



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>St. Joseph's College</b>
• Name of the Head of the institution	<b>Fr. Dr. Donatus Kujur</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03542252550</b>	
• Mobile no	<b>9933806759</b>	
• Registered e-mail	<b>principaldarj@yahoo.in</b>	
• Alternate e-mail	<b>kujurdonatusdar@gmail.com</b>	
• Address	<b>P.O. North Point</b>	
• City/Town	<b>Darjeeling</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>734104</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Constituent</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Semi-Urban</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	North Bengal University				
• Name of the IQAC Coordinator	Dr Anirudra Gurung				
• Phone No.	03542252550				
• Alternate phone No.	7908812482				
• Mobile	9832066735				
• IQAC e-mail address	iqacsjc1927@gmail.com				
• Alternate Email address	principaldarj@yahoo.in				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://sjcdarjeeling.edu.in/user_files/file/AOAR%202021-22/AOAR%202021-22%20Resubmitted_Website.pdf">https://sjcdarjeeling.edu.in/user_files/file/AOAR%202021-22/AOAR%202021-22%20Resubmitted_Website.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sjcdarjeeling.edu.in/user_files/file/college%20calendar/SJC%20Calendar%2022-23_New.pdf">https://sjcdarjeeling.edu.in/user_files/file/college%20calendar/SJC%20Calendar%2022-23_New.pdf</a>				
<b>5. Accreditation Details</b>					
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
<b>6. Date of Establishment of IQAC</b>	01/03/2004				
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of	<a href="#">View File</a>				

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Encouraged and facilitated the teaching staff to contribute to knowledge pool through research publications. Significant amount of research output in the form of 24 research papers and 5 book chapters were contributed by the teaching staff during the year.		
Facilitated the faculty members to participate in faculty development programs, whereby Seven teaching staffs benefited from both offline and online total Seven faculty development programme		
Conducted students' assessment of the institution and analyzed the data and prepared the Report for the implementation of recommendations at the institutional level in terms of curriculum delivery and infrastructural improvement.		
A one-day "FACULTY DEVELOPMENT PROGRAM (FDP) ON IGNATIAN LEADERSHIP" was conducted for the staff of the College by the IQAC of St. Joseph's College, Darjeeling on 18th July, 2022		
Successfully updated the college websites to new format where all the activities of the college have been recorded. Also Vidwan Profile for all the teachers have been created and Unique IDs of many have been successfully created.		
<b>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</b>		

Plan of Action	Achievements/Outcomes
To arrange a Faculty Development Programme in commemoration of the 500th anniversary of St. Ignatius of Loyola, marking the Ignatian Year.	One day faculty programme was organized on 18.07.2022
To restructure and updating of the college website.	The college website has been revamped to be more user-friendly for students.
To create Vidwan profile for all the teaching members of the college.	Individual profiles for all teachers, known as Vidwan profiles, have been generated and connected to their respective profiles on the college website. A majority of the faculty members have also obtained identifiers such as Google Scholar ID, Scopus ID, ORCID ID, etc.
To facilitate the participation in Faculty Development Programmes required for the teachers Career Advancement Scheme.	Seven teaching members participated in various FDPs.
To encourage extensive use of I.C.T in Teaching - Learning.	A total of 21 LCD projectors, accompanied by 3 smart boards, have been set up in various classrooms and laboratories to enhance the delivery of lectures.
To conduct students' satisfaction survey.	Students' Satisfaction Survey has been completed and the feedback has been received.
To encourage the publication of articles in journals and books.	24 Research Articles in different UGC care-list journals and other reputed journals along with 5 chapters in different books have been published.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>

- Name of the statutory body

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

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	17/01/2023

#### 15. Multidisciplinary / interdisciplinary

The college adopts a multidisciplinary approach by offering three distinct streams of education: Arts, Science, and Commerce. Under the Choice-Based Credit System (CBCS), students are required to study a vernacular language (Nepali, English, Hindi, Bengali, or alternative English) in their first year, Compulsory English in their second year, and Environmental Science in their third year. This approach brings students from various streams together on a common platform, fostering the exchange of knowledge, common interests, and the cultivation of basic human values, as well as a futuristic outlook. Furthermore, the college has entered into multiple Memoranda of Understanding (MoUs) with various institutions, facilitating the organization of diverse student exchange programs. These initiatives contribute significantly to the interdisciplinary approach embraced by the college.

