on the notice board, and the same is informed to the parents.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The curriculum designed by the University is further enriched by the college. Each Department prepares a detailed course objectives and course outcomes to the curriculum provided by the University. Henceforth, the course objectives and course outcomes are discussed in the departmental meeting where each faculty

member is communicated the course objectives and course outcomes by the Head of each Department. This is also explained to the students during the Departmental orientation Programmes. Further, students are apprised of the course objectives and course outcomes by the individual teachers during the introduction of the course in the classrooms. To relate the course objectives and course outcomes with the syllabi the students can access it from the college website. The same is communicated to the students through Department Orientation and Introductory lectures.

At the beginning of the semester, the course outcomes are discussed in the departmental meeting and accordingly the Teaching/Learning and assessment methods (re) planned/ (re) modified. The details are also put in the College website for ready reference to the students and the parents.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://sjcdarjeeling.edu.in/course-objective.php?&LogID=3281ab96f8997ddb71a85f76cc80d5d5
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcomes and course outcomes are evaluated by the institution in the following manner:

1. Through the continuous Internal Evaluation marks which are discussed in the Departmental meetings.

2. Through a discussion of the End-Semester University Marks in the Departmental meetings and also in the Teacher's Council meetings.

3. Through an evaluation of the various Reports (Experiential Learning, Feild studies, Project works) in the Departmental meetings.

4. Through the mode of mentoring for individual students at the Departmental-level.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

840

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Annual%20Report%202021-22%20New.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/1.4.1%20&%201.4.2%20Assessment%20by%20the%20students2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Incubation Centre enables students to get hands-on experiences and training on the various instrumentations, innovative

activities like projects, seminars, and workshops at the institute with the aim to obtain a comprehensive and integrated knowledge on the fundamental concepts and applied sciences. The Institute has provided all basic infrastructures for smooth functioning of the Incubation Centre. Infrastructural supports provided include Computers, Inverted microscope, Laminar airflow, Electronic and digital balance, Spectrophotometer, Refrigerated Centrifuge, Shaking-incubator, Double distillation plants, autoclave, Scanner with printer for collecting gel images etc. In the area of Humanities and Soft skills, the College has a well-equipped Language Lab which was set up about fifteen years ago as Lab Assisted Personality Schooling (LAPS) programme. The Lab originally started with simple equipment of analogous system. It had twenty equipment with one teacher console. Later it was upgraded to digital system with twenty plus one computers, enabling twenty learners to use the facility at a time under the guidance of a Teacher through the implementation of the RUSA project.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/common-instrumentation-facility.php?&LogID=4cf81ae085a7162bdadc4dca3df5b108

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

9

File Description	Documents
URL to the research page on HEI website	https://sjcdarjeeling.edu.in/research-publications.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. NSS Camp at Shivakhola: 50 NSS volunteers of the college carried out a week-long camp (22-27 Dec, 2021) to share the idea of teamwork, planning and cleanliness with the tribe people residing in the area. They interacted with the local people to fetch the difficulties they are encountering.

2. Visit to Edith Eilkin Street Children Trust: The Trust is the care-home for the children suffering from Child labour, Runaway Children, Orphaned, Abandoned, Mental abuse, Physical abuse etc. Fifty NSS volunteers visitedthe trust on 19./03./2022 and distributed stationeris as well as sanitary napkins to the girls.

3. Blood Donation Camp: was organized by the college in collaboration with Red Cross Society Darjeeling. 180 volunteers donated the blood.

4. YATC: World Day against Trafficking in person was observed on 30/07/2022 where 69 volunteers participated.

5. Distribution of Clothes and Rationto the needy people residing near Mahakat Temple was done by 39 students of Geography department on 26/03./2022. Beside, they cleaned the area and planted some plants. They receive the Certificate of appreciation from Manav Sevxwa Utthan Samily also.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/community-outreach-and-extension-programmes.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

434

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for cocurricular and extra-curricular activities. The Matteo

