



## YEARLY STATUS REPORT - 2023-2024

### 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 / Constitution Colleges	<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 e-mail 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%20ALL/AOAR%202022-23%20Final%20Resubmitted.pdf">https://sjcdarjeeling.edu.in/user_files/file/AOAR%20ALL/AOAR%202022-23%20Final%20Resubmitted.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%2023-24.pdf">https://sjcdarjeeling.edu.in/user_files/file/college%20calendar/SJC%20Calendar%2023-24.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	
Dr. Debaghya Goswami, Dept. of Physics	Collaborative Research Scheme (CRS)	UGC	2024	45000	
<b>8. Whether composition of IQAC as per latest</b>	Yes				

<b>NAAC guidelines</b>		
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>4</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>		
Teaching staff were encouraged and supported in contributing to the knowledge pool through research publications. During the year, the faculty produced a substantial volume of research output, including 16 research papers and 16 book chapters.		
Faculty members were facilitated to participate in professional development programs, with 12 teaching staff benefiting from a total of 14 faculty development programs conducted both online and in person.		
The IQAC organized two seminars: one on Quality Research and Intellectual Property Rights (IPR) on August 11, 2023, and another on Financial Awareness on September 5, 2023.		
IQAC conducted Green Audit, Environment Audit, Energy Audit and academic and Administrative Audit from Nature Science Foundation, Coimbatore (Registration Number 114/20170 which is the agency certified for ISO Certificate (QMS 9001:2015), (EMS 14001:2015), (OHSMS 45001:2018), EnMS 50001: 2018) and MSME certificate.		
As per the suggestion made by the IQAC the college installed 167 Closed Circuit Cameras (CCTV) throughout the campus to enhance security and surveillance as well as campus-wide Wi-Fi connectivity		

has been successfully implemented, ensuring seamless internet access for all.

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

Plan of Action	Achievements/Outcomes
Continue restructuring and enhancing the college website.	The website has been successfully updated.
Promoting publication in journals and books remains a priority.	16 Research Articles and 16 Book Chapters have been published.
Implementing a new set of questionnaires, we plan to conduct a satisfaction survey among students.	A new set of questionnaires has been developed, and the students' satisfaction survey has been conducted.
Initiating the installation of a Closed-Circuit Television (CCTV) system for enhanced security and surveillance, alongside the setup of LAN for students and offices.	167 CCTV cameras have been installed, and campus-wide Wi-Fi has been established.
Strengthening college gates and perimeter fencing to deter unauthorized access and safeguard academic integrity.	Three college gates have been renovated.
Recognizing the growing demand for online learning resources, plans are in motion to establish a dedicated studio for producing high-quality instructional content.	The establishment process is in progress.
Paving the way for a durable bituminous surface across the vast campus.	The project has been completed.
Integrating the college website with irins.inflibnet.ac.in is on the agenda.	Integration is pending, as many faculty members have yet to create scholar IDs required for the process.
Extending our efforts, we will also solicit feedback from other stakeholders of the college through satisfaction surveys.	This initiative has not yet been implemented.
<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 Meeting	21/10/2024

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

Year	Date of Submission
2023	17/01/2023

#### 15. Multidisciplinary / interdisciplinary

The college is affiliated to the university of North Bengal and adheres to the curriculum and subjects offered by the university. From 2023 with the introduction of National Education policy (NEP), the students are offered multiple choices in skill-based courses, value added courses and in Inter disciplinary courses as per the university's curriculum. Skill-based courses equip students with practical and technical skills, enhancing employability and industry readiness. Value-added courses foster personal growth, ethical awareness, and entrepreneurial abilities, nurturing holistic development and lifelong learning. Interdisciplinary courses encourage the integration of knowledge across domains, promoting creativity, critical thinking, and innovation essential for solving complex global challenges. The college offers the following NINE courses as Interdisciplinary or multi-disciplinary courses (MDC) in the first semester (2023-24): Basic of Accounting, Community Journalism, Fundamentals of Data Science, Fundamentals of Remote Sensing, Gender Studies, History of North Bengal, Human Rights, Introduction to African Literature, Microfinance and Financial Inclusion. And in the second semester (2023-24) the SIX offered Interdisciplinary (multi-disciplinary) courses Human Resources Management, Disaster Management, Media Science, Mental Health and Hygiene, Strategic Studies and National Security, Web Technology. The THREE Value-added courses (VAC) offered in the first and second semesters (2023-24) are Environmental Education, Digital Marketing and understanding India. Under the Skill Based courses (SEC) in the first and second semester (2023-24) the college offers 36 department specific courses like sericulture and apiculture, basic electrical circuits and measurements, disaster management, basic communication skills, tourism and entrepreneurship, sociology of environment, soil chemistry and many more.

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

N.A.

**17.Skill development:**

The New Education Policy emphasis on the skill development of the student along with the general education so the institution has offered various skill development courses like Medical Diagnostics where students gain skills and they can make a meaningful impact in healthcare in near future. Papers related to modern office management and business operation of Micro, Small and Medium Enterprises has been introduced. Modern Office Management incorporates day to day business communication techniques and communication with different stakeholders using modern techniques. Business operations seek to acquaint the students with the process of setting up and managing MSMEs and also to develop creativity and zeal to start MSMEs with the support and initiatives that are available. Food chemistry has been conceived to supplement conventional chemistry learning. This course intends to provide students with essential knowledge involved in food preservation, nutrition, flavors, additives, major food constituents, important species and their medicinal values. The content of the course is pertinent to the constantly evolving job market, and it may help students to enhance job prospects and suitability to the current workforce, such as in food testing agencies, food processing companies, food research laboratories, packaging, spice board etc. students also study microbial quality control in the food industries. Microbial quality control is performed throughout the food production process, from raw material inspection to packaging and distribution meeting the microbiological safety standards. This knowledge will ensure students placement in food industries. A paper on art appreciation: an introduction to Indian artist has also been offered. The topics in this paper are wide-ranging from rock art belonging to the stone age to the northern and southern type of Temple Architecture, the Gandhara and Mathura school of sculpture, art and architecture, Fort and haveli styles of northern India, Art and architecture of the Sultanate and Mughal period, Miniature paintings, development of manuscripts and The Bengal art movement are studied by the students. This paper enhances the knowledge of the students and gives them a deeper understanding with respect to the different stages of the development of Indian Art and Architecture. In the modern era everything is being digitised, with advancement in computer technology it is the need of the hour that every student is well aware of the workings of the computer. Computer Application in Business paper enhances the student's knowledge about computers and its applications in modern businesses.

Radio Production is taught to give hands on training on Radio production. The students are encouraged to produce radio programs of any genre which includes Public Service Advertisement and/or Jingle to make complete radio broadcast. Documentary/Short Film Production encourages students to engage themselves in making a documentary or feature film as they go through the process of filmmaking from script writing, budgeting, editing and finally releasing the films which is screened annually in the Institution.

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

As per the mandate of the NEP, the institution, following the guidelines of the University has offered several courses to the students (both Major and Multidisciplinary) in the academic year 2023-24. Courses such as cultural heritage of North Bengal offered by the Department of History, Literatures of the Eastern Himalayas offered by the Department of English, including Major and Minor courses offered by the Department of Nepali, Bengali and Hindi have content pertaining to the study of Indian cultural and linguistic heritage including regional knowledge. There have been an enthusiastic participation of students across all disciplines in these courses which discussed topics as diverse as local cuisine, performing art forms, literary text, architectural heritage of the region etc.