#### 16. Academic bank of credits (ABC):

#### 17. Skill development:

The Choice-Based Credit System (CBCS) incorporates Ability Enhancement Courses (AEC) in two distinct categories: Ability Enhancement Compulsory Courses (AECC): These courses focus on content that enhances knowledge and include subjects such as (a) Environmental Science and (b) English/Mother Tongue (MIL) Communication. Skill Enhancement Courses (SEC): These courses deliver value-based and/or skill-based knowledge, incorporating both theoretical and practical components, including laboratory work, hands-on training, or fieldwork. The primary objective of SECs is to equip students with life skills in a hands-on mode, enhancing their employability. Additionally, the college promotes numerous co-

curricular activities governed by specific committees or clubs, such as NCC, NSS, AICUF, Nature Club, Music Club, etc. Students are required to join at least two different committees or clubs. The college envisions that these co-curricular activities will enable students to develop skills that will prove beneficial in their future endeavours.

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

The Syllabus and Choice-Based Credit System (CBCS) Curriculum intricately incorporate the Indian Knowledge system. In the first semester of English Honours, an entire course delves into Ancient Classics of India, including the Ramayana and Mahabharata, along with other significant aspects of ancient Indian culture. This approach aims to showcase the richness and versatility of Indian value education, emphasizing its enduring relevance today. Similarly, subjects like Nepali, Bengali, English, Sociology, etc., explore the pristine developments in India, portraying India as the torchbearer of world culture and heritage. The college actively organizes cultural programs, including the annual event "Harmony," inter-departmental or inter-college competitions, Teacher's Day, Bhanu Jayanti, Independence Day, and International Mother Language Day. These initiatives are designed to instil a deep appreciation for Indian culture among students, fostering a sense of cultural pride and heritage.

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

The College firmly upholds the belief that conferring degrees to students is not the sole objective of education or the college's mission. Therefore, the 'Placement and Career Guidance Cell' along with the 'Commerce Club' actively coordinate campus recruitment programs for 6th-semester students, facilitating immediate job placement upon graduation. In the academic session 2022-23, a notable achievement was recorded as 33 students from the college received appointment letters from various companies through these initiatives.

#### **20.Distance education/online education:**

N.A.

### **Extended Profile**

#### **1.Programme**

1.1

37

Number of courses offered by the institution across all programs during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		<b>3004</b>
Number of students during the year		
<b>File Description</b>	<b>Documents</b>	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
2.2		<b>675</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.3		<b>882</b>
Number of outgoing/ final year students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>68</b>
Number of full time teachers during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
3.2		<b>51</b>
Number of sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	116
4.2 Total expenditure excluding salary during the year (INR in lakhs)	285.29
4.3 Total number of computers on campus for academic purposes	177

## **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	<a href="#">View File</a>
Link for Additional information	<a href="https://sjcdarjeeling.edu.in/community-outreach-and-extension-programmes.php?&amp;LogID=f437daa9cc99395a1612c0f04a6ebe4d">https://sjcdarjeeling.edu.in/community-outreach-and-extension-programmes.php?&amp;LogID=f437daa9cc99395a1612c0f04a6ebe4d</a>

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 three 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	<a href="#">View File</a>
Link for Additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2022-23_New.pdf">https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2022-23_New.pdf</a>

**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**

**B. Any 3 of the above**

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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