Ricci Hall established in 2019 with an area of 1050 sq. ft. is used exclusively for conducting research activities. We have three ICT enabled Seminar Halls covering 900 sq. ft. 1200 sq. ft. and 1200 sq. ft. respectively for conducting academic workshops and conferences. Stanford Hall with area covering 1920 sq. ft. and Campion Hall of area covering 5600 sq. ft. are exclusively used for conducting various events. We also have four halls with an area of 150, 150, 600 and 600 sq. ft. for St Joseph's College Learning Centre established in August 2019 to provide for learning opportunities for AS, NEET and JEE examinations. The institute has five Common Rooms for students. There is one Student Councillor Room (100 sq. ft.) area and one room for NCC Office of 450 sq. ft. It has an Infirmary covering an area of 300 sq. ft. and is equipped with all the necessary first aid facilities such as beds, wheel-chair, stretcher, nebulizer and others. The College has learning resources like John Whelan Library Departmental Libraries, e-books repositories, lecture videos, and Wi-Fi internet connectivity as parts and parcel of diverse learning resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sjcdarjeeling.edu.in/facilities.php?&LogID=11a9ac11b26d02dd7e4be6e9846ce0fd

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

An institution with over 95 years of history, St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for co-curricular and extra-curricular activities. Both its physical and non-physical infrastructure is maintained efficiently by the Jesuit Fathers with an unfailing lay collaboration. St Joseph's College is equipped with numerous indoor and outdoor infrastructures for these events. For outdoor events, two play grounds namely St Joseph School football stadium and volley ball court established in 1888 are shared by the both institutes. The college has a basketball court which was built in 2019. For indoor games like Badminton and Table Tennis, the College is equipped with 1920 sq. ft. Stanford Hall. There is also a 600 sq. ft. Gymnasium and around 5600 sq. ft. Campion Hall for Yoga classes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sjcdarjeeling.edu.in/physical-facilities.php?&LogID=40d9b41d1ed00d6154671d195dbfac30

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&LogID=5b1c75039b20a530a21ebc5d4c0a65fc
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

13.55

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **Name of ILMS software: Library is using 'Software for University Libraries' (SOUL) which is state-of-the-art Integrated Library Management System (ILMS). The software is designed and developed by INFLIBNET Centre, based on requirements of college and university libraries.**
- **Nature of automation: Partial**
- **Version: 2.0**
- **Year of Automation : 2014 onwards**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://sjcdarjeeling.edu.in/library.php?&LogID=5b1c75039b20a530a21ebc5d4c0a65fc

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.46

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

76

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has provided Smart Class-Rooms facilities in almost all the Departments which has helped to make the classroom teaching- learning more effective, updated and interesting. Smart class saves a lot of time during lectures in the class as teachers do not need to write on the boards to give them notes or draw figures to pass on important information. All of the notes are digitized and saved in the computer data base which can be simply displayed with a click of a button. After the implementation of these facilities, there has been positive change that is evident in the classroom environment through discussions and debates. The effectiveness of these methods has also been constantly observed. Apart from the Smart Classroom the College has provided other facilities such as LCD projectors. The LCD projectors has made things very easy such as the conducting of Seminars and other interactive programs. Almost each Department has LCD facility for better educational purposes. Each Department of the College is provided with either a Desktop PC or Laptop of latest configurations that is available both to the students and the teachers.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13.55

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college with separate building for Arts, Science and Commerce has maintained constant and smooth functioning of Physical, Academic and Support service facilities to accomplish the high degree of excellence imbibing human values in all endeavours. The college provides well equipped laboratory facilities with periodical maintenance. Annual maintenance contracts for computers, copier machines, software, CCTV, garden, security are in place. Institute has employed technicians for up keeping and maintenance of electrical facility. The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered. The college provides accesses to online journals through INFLIBNET. Sports committee organizes various indoor and outdoor sports competitions for students.

Classroom along with two conference halls (Old Conference Hall & M.R. Conference Hall) are designed keeping in mind the modern facilities for teaching-learning environment. The classrooms are well equipped with all modern technology like the smart boards. For Clean and Safe Campus an external housekeeping service looks after cleanliness on the campus. Institution follows all safety and security norms as required for an educational institution. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sjcdarjeeling.edu.in/rules-and-regulations.php?&LogID=5b1c75039b20a530a21ebc5d4c0a65fc

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

578

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

23

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

10

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	*View File*
Upload any additional information	*View File*
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	*View File*

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

130

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

St. Joseph's College facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities. The college has a well-established