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

St. Joseph's College is affiliated with the University of North Bengal, which limits its autonomy in designing curricula and syllabi. However, the college strives to implement Outcome-Based Education (OBE) to the extent possible by leveraging its available infrastructure and resources. It aims to provide education that equips students with knowledge, skills, values, and attitudes, reflecting its commitment to holistic development. Even before the implementation of the National Education Policy (NEP) 2020, the college had formulated its own Vision and Mission statements, showcasing its dedication to delivering quality education. The institution operates under two systems: the Choice-Based Credit System (CBCS) and the newly introduced Four-Year Undergraduate Program (FYUGP). While the University prescribes course objectives for FYUGP, the college has independently articulated course objectives for each subject to align with its academic goals for CBCS system as well. It also adopts Bloom's Taxonomy to enhance students' cognitive abilities. At the start of each academic session, departmental meetings are held to discuss syllabus distribution and assign courses based on faculty specializations.



The session timetable is prepared and approved by the Academic Vice Principal, after which it is displayed on departmental notice boards and shared in social groups. Heads of Departments regularly monitor syllabus progress and schedule internal assessments. These assessments evaluate students through various methods, including attendance, classroom attentiveness, assignment submissions, and seminar presentations. Attendance is reviewed regularly, and any concerns are reported to the Academic Vice Principal for further action.

## 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	

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

### 2.Student

2.1	2856
Number of students during the year	

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

2.2	726
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	689
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>67</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	<b>50</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>116</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>603.03333</b>
4.3 Total number of computers on campus for academic purposes	<b>177</b>

## 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 structured, innovative approach to teaching and learning. While adhering to the prescribed curriculum, creative instructional techniques are employed to enhance students' learning experiences. Traditional lectures are supplemented with modern audio-visual aids,

online lectures, films, and smart classrooms, fostering interactive and engaging learning environments.

Teaching strategies are aligned with Bloom's Taxonomy to promote cognitive, affective, and psychomotor skill development, encouraging higher-order thinking. Activities like student seminars, peer teaching, role-playing, group discussions, field studies, and project work provide hands-on experiences, bridging theoretical concepts with practical applications.

Academic schedules, examination details, and timetables are meticulously planned and communicated through the College Diary and social groups for effective updates. Continuous internal evaluation systems, including assignments, presentations, and attendance, monitor students' progress. Feedback from these assessments is analysed and integrated to refine teaching practices.

Regular reviews at Departmental and Teachers' Council meetings ensure the effectiveness of teaching methodologies. This dynamic approach fosters holistic student development, critical thinking, and alignment with Outcome-Based Education principles, ensuring curriculum delivery meets academic and professional standards effectively.

The Curriculum (and co-curricular activities) is preplanned by the Calendar Committee in consultation with relevant stakeholders to ensure a uniform and well documented curriculum delivery.

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%20Academic%20Calendar%202024-25%20only%20schedule.pdf">https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Academic%20Calendar%202024-25%20only%20schedule.pdf</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, being affiliated with the University of North Bengal, strictly adheres to the academic calendar for effective planning and timely conduct of Continuous Internal Evaluation (CIE).

The Calendar Committee of the College collaborates with the Heads of

Departments (HoDs) to gather inputs regarding their academic programs for the upcoming three semesters. Based on this consultation, the Committee prepares a comprehensive academic calendar before the commencement of each semester. This draft calendar is reviewed and approved during the Teachers' Council meeting, following due consultation with the IQAC and the Principal. Once finalized, the academic calendar is included in the College Diary for easy access by all stakeholders.

At the Departmental level, teaching plans are discussed and approved during meetings. Based on these plans, individual teachers of the various Departments schedule and conduct their Internal Evaluations.

Through this systematic and collaborative approach, the institution ensures the smooth implementation of Continuous Internal Evaluation (CIE), fostering an environment of academic excellence and effective curriculum delivery.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sjcdarjeeling.edu.in/college-calendar.php">https://sjcdarjeeling.edu.in/college-calendar.php</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 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

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs 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.

Further, a Code of Conduct which fosters moral responsibility is in place that creates an ethical environment for staff and students in the institution.

2. Gender: Through bodies such as the Women's Cell and Youth Against Trafficking (YAT) regular talks and program 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. The multicultural environment of the college itself 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. Further, courses such as Value Education is conducted by the Institution that seeks to inculcate humanity in the students behaviour and relationships with one another.

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

15

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

555

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

D. Any 1 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sjcdarjeeling.edu.in/userfiles/file/IOAC%20activities/1.4.1%20Student%20Satisfaction%20Survey%202023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/IOAC%20activities/1.4.1%20Student%20Satisfaction%20Survey%202023-24.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 sanctioned seats during the year

1616

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



726

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 evaluates the learning levels of students after admission and implements tailored programs for both advanced and slow learners. Students are categorized based on their +2 marks and performance in class tests conducted two weeks and one month after the commencement of classes. These results are discussed in departmental meetings to identify slow learners, and specialized coaching, remedial, or tutorial sessions are planned accordingly.

Faculty members play an active role by providing continuous evaluation reports and conducting class tests to further refine the classification of students. To support new students, the institution organizes Orientation and Induction Programs at both the college and departmental levels. These sessions introduce students to the college facilities, the curriculum, and the scope of their chosen subjects while fostering a friendly yet competitive atmosphere.

For slow learners, strategies include remedial classes, mentoring sessions, bilingual explanations, and simplified study materials to bridge learning gaps. This structured approach ensures personalized support, laying a strong foundation for students' future progress and academic success.

File Description	Documents
Link for additional Information	<a href="https://sjcdarjeeling.edu.in/counselling-centre.php">https://sjcdarjeeling.edu.in/counselling-centre.php</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
2865	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 institution adopts student-centric methods such as experiential learning, participative learning, and problem-solving methodologies to enhance the overall learning experience. Experiential learning is a key practice, particularly in courses requiring practical applications, field studies, or excursions. This approach ensures a balance between conceptual understanding and hands-on learning, fostering a comprehensive educational experience.

Participative learning is promoted through creative exercises such as producing movies, documentaries, and Public Service Announcements (PSAs) on pressing local issues of public interest. These projects are disseminated widely through online platforms and social media channels like YouTube and Facebook, managed by the respective departments.

Students are encouraged to engage actively in group discussions, seminars, and workshops, both within the institution and externally. These activities provide opportunities to broaden their intellectual horizons and build professional networks beyond the academic environment.

The institution also emphasizes learning beyond classrooms by organizing excursions, field trips, survey-based research, and educational tours. These initiatives allow students to explore, apply their knowledge in real-world scenarios, and gain valuable practical insights. Such practices reflect the institution's commitment to creating a dynamic and enriching learning ecosystem.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://sjcdl.blacal.in/">https://sjcdl.blacal.in/</a>

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

The institution places equal emphasis on practical, experiential, and conceptual learning to ensure a holistic educational experience. Teachers actively use ICT-enabled tools to enhance the teaching-learning process, leveraging technology to make lectures more engaging and effective. Smart boards and PowerPoint presentations are widely utilized, with the institution providing adequate ICT facilities to all departments.

Faculty members prepare and deliver class lectures supported by tools such as PowerPoint presentations, video lectures, and resources from UGC e-Consortia. In many cases, these materials are shared with students for better understanding and reference.

Additionally, participative activities, including the creation of films, documentaries, and Public Service Announcements (PSAs) addressing significant local issues, are incorporated into the learning process. These student-led projects are disseminated through online platforms and departmental social media channels, such as YouTube and Facebook, for broader reach and impact.