1. Professional Ethics: There are 20 different clubs and committees in the college. Students are encouraged to join clubs or committees and take on executive roles, which is considered as a proactive approach to fostering professionalism and ethical behaviour. 2. Gender: 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 various workshops and seminars through Women's Cell and Youth Against Trafficking Clubs. 3. Human Values: The college places a strong emphasis on essential human values like empathy, compassion, and respect, integrating these principles throughout various subjects. It annually hosts the cultural event 'Harmony,' a multilingual program that fosters an environment where students not only absorb the richness of different cultures but also develop a deep respect for each other's cultural heritage. 4. Environment and Sustainability: The course, Environmental Science, covers topics like climate change, conservation, sustainable development etc. The College has different clubs that organise field trips, plantation, regular talks on environment protection, menace of plastics, waste management etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****350**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	<a href="https://sjcdarjeeling.edu.in/userfiles/file/IQAC%20activities/Students%20satisfaction%20survey%202022-23.pdf">https://sjcdarjeeling.edu.in/userfiles/file/IQAC%20activities/Students%20satisfaction%20survey%202022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

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

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sjcdarjeeling.edu.in/userfiles/file/IQAC%20activities/Students%20satisfaction%20survey%202022-23.pdf">https://sjcdarjeeling.edu.in/userfiles/file/IQAC%20activities/Students%20satisfaction%20survey%202022-23.pdf</a>

## 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

1070

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

386

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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	<a href="https://sjcdarjeeling.edu.in/counselling-centre.php?&amp;LogID=e29e1a285621b87081e395bfb0df820d">https://sjcdarjeeling.edu.in/counselling-centre.php?&amp;LogID=e29e1a285621b87081e395bfb0df820d</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3004	67

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 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	<a href="https://sjcdl.blacal.in/?&amp;LogID=2db3dd1aa9d841205fc186d8687cc32f#logo">https://sjcdl.blacal.in/?&amp;LogID=2db3dd1aa9d841205fc186d8687cc32f#logo</a>

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	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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**

30

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

**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**

840

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

According to university regulations, assessment will be ongoing and will consider students' performance in both internal evaluations and the end-of-semester examinations. Internal evaluations will be administered by department teachers and will encompass a variety of methods such as term papers, reports, seminar presentations, class tests, field work, or any combination thereof, throughout the entire study period. The internal evaluation (IE) system employs multiple methodologies to ensure transparency and reliability.

During the induction program, students receive information about IE assessments, their schedules, and how they align with the academic calendar. The institution utilizes IE to assess students'

proficiency in both theoretical and practical aspects. Transparency is maintained by returning all evaluated answer scripts to students in the classroom, followed by dedicated sessions for reviewing and discussing the question papers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2022-23%20New.pdf">https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2022-23 New.pdf</a>

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

The institution has implemented a structured approach to examinations and evaluations. Internal assessments such as mid-term exams are scheduled once a substantial portion of the syllabus, typically two subject units, has been covered. These internal exams are administered by teachers in collaboration with department heads for paper setting, and the evaluation of answer scripts is conducted meticulously and attentively.

Students are provided with their answer scripts for personal verification following internal exams. In cases where a student is unable to sit for an exam due to medical or genuine reasons, provisions are made for conducting the test in accordance with established norms, provided proper documentation is submitted.

If a student is dissatisfied with their assessment or awarded marks, they have the option to approach the relevant department Head, who may then involve another course teacher for a second opinion. Any grievances pertaining to internal exams are addressed by the Grievance and Redressal Committee. Teachers are required to present their evaluation rationale to the committee, aiming to address and resolve student concerns transparently.

The institute upholds integrity in its internal evaluation system by displaying student performance on notice boards and informing parents accordingly.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=ece851d6ba09a116398ff24a513add23">https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=ece851d6ba09a116398ff24a513add23</a>

## 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 university's curriculum forms the foundation, which the college enhances through its own contributions. Each department meticulously crafts detailed course objectives and outcomes to complement the university's curriculum. These objectives and outcomes are deliberated upon in departmental meetings, where the Head of each Department ensures that every faculty member is acquainted with them. Additionally, during departmental orientation programs, students receive a comprehensive understanding of these objectives and outcomes.