Students Council which helps in each and every event organised by the college. Student members are there in various clubs and committees in the college. Every year Class Representatives and Councillors are nominated. Two students from each semester are designated as class representatives. They address any issues related to academic as well as non-academic to the Head of the Departments. The Dean of the Students regularly interacts with the Student's Council and Class Representatives regularly and together discuss various issues related to the college. A student member usually the Head Councillor is the student representative in Internal Quality Assessment Committee. The students help in organizing various events in the college like Art Exhibition, Short Film Contest, Seminars, Music Fest, Cultural Events etc. The student council supports the college in maintaining the discipline in college

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/students-council.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The members of the alumni have been actively supporting the development of the College by organizing projects outside the campus with the involvement of College students from various extracurricular club or units and also by participating in most of the College events. Participation of the members of the association during the Annual Graduation Day ceremony has been a regular practice in order to motivate the young outgoing graduates of the college. Similarly the support of the Alumni during the annual Cultural events and Film screening programmes has shown their concern in supporting the local Cultural richness. Support to the different departments in providing resource persons from the field of academics to civil servants and retired persons from the armed forces for Lecture series or Career counseling sessions organized by the Departments/Clubs of the institution. Although it organises various outreach programmes, it has not been able to contribute financially to the institution in the current year.

File Description	Documents
Paste link for additional information	http://sjcdarjeeling.edu.in/alumni.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Rooted in the Ignatian Charism of forming men and women for others the college strives towards the fostering of academic excellence and the promotion of a humane society. At the core of the governance system, the vision of the institution is to strive

for excellence in our performance, and dedicated service to all. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and co-curricular responsibilities so that all stakeholders may benefit in general and students particularly, may develop to their fullest potential.

To ensure Academic Quality in Higher Education, the mission of the governance system is to ensure access and equity to all deserving and meritorious students with a preference for the poor and marginalized sections irrespective of caste and creed. The governance system of the institution also nurtures leadership qualities among the students to become agents of social change. The mission is also to contribute to the well-being of the nation and its people in the spirit of Sursum Corda (Lift up your heart), the motto of the College. The mission to develop and imbibe discipline, values, transformation, dedication and to develop leadership qualities enhancing collaborative approach, professional relationships is visible at all times.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/vision-mission-value.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In order to realize the vision and mission of the college, St. Joseph's College has been following decentralization and participative management. In the governing body, the apex body of the college management, two members from the teaching faculty, one member each from parent body and representatives of other stakeholders are included.

The college follows well designed organizational structure. In addition to the Principal, the college has in place Vice-Principal, Deans, Director of Self-Finance Departments, Heads of the Departments, Hostel Directors, Secretary of Teacher's Council, different committees and Student Council.

The Dean of Student affairs assists the principal in implementing and coordinating all leadership and personality development

activities of the college and serve as the primary administrative contact person for students in both Postgraduate and Undergraduate program. Henceforth, all the organizational structure plays a crucial role in formulating the policies and its execution in the college.

College and U.G.C funds are maintained by Bursar and his office. Each department is asked to place their academic plan, outreach program, and research activities in consultation with I.Q.A.C. Decentralization of both academic and administrative functions has resulted in overall development of the institution.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/administration.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan was proposed in the form of Action Plans.

The college has focused on strengthening student-centered learning by providing opportunities to engage in research, experiential learning, field-based learning, peer-learning and community service through outreach. Academic Departments and Clubs such as NSS, NCC, AICUF have ensured that outreach activities are continued.The college has promoted professional development for students, faculty and staff to keep them updated with the latest teaching and learning practices through MoUs with other institutions and collaborations. Further, entrepreneurial exercises have also been conducted.The college, through its IQAC, has strictly monitored and evaluated the progress of the academic year to ensure that it is meeting its objectives. Annual assessments and feedback have been conducted to make necessary adjustments and improvements.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Perspective%20Plan.pdf
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has well-set decision-making processes as per the Organogram. The institute has a well-structured and representative Governing Body (GB) along with the IQAC as the nodal body for major academic and research decisions. Decisions made by GB and Planning Board, on the recommendations of the IQAC are disseminated by Principal to all the teaching and nonteaching staff members. Principal works with the four main sections i.e., office administration, academics, Extra-curricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra-curricular activities sports, magazines, NSS are looked after through students Council and class representatives through the Dean of Students. There is a well established Grievance redressal mechanism and feedback from individual departments.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/code-of-professional-ethics.php?&LogID=e3fab91d09589ecec0f9e7c51aa0082c
Link to Organogram of the institution webpage	http://sjcdarjeeling.edu.in/organogram.php?&LogID=120f488b3d6be684d94c70a5cf312b53
Upload any additional information	<u>View File</u>