This integration of ICT tools and participatory practices not only enhances the learning experience but also equips students with technical and creative skills essential for addressing real-world challenges. The institution remains committed to fostering an innovative and dynamic academic environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sjcdarjeeling.edu.in/ict-enabled-classesrooms.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/ict-enabled-classesrooms.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</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**

54

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

45

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

33

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

952

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%20Academic%20Calendar%202024-25%20only%20schedule.pdf">https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Academic%20Calendar%202024-25%20only%20schedule.pdf</a>

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

St. Joseph's College, Darjeeling, follows a transparent, time-bound, and structured approach to conducting internal examinations and resolving related grievances. Internal assessments are scheduled at least once per semester, often twice, after a significant portion of the syllabus is completed. Examinations are managed by subject professors under the supervision of departmental heads, ensuring

question paper setting and answer script evaluation align with preparation for university examinations. Other evaluation methods, such as projects, assignments, fieldwork, presentations, and reports, are conducted periodically.

Students can review their answer scripts for personal verification after each examination. Those unable to appear due to valid reasons, with proper documentation, may sit for make-up tests as per established norms. Professors are expected to uphold academic integrity, display results on departmental notice boards, and inform parents about students' performance.

If a student is dissatisfied with an assessment, they can approach the Head of Department or higher authority for reassessment. Serious grievances are addressed by the Grievance and Redressal Committee, which ensures transparency and fairness. In such cases, the concerned teacher must justify the evaluation to resolve the matter justly and promptly.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://sjcdarjeeling.edu.in/vice-principal-academic.php?&amp;LogID=f2af524d958075dac745c048340dc55f">https://sjcdarjeeling.edu.in/vice-principal-academic.php?&amp;LogID=f2af524d958075dac745c048340dc55f</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The university's curriculum forms the foundation, enriched by the college through well-defined course objectives and outcomes crafted by each department. These are designed using Bloom's Taxonomy, addressing cognitive, affective, and psychomotor domains to promote critical thinking, skill development, and deeper learning.

Departmental meetings ensure faculty understand these objectives, which are also introduced to students during orientation programs. Students are guided to progress through Bloom's levels, from remembering concepts to applying, analyzing, evaluating, and creating solutions. Faculty further explain these objectives at the start of each course, ensuring clarity and alignment with syllabi, which are accessible on the college website.

At the beginning of every semester, departments revisit and refine course outcomes, modifying teaching, learning, and assessment methods accordingly. Activities and assessments are designed to enhance understanding, application, and innovation, ensuring holistic development. Updated objectives and outcomes are uploaded to the college website for easy access by students and parents.

This structured, outcomes-based approach, aligned with Bloom's Taxonomy, fosters academic excellence, skill-building, and prepares students for professional success.

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 courses (exemplars from Glossary)	<a href="#">View File</a>

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

Programme Outcomes (POs) and Course Outcomes (COs) are being achieved through the following structured processes:

- **Continuous Internal Evaluation (CIE):** Internal assessment marks are reviewed and analyzed during departmental meetings to ensure alignment with the expected outcomes.
- **End-Semester Evaluation:** End-semester university examination results are discussed in both Departmental Meetings and Teachers' Council Meetings, fostering collective strategies for improvement.
- **Experiential Learning and Project Evaluation:** Reports such as Experiential Learning, Field Studies, and Project Work are meticulously reviewed in departmental meetings to assess their contribution to achieving POs and COs.
- **Individual Mentoring:** Personalized mentoring at the departmental level provides targeted guidance and support to students, ensuring their academic and personal growth aligns with institutional goals.

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

689

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	<a href="https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%2023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%2023-24.pdf</a>

### 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/1.4.1%20Student%20Satisfaction%20Survey%202023-24.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0.45



File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.csr.res.in/news/CRS-Poster-2024_25.pdf">https://www.csr.res.in/news/CRS-Poster-2024_25.pdf</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution 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>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

16

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

On 6th of November, NSS conducted a Blood Donation Drive in collaboration with the Red Cross Society Darjeeling and Blood Bank Darjeeling. The Red Cross provided the patient's beds and medical facilities and Certificate. While the Blood Bank provided Blood Storing packets. The event was volunteered by 40 NSS volunteers, 10 Class representatives and NSS Boards. The event ended by collecting 120 units of blood. National Service Scheme (NSS) Camp was organized by the St Joseph's College, Darjeeling during the period of 18th December to 23rd December at Pulbazar, Bijanbari, Darjeeling. As a part of NSS activities, six-day camp was held by the St Joseph's College at Pulbazar Village. A number of social activities were held with a sole view of rural development and value education. Socio-cultural committee, undertook various cultural activities in the

village to promote interaction with the villagers and used the NSS platform to spread awareness about several social and economic issues.

A cleanliness drive was organised on 28th March 2024 by NSS, outside the college campus, Singamari stand till the Zoo area of Darjeeling, West Bengal.

On the occasion of the World Environment Day (5th June 2024) , the NSS members of UNIT I and UNIT II gathered for a cleanliness drive from college campus to Chitrey, organised to spread awareness among the people regarding environment and it's health.

A meeting with group of volunteers from GRAM PANCHAYAT was done who were also following a cleanliness drive.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/Committee%20Reports/2023-24/National%20Service%20Scheme.%20REPORT%202023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/Committee%20Reports/2023-24/National%20Service%20Scheme.%20REPORT%202023-24.pdf</a>
Upload any additional information	No File Uploaded

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

### 3.3.3 - 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

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

6

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

414

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. 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 continually evolved, building a strong infrastructure to support academic and extracurricular pursuits. The Matteo Ricci Hall, inaugurated in 2019, spans 1050 sq. ft. and serves as a hub for science departments and research activities. The college also features a Common Instrumentation Room equipped with advanced tools like PCR, gel electrophoresis, a phase-contrast microscope, and a cooling centrifuge.

Our facilities include three ICT-enabled seminar halls, ranging from 900 to 1200 sq. ft., ideal for academic workshops and conferences. Twenty-one classrooms are equipped with LCD projectors, with three featuring smartboard technology, all supported by campus-wide Wi-Fi.

Stanford Hall (1920 sq. ft.) and Champion Hall (5600 sq. ft.) provide excellent venues for diverse events. Student welfare is a priority, reflected in five Common Rooms, a 100 sq. ft. Student Councillor Room, a 450 sq. ft. NCC Office, and a 300 sq. ft. fully equipped infirmary.

To enhance learning, the college offers extensive resources, including the John Whelan Library, departmental libraries, e-book repositories, lecture videos, and seamless Wi-Fi connectivity, creating a comprehensive and supportive educational environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/facilities.php?&amp;LogID=3ff8546808b7faa5691fd8a84c17690b">https://sjcdarjeeling.edu.in/facilities.php?&amp;LogID=3ff8546808b7faa5691fd8a84c17690b</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 97 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?&amp;LogID=3ff8546808b7faa5691fdda84c17690b">https://sjcdarjeeling.edu.in/physical-facilities.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b</a>

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

31

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

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?&amp;LogID=3ff8546808b7faa5691fdda84c17690b">https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b</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)

268.12052

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)

The library utilizes the Software for University Libraries (SOUL), a state-of-the-art Integrated Library Management System (ILMS) developed by the INFLIBNET Centre to meet the specific needs of college and university libraries.