Furthermore, individual teachers elucidate the course objectives and outcomes to students at the onset of each course in the classroom. To facilitate easy access, students can find the alignment of course objectives and outcomes with the syllabi on the college website, a detail also communicated during department orientation and introductory lectures.

At the start of every semester, departmental meetings revisit the course outcomes, leading to the planning or modification of teaching, learning, and assessment methods accordingly. These details are promptly uploaded onto the college website, serving as a convenient reference point for both students and parents.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sjcdarjeeling.edu.in/course-objective.php">https://sjcdarjeeling.edu.in/course-objective.php</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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. Both Departmental meetings and Teacher's Council meetings facilitate discussions on the End-Semester University Marks.
3. Various reports such as Experiential Learning, Field Studies, and Project Works undergo evaluation during Departmental meetings.
4. Individual student mentoring is conducted at the Departmental level to provide personalized guidance and support.

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

624

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

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/IQAC%20activities/Students%20satisfaction%20survey%202022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
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
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
3	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
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	<a href="#">View File</a>
Paste link for additional information	<a href="http://sjcdarjeeling.edu.in/common-instrumentation-facility.php?&amp;LogID=4cf81ae085a7162bdadc4dca3df5b108">http://sjcdarjeeling.edu.in/common-instrumentation-facility.php?&amp;LogID=4cf81ae085a7162bdadc4dca3df5b108</a>

#### 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**

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

3

File Description	Documents
URL to the research page on HEI website	<a href="https://sjcdarjeeling.edu.in/research-publications.php?&amp;LogID=fa2bb1a9490832990e5df73aa48157db">https://sjcdarjeeling.edu.in/research-publications.php?&amp;LogID=fa2bb1a9490832990e5df73aa48157db</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**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**

24

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

A group of 30 dedicated volunteers from the National Service Scheme (NSS) at St. Joseph's College, Darjeeling, enthusiastically provided medical assistance, ensured the safety and security of participating children, kept everyone hydrated, and maintained sanitation at the Lebong Ground during Independence Day celebrations.

Additionally, 45 NSS volunteers actively participated in a Blood Donation camp organized by the college in collaboration with the Red Cross Society of Darjeeling on September 17, 2022.

Moreover, 52 NSS volunteers engaged in a special camp held from December 24th to 29th, 2022, at Jinglam Village. During this camp, they undertook various activities including cleaning Uday High School and its surroundings, conducting surveys within the village to gather information on population, family occupations, qualifications, water and electricity access, and benefits received from welfare societies. An art competition was also organized for the school students, with prizes awarded to the winners.



Furthermore, on May 27, 2022, 25 NSS volunteers visited an Old Age Home (Shishu Bhawan) to spend quality time with the elderly residents and provided them with necessary items.

Engaging in such activities helps students adapt themselves to the needs of society.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/Committee%20Reports/2022-23/REPORT%20OF%20NSS%202022-2023.pdf">https://sjcdarjeeling.edu.in/userfiles/file/Committee%20Reports/2022-23/REPORT%20OF%20NSS%202022-2023.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### **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**

5

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

202

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

4

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	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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 undergone significant evolution, establishing a robust infrastructure that enhances both academic and extracurricular activities. The Matteo Ricci Hall, inaugurated in 2019 spanning 1050 sq. ft., serves as a dedicated space for science departments and research endeavours. Moreover, the college has the Common Instrumentation room equipped with PCR, gel-electrophoresis, phase-contrast microscope, cooling centrifuge etc. Additionally, we boast three state-of-the-art ICT enabled Seminar Halls, ranging from 900 to 1200 sq. ft., facilitating academic workshops and conferences. Furthermore, our 21 classrooms are outfitted with LCD projectors, with three featuring smartboard technology, all complemented by campus-wide Wi-Fi access.

Stanford Hall (1920 sq. ft.) and Champion Hall (5600 sq. ft.) stand as premier venues for hosting various events. The institution prioritizes student welfare, evident in the provision of five Common Rooms, a dedicated Student Councillor Room (100 sq. ft.), and an NCC Office spanning 450 sq. ft. Additionally, our 300 sq. ft. Infirmary is fully equipped with essential medical amenities including beds, wheelchairs, and nebulizers.