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**E. None of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution undertakes various welfare measures for the staff through the Staff Welfare Committee While there are separate organizations of the categories of the staff, there prevails a sense of unity and fraternity among them. This is most evident in spirited participation of both teaching and non-teaching staff in social functions such as 'Celebrations of Silver Jubilee' that celebrate and recognize 25 years of service to the institution and 'Farewell Programs' to provide gratitude to the members which are organized by the respective groups. Staff Welfare Fund is used to meet social obligations. The Staff Welfare Committee is a perpetual source of support, both moral and otherwise whenever needed to both the teaching and non-teaching staff. Other welfare schemes include: Financial advance in case of medical/ other emergencies Family get together and socialization programs College Infirmary for immediate first-aid Membership of St Joseph's College Employees Cooperative Credit Society Staff Welfare Fund Festival Allowance, reducing fees for the children of non-teaching staff enrolled in this institution Grant of Children Education Allowance to the children of non-teaching staff enrolled in institutions outside. For the new outstation teachers who cannotfind rooms in Darjeeling, there are staff quarters with minimum rent. Both teaching and non-teaching staff are allowed to park their vehicles in the college parking space which is provided to the staff free of cost.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/staff-welfare-committee.php?&LogID=120f488b3d6be684d94c70a5cf312b53
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisals are one of the most important aspects of administrative management in St. Joseph's College. Performance appraisal systems serve a variety of functions of central importance to both the teaching and non-teaching staff. Appraisal

techniques practiced today are however not without problems, and the College seeks to minimize the risks and maximize the benefits. Annual Quality Assurance Report of the college administration keeps abreast of recent developments in non-financial compensation and reward systems so they can modify existing systems when more appropriate alternatives become available. Keeping this in mind, some Departments also conduct their own internal performance appraisal exercises. Currently the system followed for teaching-staff consists of the following important parameters:

- Learning Objectives and Outcomes of the Course
- Communication Skills
- Methodology of Teaching-Learning Completion of the Course
- Punctuality Fairness of Evaluative Techniques
- Relevance of References.

Similarly, the system followed for non-teaching staff consists of the following important parameters:

- Administrative Efficiency
- Punctuality
- Student Satisfaction

The Principal, in consultation with the IQAC monitors the Performance Appraisal of non-teaching staff depending upon the feedback received from the students. The appraisal is analyzed and interpreted and the result is communicated appropriately in a constructive and professional manner so that the grievances/shortcomings are addressed.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/1.4.1%20&%201.4.2%20Assessment%20by%20the%20students2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has appointed Internal auditors, Saha and Majumder Chartered Accountant, who regularly audit the accounts of the College for the past several years. The Bursar reviews weekly the state of the accounts and major expenditures with the Principal, thereby having checks and balances in place. The external auditors audit the accounts of the College in December and April every year – in December for the period April to December, and in April for the final audit. This practice is also intended as a measure of checks and balances with a view to correct any shortcomings and to advise on proper practices.

File Description	Documents
Paste link for additional information	https://saha-majumder-chartered-accountants.business.site/
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In this regard, there are two conglomerations of Departments – one that is aided by the Government and the Self Finance Departments. Only the salary components of the aided Departments are supported by the Government. The College engages in the mobilisation of funds through its own initiatives like charging of fees from the students for development of basic infrastructure. As a supplement to mobilisation of funds in a manner that is nonprofit in nature, the College generates its own

funds through the 6 Self Finance Departments so that financial
sustainability and viability is ensured. Other strategies include
the development of alternate channels of fund generation such as
returns from use of the infrastructure of the SJCLC, the renting
of College buildings for different competitive and government
examinations at minimum costs, fixed deposit assets approved by
competent authority and as per financial norms. For optimal
utilisation of resources there is a structured and a transparent
process which is in place. The income and expenditure of the
College is audited annually both internally and externally (by
the Government). All financial transactions are cross-checked,
have joint signatures, and routed through e-payments. For
Central/state government funds, all transactions are monitored
through the PFMS system.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

SIGNIFICANT CONTRIBUTIONS OF THE IQAC 2021-2022

Intervention through Extension Program by way of establishing and
running the Sursum Corda Covid Care Centre at the College with
Student Volunteers to extend support during the pandemic.