Nature of Automation: Partial

Version: 2.0

Year of Automation: Since 2014

In January 2024, the library initiated data entry into the KOHA software to catalog the entire collection under the guidance of LibCare and Cure (Enterprise), Hooghly-712503. As part of this transition, all books are being assigned new 6-digit accession numbers, starting from 000001. The books are also being tagged with newly updated Call Numbers on their spines and barcoded with the new accession numbers to streamline library operations and improve accessibility.

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=3ff8546808b7faa5691fd8a84c17690b">https://sjcdl.blacal.in/?&amp;LogID=3ff8546808b7faa5691fd8a84c17690b</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** A. Any 4 or more of the above



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)

2.42059

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

11.62

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

St. Joseph's College has made significant progress in integrating technology to enhance the teaching-learning process. Smart Classrooms are now available in almost all departments, making lectures more efficient and engaging. Teachers can present digitized notes, diagrams, and presentations with ease, saving time and

fostering active discussions and debates.

LCD projectors have been provided in nearly every department, simplifying seminars and interactive programs while improving the delivery of complex concepts. Each department is also equipped with Desktop PCs or Laptops of the latest configurations, accessible to both students and faculty for academic and research purposes.

The College offers Wi-Fi connectivity across the campus, ensuring reliable internet access for academic and administrative tasks. Students and faculty benefit from seamless connectivity to e-learning platforms, research databases, and online tools, with dedicated hotspots in high-traffic areas. Faculty enjoy additional privileges such as higher bandwidth and access to administrative systems.

These advancements reflect the institution's commitment to creating a technology-driven academic environment, empowering students and faculty to achieve excellence in education and research.

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?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</a>

#### 4.3.2 - Number of Computers

185

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

92.01763

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.

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 & M.R. Conference Hall) are designed keeping in mind the modern facilities for teaching-learning environment. The classrooms are well equipped with

all modern technology like the smart boards. For Clean and Safe Campus an external housekeeping service looks after cleanliness on the campus. Institution follows all safety and security norms as required for an educational institution. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/rules-and-regulations.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b">https://sjcdarjeeling.edu.in/rules-and-regulations.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b</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

749

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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

12

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>

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

**E. none of the above**

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

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

2119

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

2119

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>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**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

6

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

129

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

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 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 actively promotes student representation and engagement in administrative, co-curricular, and extracurricular activities. The college has a well-structured Students' Council that plays a pivotal role in organizing various events. Students are also part of numerous clubs and committees across the college.

Each year, Class Representatives and Councillors are nominated, with two students from each semester designated as Class Representatives. These representatives serve as a liaison, addressing both academic and non-academic concerns to the respective Heads of Departments. The Dean of Students regularly interacts with the Students' Council and Class Representatives to collaboratively discuss and resolve college-related issues.

The Head Councillor, a student member, serves as the representative in the Internal Quality Assessment Committee. Students contribute significantly to organizing events such as art exhibitions, short film contests, seminars, music festivals, cultural programs, and more. Additionally, the Students' Council assists the college in maintaining discipline, ensuring a smooth and harmonious campus environment.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/student-zone.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c">https://sjcdarjeeling.edu.in/student-zone.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c</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**



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c">http://sjcdarjeeling.edu.in/alumni.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Grounded in the Ignatian Charism of forming individuals for the betterment of society, the college is committed to fostering academic excellence while nurturing a compassionate and inclusive community. At the core of our governance lies a vision dedicated to pursuing excellence in all endeavors and providing selfless service to everyone. We strive to cultivate a harmonious integration of academic rigor, social responsibility, cultural appreciation, and extracurricular engagement, ensuring the holistic development of all stakeholders, particularly our students, to help them realize their full potential.

In our pursuit of academic quality in higher education, the governance system is steadfast in providing equal access and opportunities to all deserving and meritorious students, with a special focus on those from disadvantaged backgrounds, regardless of caste or creed. The institution also emphasizes fostering leadership qualities among students, equipping them to become catalysts for meaningful societal change. Guided by the college motto, Sursum Corda (Lift up your heart), our mission extends to contributing to the well-being and progress of the nation and its people.

Additionally, our mission involves the cultivation and reinforcement of discipline, values, transformation, dedication, and leadership qualities, all while promoting a spirit of collaboration and professionalism at all times.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/vision-mission-value.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c">https://sjcdarjeeling.edu.in/vision-mission-value.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c</a>
Upload any additional information	<a href="#">View File</a>

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

To fulfil 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?&amp;LogID=120f488b3d6be684d94c70a5cf312b53">https://sjcdarjeeling.edu.in/administration.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53</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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/Perspective%20Plan%202022-27.pdf">https://sjcdarjeeling.edu.in/userfiles/file/Perspective%20Plan%202022-27.pdf</a>
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?&amp;LogID=e29e1a285621b87081e395bfb0df820d">https://sjcdarjeeling.edu.in/code-of-professional-ethics.php?&amp;LogID=e29e1a285621b87081e395bfb0df820d</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 interfaces	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=f2af524d958075dac745c048340dc55f">https://sjcdarjeeling.edu.in/staff-welfare-committee.php?&amp;LogID=f2af524d958075dac745c048340dc55f</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

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

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

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

14

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
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	Nil
Upload any additional information	<a href="#">View File</a>



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

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

0

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

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

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	Nil
Upload any additional information	<a href="#">View File</a>

## 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

- Teaching staff were encouraged and supported in contributing to the knowledge pool through research publications. During the year, the faculty produced a substantial volume of research output, including 16 research papers and 16 book chapters.
- Faculty members were facilitated to participate in professional development programs, with 12 teaching staff benefiting from a total of 14 faculty development programs conducted both online and in person.
- IQAC conducted Green Audit, Environment Audit, Energy Audit and academic and Administrative Audit from Nature Science Foundation, Coimbatore (Registration Number 114/20170 which is the agency certified for ISO Certificate (QMS 9001:2015), (EMS 14001:2015), (OHSMS 45001:2018), EnMS 50001: 2018) and MSME certificate.
- The IQAC organized two seminars: one on Quality Research and Intellectual Property Rights (IPR) on August 11, 2023, and another on Financial Awareness on September 5, 2023.
- As per the suggestion made by the IQAC the college installed 167 Closed Circuit Cameras (CCTV) throughout the campus to enhance security and surveillance as well as campus-wide Wi-Fi connectivity has been successfully implemented, ensuring seamless internet access for all.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/igac-activities.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/igac-activities.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</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

**IQAC 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/minutes-of-the-meeting-and-action-taken.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/minutes-of-the-meeting-and-action-taken.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</a>
Upload any additional information	<a href="#">View File</a>

**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/College%20Annual%20Report%2023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%2023-24.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
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 anti-ragging committee plays an active**

role by making aware to the students about ragging in college. 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.

**Safety and security of female students:** The safety and security of the female students have always been the top priority of the college. Close Circuit Cameras (CCTV) has been installed for constant monitoring of students through CCTVs that are installed in all the common spaces of the College.