As part of our commitment to enriching learning experiences, we offer an array of resources, including the John Whelan Library, Departmental Libraries, e-book repositories, lecture videos, and

ubiquitous Wi-Fi connectivity, ensuring a holistic educational environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sjcdarjeeling.edu.in/facilities.php">http://sjcdarjeeling.edu.in/facilities.php</a>

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

With a rich legacy spanning over 95 years, St. Joseph's College has continuously evolved, enhancing its infrastructure to support both academic and extracurricular pursuits. Under the diligent stewardship of the Jesuit Fathers, in collaboration with dedicated lay members, the institution maintains its physical and non-physical facilities to the highest standards.

St. Joseph's College boasts a plethora of indoor and outdoor amenities tailored to cater to a diverse range of events and activities. Outdoor gatherings benefit from the expansive St. Joseph School football ground and volleyball court, established in 1888, which are shared by both institutions. Additionally, a basketball court, erected in 2019, provides a modern venue for sporting events.

Indoor recreational activities find ample space within the 1920 sq. ft. Stanford Hall, catering to games like Badminton and Table Tennis. Moreover, the college offers a 600 sq. ft. Gymnasium and the spacious 5600 sq. ft. Champion Hall, accommodating Yoga classes, ensuring a holistic approach to student wellness and development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/physical-facilities.php">https://sjcdarjeeling.edu.in/physical-facilities.php</a>

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	<a href="https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php">https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

152.5

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://sjcdl.blacal.in/?&amp;LogID=cfe93760c06fc532ea4e8c2b4f95e312">https://sjcdl.blacal.in/?&amp;LogID=cfe93760c06fc532ea4e8c2b4f95e312</a>

**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**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**2.24762**

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

**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**

**57.8**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 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 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

177

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the

B. 30 - 50MBPS

Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>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)</b>	
81.25	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
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.	
<p>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 imbining 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 &amp; M.R. Conference</p>	



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	<a href="https://sjcdarjeeling.edu.in/rules-and-regulations.php">https://sjcdarjeeling.edu.in/rules-and-regulations.php</a>

## 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

814

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	<a href="#">View File</a>

#### 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

20

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>E. none of the above</b>
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
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>324</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>93</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

28

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)	<a href="#">View File</a>

### 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

178

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	<a href="#">View File</a>

**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**

27

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)	<a href="#">View File</a>

**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.**

24

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	<a href="#">View File</a>

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	<a href="https://sjcdarjeeling.edu.in/students-council.php">https://sjcdarjeeling.edu.in/students-council.php</a>
Upload any additional information	No File Uploaded

**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**

20

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 counselling 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	<a href="http://sjcdarjeeling.edu.in/alumni.php">http://sjcdarjeeling.edu.in/alumni.php</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year**

E. &lt;1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Grounded in the Ignatian Charism of cultivating individuals for the betterment of society, the college is dedicated to fostering academic excellence and nurturing a compassionate community. At the heart of our governance lies a vision centered on striving for excellence in our endeavors and providing dedicated service to all. We aim to cultivate a harmonious blend of academic rigor, social responsibility, cultural appreciation, and extracurricular engagement, ensuring the holistic growth of all stakeholders, particularly our students, to reach their fullest potential.</p> <p>In pursuit of ensuring Academic Quality in Higher Education, our governance system is committed to ensuring equal access and opportunities for all deserving and meritorious students, with a special focus on those from disadvantaged backgrounds, irrespective of their caste or creed. Additionally, our institution fosters leadership qualities among students, empowering them to be catalysts for positive societal change. Our mission also extends to contributing to the well-being of our nation and its people, guided by the spirit of Sursum Corda (Lift up your heart), the College motto.</p> <p>Furthermore, our mission encompasses the development and instillation of discipline, values, transformation, dedication, and leadership qualities, promoting a collaborative and professional ethos at all times.</p>	
File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/vision-mission-value.php">https://sjcdarjeeling.edu.in/vision-mission-value.php</a>
Upload any additional information	No File Uploaded

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

To fulfill the vision and mission of St. Joseph's College, the institution has embraced decentralization and participative management. Within the governing body, which serves as the apex authority of the college management, there are two representatives from the teaching faculty, one from the parent body, and representatives from other stakeholders.