Encouraged and facilitated the teaching staff to contribute to
knowledge pool through research publications. Significant amount
of research output in the form of 22 research papers and 13 book
chapters were contributed by the teaching staff during the year.

Facilitated the faculty members to participate in faculty
development programs, whereby 9 teaching staffs benefited from
both face-to face and online total 10 faculty development
programmes.

Conducted students' assessment of the institution and analysed
the data and prepared the Report for the implementation of
recommendations at the institutional level in terms of curriculum
delivery and infrastructural improvement.

Successfully verified, coordinated and conducted the CAS promotion of 8 faculty to various Stages during the year in consultation with Heads of Department of the affiliating University and Government nominee (JDPI).

File Description	Documents
Paste link for additional information	http://sjcdarjeeling.edu.in/iqaccoordinator.php?&LogID=120f488b3d6be684d94c70a5cf312b53
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College IQAC annually revisits the teaching learning and evaluation processes, structures and methodologies primarily by way of student feedback system. The results of the survey are collated and major issues are identified. based on the identified issues, the IQAC makes recommendations in terms of revision, reform of the structures, methodologies and processes, including the introduction of new methodologies, which, in turn, are implemented through the office of the Vice Principal (Academic).

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSe7a84zzeMg-QhNCX2rp_O5K-23caynUlTpZ7cOEAr6Ll-_wg/viewform
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://sjcdarjeeling.edu.in/annual-college-report.php?&LogID=64e68d7f67a1606cb8eec03280d5b560
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The following constitute the measures initiated by the Institution towards gender equity and gender sensitivity:

Anti-ragging Committee: The students are made to undertake antiragging oath where gender sensitivity is implicit in the presence of their parents during the time of admissions. Women Empowerment and Women Anti-Harassment Cell exist to cater to the safety and security of students, irrespective of gender.

Installation of Close Circuit Cameras (CCTV): There is a constant monitoring of students through CCTVs that are installed in all the common spaces of the College.

Counselling: Anti Ragging Committee, Women Empowerment and Women Anti-Harassment Cell, and Youth Against Trafficking Club (YATC) provide counselling when required. The counselling at the College level is focused more on addressing emotional issues. There is also mentoring in the respective academic departments.

Separate Common Rooms for Girl Students: Three separate Common Room exists for the female students where the students can interact, rest, exchange common interests and socialize. These are located in the Main Building, Loyola Building and M.R Building.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Dust bins are provided throughout the campus. Usage of plastic bags is discouraged within the premises of the College. Solid wastes like broken glass beakers, test tubes, rubber tubes, etc. are collected from the entire campus and stored. This solid waste is then collected by the Darjeeling Municipal Corporation every alternate day where it is dealt with accordingly. The dead leaves and waste papers are scientifically decomposed off by burying them in the soil.

Liquid Waste Management: College has developed useful methods for liquid waste management. In this regard a filter with granular activated carbon (GAC) is used to remove organic chemicals, from water. GAC filters also can be used to remove chemicals that give objectionable odours to water such as hydrogen sulfide or chlorine.

E-waste Management: The College has emphasis on paperless office to save carbon emission in printers. The College also encourages

reuse of one-side-printouts. All e-waste is disposed to the Municipal Corporation and to agencies who recycle them. The non-working computer spare parts and other non-working equipment are safely disposed in a similar manner. The cartridge of laser printers are refilled and reused. UPS Batteries are recharged / repaired / exchanged by the suppliers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution takes sumptuous efforts to provide inclusive environment. To build a culturally harmonious environment in the College, and to help understand the importance of culture and to inculcate the feeling of love and respect for each other's culture, it was felt by the institution that exposing the students to vast cultural diversity, encouraging the participation of students in cultural activities, enhancing their personal skills and experiences, nurture the talents of the students, and to instil in them a sense of tolerance, and unity in diversity, the college has a practice of a three days long Cultural programme called Harmony. It is an annual affair.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitises the staff and students of the college to the constitutional obligations, values, rights, duties and responsibilities both through the curriculum and through extra-curricular activities. Every program in the college ends with a national anthem. The college hoists the National flag on Independence Day and on the republic Day. Furthermore, the