**Counselling:** The College Counsellor, Anti Ragging Committee, Internal Complaints Committee consisting of Women Empowerment and Women Anti-Harassment Cell, and Youth Against Trafficking Club (YATC) provide counselling sessions to students every year. The counselling at the College level is focused more on addressing emotional issues. There is also mentoring in the respective academic departments.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=e3fab91d09589eccec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=e3fab91d09589eccec0f9e7c51aa0082c</a>
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="http://sjcdarjeeling.edu.in/youth-against-trafficking.php?&amp;LogID=e3fab91d09589eccec0f9e7c51aa0082c">http://sjcdarjeeling.edu.in/youth-against-trafficking.php?&amp;LogID=e3fab91d09589eccec0f9e7c51aa0082c</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**

The College has implemented a robust system for solid waste management. Dustbins are strategically placed throughout the campus, and the use of plastic bags is actively discouraged. Solid wastes, including broken glassware (e.g., beakers, test tubes) and rubber tubes, are collected from the campus and temporarily stored. The Darjeeling Municipal Corporation collects these wastes every alternate day for appropriate disposal. Organic wastes such as dead leaves and waste papers are decomposed scientifically by burying them in the soil.

#### **Liquid Waste Management**

The College employs effective methods to manage liquid waste. A granular activated carbon (GAC) filter is utilized to remove organic chemicals from water. This filter also eliminates unpleasant odors caused by substances such as hydrogen sulfide or chlorine, ensuring cleaner and safer water management.

#### **E-Waste Management**

The College prioritizes e-waste management and promotes sustainability through practices like maintaining a paperless office to reduce carbon emissions from printers and encouraging the reuse of one-sided printouts. Non-functional computer spare parts and equipment are safely handed over to recycling agencies or the Municipal Corporation. Printer cartridges are refilled and reused, while UPS batteries are recharged, repaired, or exchanged through suppliers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://sjcdarjeeling.edu.in/solid-waste-disposal-system.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53">http://sjcdarjeeling.edu.in/solid-waste-disposal-system.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53</a>
Any other relevant information	<a href="#">View File</a>

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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** **A. Any 4 or all of the above**

**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**

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	<a href="#">View File</a>
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 including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<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 makes significant efforts to foster an inclusive environment and promote cultural harmony. To nurture mutual respect and love for diverse cultures, the College organizes Harmony, an annual three-day cultural program. This event encourages students to participate in various activities, showcasing their talents and enhancing their personal skills while instilling a sense of unity in diversity.

St. Joseph's College attracts students from across India and neighbouring countries, representing a rich tapestry of regional and linguistic backgrounds. The College fosters open dialogue and interaction through cultural festivals, student-led clubs, and activities, encouraging understanding among students from varied walks of life.

To address socioeconomic disparities, scholarships are offered to ensure access to quality education for economically disadvantaged students. Mentorship programs and forums like the Scholar's Society further support cultural exchange and social justice.

Workshops and seminars on tolerance, conflict resolution, and human rights are regularly organized to promote communal sensitivity. By embracing diversity, the College creates a respectful, harmonious environment that supports students' holistic development in a multicultural society. This inclusive approach helps build a vibrant campus community where students can learn from one another's differences.

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

St. Joseph's College, Darjeeling, is dedicated to sensitizing its students and staff to constitutional obligations, encompassing the values, rights, duties, and responsibilities of citizens. This commitment is reflected through various initiatives during the 2023-24 academic session.



## Curriculum Integration

The College incorporates topics related to constitutional values and civic responsibilities into its curriculum. Courses in Political Science and related disciplines delve into the Indian Constitution, fundamental rights, and duties, providing students with a comprehensive understanding of their roles as citizens.

## Commemorative Events

National days such as Independence Day and Republic Day are celebrated with enthusiasm, fostering patriotism and awareness of constitutional values among the College community. These events serve as platforms to reflect on the nation's democratic principles and the responsibilities they entail.

## Workshops and Seminars

The College organizes workshops and seminars focusing on human rights, gender equity, and social justice. These programs aim to deepen understanding of constitutional rights and promote a culture of respect and inclusivity.

## Community Engagement

Through outreach programs, students actively participate in community service, embodying the constitutional value of promoting harmony and the spirit of common brotherhood. These activities encourage students to apply their civic knowledge in real-world contexts, reinforcing their sense of duty towards society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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,** C. Any 2 of the above

**teachers, administrators and other staff 4.**  
**Annual awareness programmes on Code of Conduct are organized**

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 Rabindranath Tagore, Bhanu Bhakta Acharya etc. Occasions such as, 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 web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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, excels in fostering an inclusive environment that embraces cultural, regional, linguistic, communal, and socioeconomic diversity. This commitment is evident through various initiatives aimed at promoting tolerance and harmony among its students and staff.

**Cultural Festivals and Events**

The College organizes annual cultural festivals, such as Harmony, a three-day event that celebrates the rich tapestry of traditions and customs represented within the student body. These events provide platforms for students to showcase their talents and share their cultural heritage, fostering mutual respect and understanding.

**Student-Led Clubs and Societies**

A variety of student-led clubs and societies operate within the College, focusing on different cultural, linguistic, and regional interests. These groups encourage dialogue and collaboration among students from diverse backgrounds, enhancing social cohesion and inclusivity.

#### Scholarships and Financial Assistance

To address socioeconomic disparities, the College offers scholarships and financial assistance programs, ensuring that students from economically disadvantaged backgrounds have equal access to quality education. This initiative promotes social equity and empowers students to achieve their academic goals without financial constraints.

#### Workshops and Seminars

Regular workshops and seminars on topics such as communal harmony, conflict resolution, and human rights are conducted to sensitize the College community to societal challenges. These programs aim to instil values of tolerance, empathy, and social responsibility among students and staff.

## 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 structured, innovative approach to teaching and learning. While adhering to the prescribed curriculum, creative instructional techniques are employed to enhance students' learning experiences. Traditional lectures are supplemented with modern audio-visual aids, online lectures, films, and smart classrooms, fostering interactive and engaging learning environments.

Teaching strategies are aligned with Bloom's Taxonomy to promote cognitive, affective, and psychomotor skill development, encouraging higher-order thinking. Activities like student seminars, peer teaching, role-playing, group discussions, field studies, and project work provide hands-on experiences, bridging theoretical concepts with practical applications.

Academic schedules, examination details, and timetables are meticulously planned and communicated through the College Diary and social groups for effective updates. Continuous internal evaluation systems, including assignments, presentations, and attendance, monitor students' progress. Feedback from these assessments is analysed and integrated to refine teaching practices.

Regular reviews at Departmental and Teachers' Council meetings ensure the effectiveness of teaching methodologies. This dynamic approach fosters holistic student development, critical thinking, and alignment with Outcome-Based Education principles, ensuring curriculum delivery meets academic and professional standards effectively.

The Curriculum (and co-curricular activities) is preplanned by the Calender Committee in consultation with relevant stakeholders to ensure a uniform and well documented curriculum delivery.

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%20Academic%20Calendar%202024-25%20only%20schedule.pdf">https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Academic%20Calendar%202024-25%20only%20schedule.pdf</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, being affiliated with the University of North Bengal, strictly adheres to the academic calendar for effective planning and timely conduct of Continuous Internal Evaluation (CIE).

The Calendar Committee of the College collaborates with the Heads of Departments (HoDs) to gather inputs regarding their academic programs for the upcoming three semesters. Based on this consultation, the Committee prepares a comprehensive academic calendar before the commencement of each semester. This draft calendar is reviewed and approved during the Teachers' Council meeting, following due consultation with the IQAC and the Principal. Once finalized, the academic calendar is included in the College Diary for easy access by all stakeholders.

At the Departmental level, teaching plans are discussed and approved during meetings. Based on these plans, individual teachers of the various Departments schedule and conduct their Internal Evaluations.