The college has established a well-defined organizational structure, which includes the Principal, Vice-Principal, Deans, Directors of Self-Finance Departments, Department Heads, Hostel Directors, Secretary of the Teacher's Council, various committees, and the Student Council.

The Dean of Student Affairs works closely with the Principal to implement and coordinate leadership and personality development activities across both undergraduate and postgraduate programs. They also serve as the main administrative point of contact for students. This organizational framework plays a pivotal role in formulating and executing policies within the college.

Financial matters, including those related to College and UGC funds, are overseen by the Bursar and their office. Each department collaborates with the Internal Quality Assurance Cell (IQAC) to develop their academic plans, outreach programs, and research activities. Decentralization of both academic and administrative functions has contributed significantly to the overall development of the institution.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/administration.php">https://sjcdarjeeling.edu.in/administration.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan has been devised in the form of actionable plans, emphasizing student-centered learning at St. Joseph's College. The institution has prioritized enhancing student engagement through research opportunities, experiential learning, field-based



experiences, peer-learning, and community service initiatives. Academic Departments and various clubs such as NSS, NCC, and AICUF have played vital roles in sustaining outreach activities.

Moreover, the college has actively encouraged professional development among students, faculty, and staff, facilitating their continuous growth through Memorandums of Understanding (MoUs) with other institutions and collaborative efforts. Additionally, entrepreneurial initiatives have been organized to foster innovation and enterprise.

Under the oversight of the Internal Quality Assurance Cell (IQAC), the college has diligently monitored and assessed the progress of each academic year to ensure alignment with its objectives. Annual evaluations and feedback mechanisms have been implemented to facilitate necessary adjustments and enhancements, ensuring ongoing improvement.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 operates with well-defined decision-making processes outlined in its Organogram. It boasts a robust and inclusive Governing Body (GB) alongside the Internal Quality Assurance Cell (IQAC), serving as the pivotal body for significant academic and research-related decisions. Recommendations from the IQAC are carefully considered by the GB and Planning Board, with the Principal responsible for disseminating decisions to all teaching and non-teaching staff members.

The Principal collaborates closely with four main sections: office administration, academics, extracurricular activities, and auxiliary bodies. Auxiliary bodies, focusing on alumni, anti-ragging, library management, procurement, and grievance handling, contribute to the overall governance structure. Extracurricular activities such as sports, publications, and NSS are overseen by the Student Council and class representatives under the guidance of the Dean of

**Students.**

The institute boasts a well-established grievance redressal mechanism, ensuring that feedback from individual departments is carefully addressed and acted upon. This comprehensive structure enables efficient governance and fosters a conducive environment for academic and extracurricular excellence.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/code-of-professional-ethics.php">https://sjcdarjeeling.edu.in/code-of-professional-ethics.php</a>
Link to Organogram of the institution webpage	<a href="http://sjcdarjeeling.edu.in/organogram.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53">http://sjcdarjeeling.edu.in/organogram.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53</a>
Upload any additional information	No File Uploaded

**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 supports its staff through the Staff Welfare Committee, fostering unity and camaraderie across various staff categories. Notable events like the 'Silver Jubilee Celebrations' and 'Farewell Programs' showcase this solidarity. The Staff Welfare Fund is utilized for social obligations, with ongoing support from the Staff Welfare Committee for both teaching and non-teaching

staff.

Welfare schemes include financial aid for emergencies, family gatherings, and social programs. The College Infirmary offers immediate first-aid, and staff can join the St. Joseph's College Employees Cooperative Credit Society. Festival allowances, reduced fees for staff children, and education allowances for children attending other institutions are also provided.