cultural week in the form of Harmony teaches the constitutional values of rights, cultural identities, values of religious and cultural freedom and secularism, among others. The college also celebrates the constitution Day every year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	https://sjcdarjeeling.edu.in/userfiles/file/Annual%20Reports%20(Departments)/Annual%20Reports%20(Departments%202021-22)/Annual_Report_Chemistry_Departmental_Report_2021_2022.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates the national festivals, birth anniversary and memorials of great Indian personalities like Mahatma Gandhi, Pt. Jawahar lal Nehru, Dr. B.R Ambedkar, Rabindranath Tagore, etc. Occassions such as Gandhi Jayanti, Bhanu Jayanti, Rabindra Jayanti, Teachers Day, Id-ul-Fitre, Id-ul-zoha, Birthday of Guru Nanak, Birthday of Swami Vivekananda, Netaji Subash Chandra Bose, Buddha Jayanti, International Women's Day, NCC Promise Day are observed by

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Soil and Water Analysis as an Impact-Oriented Learning Initiative: Several waterborne diseases plague the region. Less than 50% percent of the district has access to portable water. Students trained on the basic concepts of waterborne diseases, instruction of the various water quality parameters with hand-outs of SOPs to conduct experimentations. Their results have been well-documented and presented in a UGC sponsored National Seminar. 9 instruments/materials were required for this exercise.

Conscientization Towards Creation of Humane and Just Society: Darjeeling has grown exponentially from a colonial hill station to a post-independence hill town and become a 'source area' for human trafficking. College and its YAT team has collaborated with Mankind In Action for Rural Growth (MARG). Taking a cue from YAT of St. Joseph's College, other colleges and schools have started to participate in such drives as also organize them. The results indicate not only the success of YAT but also of the fact that given the opportunity and the space, students can become effective agents of change. YAT programme encountered many problems which were natural hence expected. They were problems of identifying the menace of trafficking, accepting it and creating a general will to combat it.

File Description	Documents
Best practices in the Institutional website	https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/BEST%20PRACTICE.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Vision: "Men and Women for Others."

Rooted in the Ignatian Charism of forming 'men and women for

others', St Joseph's College, Darjeeling strives towards fostering academic excellence and promotion of a humane society. The College believes in providing the highest standard of teaching and learning, moving beyond classroom situations. This has created a virtuous cycle between society and an inclusive academic system by providing knowledge and practices to our students and to upgrade the capabilities in responding to the development needs, specially of rural sector. This has encouraged individuals to assist one another in their journey of self-discovery. St Joseph's College believes in building 'men and women for others', men and women who will have the ability to transform people and the society. The College, through its participation in this ambitious program has highlighted the importance of being humane rather than just being a human.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. The college will focus on strengthening student-centered learning by providing opportunities to engage in research, experiential learning, field-based learning, peer-learning and community service through outreach.
2. The college will invest in new teaching and learning resources such as technology, equipment, and materials to

enhance the quality of education. Budgetary allocations for books will be provided both to strengthen the Central Library as well as the Departmental Libraries.

3. The college will promote professional development for students, faculty and staff to keep them updated with the latest teaching and learning practices through MoUs with other institutions and collaborations.

4. The college will improve the infrastructure of the campus, including creation of new academic blocks and classrooms to create a conducive learning environment. This includes upgrading facilities, providing necessary equipment, and ensuring the safety and security of students and staff.

5. The college will strengthen its ties with the local community by engaging in community service, outreach programs, and partnerships with local businesses, entrepreneurs and organizations.

6. The college, through its IQAC, will strictly monitor and evaluate the progress of the academic year to ensure that it is meeting its objectives. Annual assessments and feedback will be conducted to make necessary adjustments and improvements.

7. The college will focus on skill development by providing training and workshops on soft skills, communication, leadership, and problem-solving.

8. The college will strengthen its alumni relations by organizing alumni events, creating networking opportunities, and engaging alumni in mentoring and career guidance programs. This is critical in view of the upcoming Centenary celebrations in 2027.