Through this systematic and collaborative approach, the institution ensures the smooth implementation of Continuous Internal Evaluation (CIE), fostering an environment of academic excellence and effective curriculum delivery.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sjcdarjeeling.edu.in/college-calendar.php">https://sjcdarjeeling.edu.in/college-calendar.php</a>

### 1.1.3 - Teachers of the Institution participate

A. All of the above

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

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

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs 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. Further, a Code of Conduct which fosters moral responsibility is in place that creates an ethical environment for staff and students in the institution.

2. Gender: Through bodies such as the Women's Cell and Youth Against Trafficking (YAT) regular talks and program 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. The multicultural environment of the college itself 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. Further, courses such as Value Education is conducted by the Institution that seeks to inculcate humanity in the students behaviour and relationships with one another.

**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**

15

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

555

File Description	Documents
Any additional information	<a href="#">View File</a>
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="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sjcdarjeeling.edu.in/userfiles/file/IOAC%20activities/1.4.1%20Student%20Satisfaction%20Survey%202023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/IOAC%20activities/1.4.1%20Student%20Satisfaction%20Survey%202023-24.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 sanctioned seats during the year

1616

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

726

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 evaluates the learning levels of students after admission and implements tailored programs for both advanced and slow learners. Students are categorized based on their +2 marks and performance in class tests conducted two weeks and one month after the commencement of classes. These results are discussed in departmental meetings to identify slow learners, and specialized coaching, remedial, or tutorial sessions are planned accordingly.

Faculty members play an active role by providing continuous evaluation reports and conducting class tests to further refine the classification of students. To support new students, the institution organizes Orientation and Induction Programs at both the college and departmental levels. These sessions introduce students to the college facilities, the curriculum, and the scope of their chosen subjects while fostering a friendly yet competitive atmosphere.

For slow learners, strategies include remedial classes, mentoring sessions, bilingual explanations, and simplified study materials to bridge learning gaps. This structured approach ensures personalized support, laying a strong foundation for students' future progress and academic success.

File Description	Documents
Link for additional Information	<a href="https://sjcdarjeeling.edu.in/counselling-centre.php">https://sjcdarjeeling.edu.in/counselling-centre.php</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
2865	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 institution adopts student-centric methods such as experiential learning, participative learning, and problem-solving methodologies to enhance the overall learning experience. Experiential learning is a key practice, particularly in courses requiring practical applications, field studies, or excursions. This approach ensures a balance between conceptual understanding and hands-on learning, fostering a comprehensive educational experience.

Participative learning is promoted through creative exercises such as producing movies, documentaries, and Public Service Announcements (PSAs) on pressing local issues of public interest. These projects are disseminated widely through online platforms and social media channels like YouTube and Facebook, managed by the respective departments.

Students are encouraged to engage actively in group discussions, seminars, and workshops, both within the institution and externally. These activities provide opportunities to broaden their intellectual horizons and build professional networks beyond the academic environment.

The institution also emphasizes learning beyond classrooms by organizing excursions, field trips, survey-based research, and educational tours. These initiatives allow students to explore, apply their knowledge in real-world scenarios, and gain valuable practical insights. Such practices reflect the institution's commitment to creating a dynamic and enriching learning ecosystem.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://sjcdl.blacal.in/">https://sjcdl.blacal.in/</a>

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

The institution places equal emphasis on practical, experiential, and conceptual learning to ensure a holistic educational experience. Teachers actively use ICT-enabled tools to enhance the teaching-learning process, leveraging technology to make lectures more engaging and effective. Smart boards and PowerPoint presentations are widely utilized, with the institution providing adequate ICT facilities to all departments.

Faculty members prepare and deliver class lectures supported by tools such as PowerPoint presentations, video lectures, and resources from UGC e-Consortia. In many cases, these materials are shared with students for better understanding and reference.

Additionally, participative activities, including the creation of films, documentaries, and Public Service Announcements (PSAs) addressing significant local issues, are incorporated into the learning process. These student-led projects are disseminated through online platforms and departmental social media channels, such as YouTube and Facebook, for broader reach and impact.

This integration of ICT tools and participatory practices not only enhances the learning experience but also equips students with technical and creative skills essential for addressing real-world challenges. The institution remains committed to fostering an innovative and dynamic academic environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</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

54

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

45

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

33

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

952

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%20Academic%20Calendar%202024-25%20only%20schedule.pdf">https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Academic%20Calendar%202024-25%20only%20schedule.pdf</a>

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



and efficient

St. Joseph's College, Darjeeling, follows a transparent, time-bound, and structured approach to conducting internal examinations and resolving related grievances. Internal assessments are scheduled at least once per semester, often twice, after a significant portion of the syllabus is completed. Examinations are managed by subject professors under the supervision of departmental heads, ensuring question paper setting and answer script evaluation align with preparation for university examinations. Other evaluation methods, such as projects, assignments, fieldwork, presentations, and reports, are conducted periodically.

Students can review their answer scripts for personal verification after each examination. Those unable to appear due to valid reasons, with proper documentation, may sit for make-up tests as per established norms. Professors are expected to uphold academic integrity, display results on departmental notice boards, and inform parents about students' performance.

If a student is dissatisfied with an assessment, they can approach the Head of Department or higher authority for reassessment. Serious grievances are addressed by the Grievance and Redressal Committee, which ensures transparency and fairness. In such cases, the concerned teacher must justify the evaluation to resolve the matter justly and promptly.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://sjcdarjeeling.edu.in/vice-principal-academic.php?&amp;LogID=f2af524d958075dac745c048340dc55f">https://sjcdarjeeling.edu.in/vice-principal-academic.php?&amp;LogID=f2af524d958075dac745c048340dc55f</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The university's curriculum forms the foundation, enriched by the college through well-defined course objectives and outcomes crafted by each department. These are designed using Bloom's Taxonomy, addressing cognitive, affective, and psychomotor domains to promote critical thinking, skill development, and deeper learning.

Departmental meetings ensure faculty understand these objectives, which are also introduced to students during orientation programs. Students are guided to progress through Bloom's levels, from remembering concepts to applying, analyzing, evaluating, and creating solutions. Faculty further explain these objectives at the start of each course, ensuring clarity and alignment with syllabi, which are accessible on the college website.

At the beginning of every semester, departments revisit and refine course outcomes, modifying teaching, learning, and assessment methods accordingly. Activities and assessments are designed to enhance understanding, application, and innovation, ensuring holistic development. Updated objectives and outcomes are uploaded to the college website for easy access by students and parents.

This structured, outcomes-based approach, aligned with Bloom's Taxonomy, fosters academic excellence, skill-building, and prepares students for professional success.

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 courses (exemplars from Glossary)	<a href="#">View File</a>

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

Programme Outcomes (POs) and Course Outcomes (COs) are being achieved through the following structured processes:

- **Continuous Internal Evaluation (CIE):** Internal assessment marks are reviewed and analyzed during departmental meetings to ensure alignment with the expected outcomes.
- **End-Semester Evaluation:** End-semester university examination results are discussed in both Departmental Meetings and Teachers' Council Meetings, fostering collective strategies for improvement.
- **Experiential Learning and Project Evaluation:** Reports such as Experiential Learning, Field Studies, and Project Work

are meticulously reviewed in departmental meetings to assess their contribution to achieving POs and COs.

- **Individual Mentoring:** Personalized mentoring at the departmental level provides targeted guidance and support to students, ensuring their academic and personal growth aligns with institutional goals.