New outstation teachers without housing in Darjeeling can rent staff quarters. Both teaching and non-teaching staff enjoy free parking on campus. These initiatives ensure the well-being and support of all staff members.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/staff-welfare-committee.php?&amp;LogID=6006340e5c384cdf702cd932b34f781b">https://sjcdarjeeling.edu.in/staff-welfare-committee.php?&amp;LogID=6006340e5c384cdf702cd932b34f781b</a>
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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 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

1

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

5

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

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

Performance appraisals hold significant importance in the administrative management of St. Joseph's College, serving essential functions for both teaching and non-teaching staff. However, appraisal systems face challenges, prompting the College to mitigate risks and enhance benefits. The Annual Quality Assurance Report monitors non-financial compensation and reward systems to adapt to

evolving practices. Some departments conduct internal performance appraisals, ensuring relevance and effectiveness.

For teaching staff, key parameters include learning objectives, communication skills, teaching methodology, punctuality, fairness in evaluation, and the use of relevant references. Similarly, non-teaching staff are assessed on administrative efficiency, punctuality, and student satisfaction.

The principal, along with the IQAC, oversees non-teaching staff appraisals based on student feedback. Results are analyzed and communicated constructively to address any grievances or shortcomings professionally. This proactive approach ensures continuous improvement and employee satisfaction.

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

#### 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	<a href="https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Audit Report 2021-2022.pdf">https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Audit Report 2021-2022.pdf</a>
Upload any additional information	No File Uploaded

**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)**

4.08

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)	<a href="#">View File</a>

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

St. Joseph's College operates with two groups of Departments: those aided by the Government and the Self-Finance Departments. While the Government supports only the salary components of aided Departments, the College initiates its own funding efforts, including student fees for infrastructure development. The College ensures financial sustainability by generating funds through its six Self-Finance Departments, maintaining a nonprofit approach.

To supplement funds, the College utilizes its infrastructure for competitive and government exams at minimal costs, holds fixed deposit assets, and adheres to financial norms. Resource allocation follows a structured and transparent process, with annual internal and external audits, including government oversight. All financial transactions undergo cross-verification, require joint signatures, and are processed through e-payments. Transactions involving Central or state government funds are closely monitored via the PFMS system.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Audit_Report_2021-2022.pdf">https://sjcdarjeeling.edu.in/userfiles/file/AQAR%202021-22/Audit_Report_2021-2022.pdf</a>
Upload any additional information	No File Uploaded

**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

- Encouraged and facilitated the teaching staff to contribute to knowledge pool through research publications. Significant amount of research output in the form of 24 research papers and 5 book chapters were contributed by the teaching staff during the year.
- Facilitated the faculty members to participate in faculty development programs, whereby 5 teaching staffs benefited from both face-to face and online total 5 faculty development programme.
- 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.
- A one-day "FACULTY DEVELOPMENT PROGRAM (FDP) ON IGNATIAN LEADERSHIP" was conducted for the staff of the College by the IQAC of St. Joseph's College, Darjeeling on 18th July, 2022.
- Successfully updated the college websites to new format where all the activities of the college have been recorded.
- Vidwan Profile for all the teachers have been created and Unique IDs of many have been successfully created.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/iqac-activities.php?&amp;LogID=6006340e5c384cdf702cd932b34f781b">https://sjcdarjeeling.edu.in/iqac-activities.php?&amp;LogID=6006340e5c384cdf702cd932b34f781b</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="https://sjcdarjeeling.edu.in/feedback.php?&amp;LogID=6006340e5c384cdf702cd932b34f781b">https://sjcdarjeeling.edu.in/feedback.php?&amp;LogID=6006340e5c384cdf702cd932b34f781b</a>
Upload any additional information	No File Uploaded

**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)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/Annual%20report-%202022-23%20final_.pdf">https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/Annual%20report-%202022-23%20final_.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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	<a href="https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=7d69baf3f954e08adeb254ebd0158646">https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=7d69baf3f954e08adeb254ebd0158646</a>