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

689

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	<a href="https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%2023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%2023-24.pdf</a>

### 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/IOAC%20activities/1.4.1%20Student%20Satisfaction%20Survey%202023-24.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0.45

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.csr.res.in/news/CRS-Poster-2024_25.pdf">https://www.csr.res.in/news/CRS-Poster-2024_25.pdf</a>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution 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>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

16

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

On 6th of November, NSS conducted a Blood Donation Drive in collaboration with the Red Cross Society Darjeeling and Blood

Bank Darjeeling. The Red Cross provided the patient's beds and medical facilities and Certificate. While the Blood Bank provided Blood Storing packets. The event was volunteered by 40 NSS volunteers, 10 Class representatives and NSS Boards. The event ended by collecting 120 units of blood. National Service Scheme (NSS) Camp was organized by the St Joseph's College, Darjeeling during the period of 18th December to 23rd December at Pulbazar, Bijanbari, Darjeeling. As a part of NSS activities, six-day camp was held by the St Joseph's College at Pulbazar Village. A number of social activities were held with a sole view of rural development and value education. Socio-cultural committee, undertook various cultural activities in the village to promote interaction with the villagers and used the NSS platform to spread awareness about several social and economic issues.

A cleanliness drive was organised on 28th March 2024 by NSS, outside the college campus, Singamari stand till the Zoo area of Darjeeling, West Bengal.

On the occasion of the World Environment Day (5th June 2024) , the NSS members of UNIT I and UNIT II gathered for a cleanliness drive from college campus to Chitrey, organised to spread awareness among the people regarding environment and it's health.

A meeting with group of volunteers from GRAM PANCHAYAT was done who were also following a cleanliness drive.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/Committee%20Reports/2023-24/National%20Service%20Scheme.%20REPORT%202023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/Committee%20Reports/2023-24/National%20Service%20Scheme.%20REPORT%202023-24.pdf</a>
Upload any additional information	No File Uploaded

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

#### **3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

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

**3.3.3 - 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**

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

6

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

414

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. 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 continually evolved, building a strong infrastructure to support academic and extracurricular pursuits. The Matteo Ricci Hall, inaugurated in 2019, spans 1050 sq. ft. and serves as a hub for science departments and research activities. The college also features a Common Instrumentation Room equipped with advanced tools like PCR, gel electrophoresis,



a phase-contrast microscope, and a cooling centrifuge.

Our facilities include three ICT-enabled seminar halls, ranging from 900 to 1200 sq. ft., ideal for academic workshops and conferences. Twenty-one classrooms are equipped with LCD projectors, with three featuring smartboard technology, all supported by campus-wide Wi-Fi.

Stanford Hall (1920 sq. ft.) and Campion Hall (5600 sq. ft.) provide excellent venues for diverse events. Student welfare is a priority, reflected in five Common Rooms, a 100 sq. ft. Student Councillor Room, a 450 sq. ft. NCC Office, and a 300 sq. ft. fully equipped infirmary.

To enhance learning, the college offers extensive resources, including the John Whelan Library, departmental libraries, e-book repositories, lecture videos, and seamless Wi-Fi connectivity, creating a comprehensive and supportive educational environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/facilities.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b">https://sjcdarjeeling.edu.in/facilities.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b</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 97years, 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?&amp;LogID=3ff8546808b7faa5691fdda84c17690b">https://sjcdarjeeling.edu.in/physical-facilities.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b</a>

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

31

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

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?&amp;LogID=3ff8546808b7faa5691fdda84c17690b">https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b</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)

268.12052

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)

The library utilizes the Software for University Libraries (SOUL), a state-of-the-art Integrated Library Management System (ILMS) developed by the INFLIBNET Centre to meet the specific needs of college and university libraries.

Nature of Automation: Partial

Version: 2.0

Year of Automation: Since 2014

In January 2024, the library initiated data entry into the KOHA software to catalog the entire collection under the guidance of LibCare and Cure (Enterprise), Hooghly-712503. As part of this transition, all books are being assigned new 6-digit accession numbers, starting from 000001. The books are also being tagged with newly updated Call Numbers on their spines and barcoded with the new accession numbers to streamline library operations and improve accessibility.

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=3ff8546808b7faa5691fd8a84c17690b">https://sjcdl.blacal.in/?&amp;LogID=3ff8546808b7faa5691fd8a84c17690b</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-**

A. Any 4 or more of the above

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>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
2.42059	
File Description	Documents
Any additional information	<a href="#">View File</a>
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>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
11.62	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
St. Joseph's College has made significant progress in integrating technology to enhance the teaching-learning process. Smart Classrooms are now available in almost all departments, making	

lectures more efficient and engaging. Teachers can present digitized notes, diagrams, and presentations with ease, saving time and fostering active discussions and debates.

LCD projectors have been provided in nearly every department, simplifying seminars and interactive programs while improving the delivery of complex concepts. Each department is also equipped with Desktop PCs or Laptops of the latest configurations, accessible to both students and faculty for academic and research purposes.

The College offers Wi-Fi connectivity across the campus, ensuring reliable internet access for academic and administrative tasks. Students and faculty benefit from seamless connectivity to e-learning platforms, research databases, and online tools, with dedicated hotspots in high-traffic areas. Faculty enjoy additional privileges such as higher bandwidth and access to administrative systems.

These advancements reflect the institution's commitment to creating a technology-driven academic environment, empowering students and faculty to achieve excellence in education and research.

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?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/ict-enabled-classrooms.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</a>

#### 4.3.2 - Number of Computers

185

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

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

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

92.01763

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.

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 imbuing human values in all endeavours. The college provides well equipped laboratory facilities with periodical maintenance. Annual maintenance contracts for computers, copier machines, software, CCTV, garden, security are in place. Institute has employed technicians for up keeping and maintenance of electrical facility. The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered. The college provides accesses to online journals through INFLIBNET. Sports committee organizes various indoor and outdoor sports competitions for students. Classroom along with two conference halls (Old Conference Hall & M.R. Conference Hall) are designed keeping in mind the modern facilities for teaching-learning environment. The

classrooms are well equipped with all modern technology like the smart boards. For Clean and Safe Campus an external housekeeping service looks after cleanliness on the campus. Institution follows all safety and security norms as required for an educational institution. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/rules-and-regulations.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b">https://sjcdarjeeling.edu.in/rules-and-regulations.php?&amp;LogID=3ff8546808b7faa5691fdda84c17690b</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

749

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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

12

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>	
2119	
<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>	
2119	
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

6

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

129

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**

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**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 actively promotes student representation and engagement in administrative, co-curricular, and extracurricular activities. The college has a well-structured Students' Council that plays a pivotal role in organizing various events. Students are also part of numerous clubs and committees across the college.

Each year, Class Representatives and Councillors are nominated, with two students from each semester designated as Class Representatives. These representatives serve as a liaison, addressing both academic and non-academic concerns to the respective Heads of Departments. The Dean of Students regularly interacts with the Students' Council and Class Representatives to collaboratively discuss and resolve college-related issues.

The Head Councillor, a student member, serves as the representative in the Internal Quality Assessment Committee. Students contribute significantly to organizing events such as art exhibitions, short film contests, seminars, music festivals, cultural programs, and more. Additionally, the Students' Council assists the college in maintaining discipline, ensuring a smooth and harmonious campus environment.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/student-zone.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c">https://sjcdarjeeling.edu.in/student-zone.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c</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**

23

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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?&amp;LoginID=fc26c0ba10dbf85915bf6328029b142c">http://sjcdarjeeling.edu.in/alumni.php?&amp;LoginID=fc26c0ba10dbf85915bf6328029b142c</a>
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Grounded in the Ignatian Charism of forming individuals for the betterment of society, the college is committed to fostering academic excellence while nurturing a compassionate and inclusive community. At the core of our governance lies a vision dedicated to pursuing excellence in all endeavors and providing selfless service to everyone. We strive to cultivate a harmonious integration of academic rigor, social responsibility, cultural appreciation, and extracurricular engagement, ensuring the holistic development of all stakeholders, particularly our students, to help them realize their full potential.