**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	<a href="#">View File</a>
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 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	No File Uploaded

**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**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**

**B. Any 3 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	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**D. Any 1 of the above**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The institution ensures that both staff and students are familiar with their constitutional obligations, values, rights, duties, and responsibilities. This education is woven into the curriculum and supplemented by extracurricular activities. Each program concludes with the national anthem, and the college proudly raises the National flag on Independence Day and Republic Day. Notably, the college commemorated Constitution Day, also known as National Law Day, on November 26, 2021. Additionally, various departments, particularly the Political Science department, organize or participate in events like Youth Parliament, Democracy Workshops, and Women's Day celebrations, all focused on constitutional obligations.

Moreover, during the cultural week, known as Harmony, the college emphasizes constitutional values such as rights, cultural identities, religious and cultural freedoms, and secularism. An annual celebration of Constitution Day further reinforces these principles.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**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**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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. Occasions 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 the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice I: Rainwater Harvesting

The entire region of Darjeeling Hills faces acute shortage of water, and the crisis gets more serious during dry season. The institution with large number of students requires huge volume of water for everyday use. Considering the crisis the institution has adopted the practice of Rainwater Harvesting. The institution has the capacity of 66,000 gallons rainwater harvesting system. This would at least

release some burden to the water suppliers in the region. The institution has been utilizing this rainwater whenever and wherever it is required. The importance of rainwater is also communicated to the students with the objective that they could also practice it outside the institution. This would help the society in terms of water management.

#### Best Practice II: Soil and Water Analysis

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 handouts 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.

File Description	Documents
Best practices in the Institutional website	<a href="https://sjcdarjeeling.edu.in/userfiles/Best%20Practices/7.2.1%20-%20Best%20practices%20022-23.pdf">https://sjcdarjeeling.edu.in/userfiles/Best%20Practices/7.2.1%20-%20Best%20practices%20022-23.pdf</a>
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

St. Joseph's College, Darjeeling, is distinguished by its annual cultural event, a showcase of intercollege and interdepartmental competitions in Nepali, Hindi, English, and Bengali languages. This event underscores the college's commitment to promoting and preserving local culture and heritage. Through Folk Dance and Folk Song competitions, participants celebrate traditional dance forms and melodies, embodying the essence of Nepali, Hindi, Bengali, and regional cultures. Poetry Recitation adds depth, with verses in multiple languages capturing the nuances of local landscapes and emotions. Painting and Photography competitions enrich the tapestry, depicting the beauty and essence of the surroundings.

This cultural extravaganza serves as a platform for students to connect with their roots and showcase their talents while fostering

appreciation for local traditions. By celebrating the diversity of languages and artistic expressions, the college ensures the continued vibrancy and relevance of local culture for generations to come. Through its diverse array of competitions and performances, the college not only celebrates the richness of its cultural tapestry but also empowers its students to become stewards of their heritage, ensuring its continued vibrancy and relevance for generations to come.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. We will continue restructuring and enhancing the college website.
2. Integrating the college website with irins.inflibnet.ac.in is on the agenda.
3. We aim to support faculty in establishing Google Scholar IDs, Scopus IDs, ORCID IDs, and more.
4. Promoting publication in journals and books remains a priority.
5. Implementing a new set of questionnaires, we plan to conduct a satisfaction survey among students.
6. Extending our efforts, we will also solicit feedback from other stakeholders of the college through satisfaction surveys.
7. Upgrading restroom facilities across the college campus is underway.
8. Paving the way for a durable bituminous surface across the vast campus.
9. Initiating the installation of a Closed-Circuit Television (CCTV) system for enhanced security and surveillance, alongside the setup of LAN for students and offices.
10. Strengthening college gates and perimeter fencing to deter unauthorized access and safeguard academic integrity.
11. Recognizing the growing demand for online learning resources, plans are in motion to establish a dedicated studio for producing high-quality instructional content.