In our pursuit of academic quality in higher education, the governance system is steadfast in providing equal access and opportunities to all deserving and meritorious students, with a special focus on those from disadvantaged backgrounds, regardless of caste or creed. The institution also emphasizes fostering leadership qualities among students, equipping them to become catalysts for meaningful societal change. Guided by the college motto, Sursum Corda (Lift up your heart), our mission extends to contributing to the well-being and progress of the nation and its people.

Additionally, our mission involves the cultivation and reinforcement of discipline, values, transformation, dedication, and leadership qualities, all while promoting a spirit of collaboration and professionalism at all times.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/vision-mission-value.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c">https://sjcdarjeeling.edu.in/vision-mission-value.php?&amp;LogID=fc26c0ba10dbf85915bf6328029b142c</a>
Upload any additional information	<a href="#">View File</a>

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

To fulfil 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/administratio_n.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53">https://sjcdarjeeling.edu.in/administratio_n.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53</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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/userfiles/file/Perspective%20Plan%202022-27.pdf">https://sjcdarjeeling.edu.in/userfiles/file/Perspective%20Plan%202022-27.pdf</a>
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?&amp;LogID=e29e1a285621b87081e395bfb0df820d">https://sjcdarjeeling.edu.in/code-of-professional-ethics.php?&amp;LogID=e29e1a285621b87081e395bfb0df820d</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 interfaces	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=f2af524d958075dac745c048340dc55f">https://sjcdarjeeling.edu.in/staff-welfare-committee.php?&amp;LogID=f2af524d958075dac745c048340dc55f</a>
Upload any additional information	<a href="#">View File</a>

### **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**

0

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

14

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
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	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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	Nil
Upload any additional information	<a href="#">View File</a>

## 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

- Teaching staff were encouraged and supported in contributing to the knowledge pool through research publications. During the year, the faculty produced a substantial volume of research output, including 16 research papers and 16 book chapters.
- Faculty members were facilitated to participate in professional development programs, with 12 teaching staff benefiting from a total of 14 faculty development programs conducted both online and in person.
- IQAC conducted Green Audit, Environment Audit, Energy Audit and academic and Administrative Audit from Nature Science Foundation, Coimbatore (Registration Number 114/20170 which is the agency certified for ISO Certificate (QMS 9001:2015), (EMS 14001:2015), (OHSMS 45001:2018), EnMS 50001: 2018) and MSME certificate.
- The IQAC organized two seminars: one on Quality Research and Intellectual Property Rights (IPR) on August 11, 2023, and another on Financial Awareness on September 5, 2023.
- As per the suggestion made by the IQAC the college installed 167 Closed Circuit Cameras (CCTV) throughout the campus to enhance security and surveillance as well as campus-wide Wi-Fi connectivity has been successfully implemented, ensuring seamless internet access for all.

File Description	Documents
Paste link for additional information	<a href="https://sjcdarjeeling.edu.in/igac-activities.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/igac-activities.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</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

**IQAC 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/minutes-of-the-meeting-and-action-taken.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/minutes-of-the-meeting-and-action-taken.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</a>
Upload any additional information	<a href="#">View File</a>

**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/College%20Annual%20Report%2023-24.pdf">https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%2023-24.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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 anti-ragging committee plays an active role by making aware to the students about ragging in college. 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.

**Safety and security of female students:** The safety and security of the female students have always been the top priority of the college. Close Circuit Cameras (CCTV) has been installed for constant monitoring of students through CCTVs that are installed in all the common spaces of the College.

**Counselling:** The College Counsellor, Anti Ragging Committee, Internal Complaints Committee consisting of Women Empowerment and Women Anti-Harassment Cell, and Youth Against Trafficking Club (YATC) provide counselling sessions to students every year. The counselling at the College level is focused more on addressing emotional issues. There is also mentoring in the respective academic departments.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">https://sjcdarjeeling.edu.in/grievance-and-redressal-committee.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</a>
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="http://sjcdarjeeling.edu.in/youth-against-trafficking.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c">http://sjcdarjeeling.edu.in/youth-against-trafficking.php?&amp;LogID=e3fab91d09589ecec0f9e7c51aa0082c</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	<b>No File Uploaded</b>

**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**

The College has implemented a robust system for solid waste management. Dustbins are strategically placed throughout the campus, and the use of plastic bags is actively discouraged. Solid wastes, including broken glassware (e.g., beakers, test tubes) and rubber tubes, are collected from the campus and temporarily stored. The Darjeeling Municipal Corporation collects these wastes every alternate day for appropriate disposal. Organic wastes such as dead leaves and waste papers are decomposed scientifically by burying them in the soil.

#### **Liquid Waste Management**

The College employs effective methods to manage liquid waste. A granular activated carbon (GAC) filter is utilized to remove



organic chemicals from water. This filter also eliminates unpleasant odors caused by substances such as hydrogen sulfide or chlorine, ensuring cleaner and safer water management.

#### E-Waste Management

The College prioritizes e-waste management and promotes sustainability through practices like maintaining a paperless office to reduce carbon emissions from printers and encouraging the reuse of one-sided printouts. Non-functional computer spare parts and equipment are safely handed over to recycling agencies or the Municipal Corporation. Printer cartridges are refilled and reused, while UPS batteries are recharged, repaired, or exchanged through suppliers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://sjcdarjeeling.edu.in/solid-waste-disposal-system.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53">http://sjcdarjeeling.edu.in/solid-waste-disposal-system.php?&amp;LogID=120f488b3d6be684d94c70a5cf312b53</a>
Any other relevant information	<a href="#">View File</a>

**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**

A. Any 4 or All of the above

<p><b>2. Use of Bicycles/ Battery powered vehicles</b>  <b>3. Pedestrian Friendly pathways</b>  <b>4. Ban on use of Plastic</b>  <b>5. landscaping with trees and plants</b></p>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b>  <b>1.Green audit 2. Energy audit</b>  <b>3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	A. Any 4 or all 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b>  <b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	D. Any 1 of the above

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 makes significant efforts to foster an inclusive environment and promote cultural harmony. To nurture mutual respect and love for diverse cultures, the College organizes Harmony, an annual three-day cultural program. This event encourages students to participate in various activities, showcasing their talents and enhancing their personal skills while instilling a sense of unity in diversity.

St. Joseph's College attracts students from across India and neighbouring countries, representing a rich tapestry of regional and linguistic backgrounds. The College fosters open dialogue and interaction through cultural festivals, student-led clubs, and activities, encouraging understanding among students from varied walks of life.

To address socioeconomic disparities, scholarships are offered to ensure access to quality education for economically disadvantaged students. Mentorship programs and forums like the Scholar's Society further support cultural exchange and social justice.

Workshops and seminars on tolerance, conflict resolution, and human rights are regularly organized to promote communal sensitivity. By embracing diversity, the College creates a respectful, harmonious environment that supports students' holistic development in a multicultural society. This inclusive approach helps build a vibrant campus community where students can learn from one another's differences.

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

St. Joseph's College, Darjeeling, is dedicated to sensitizing its students and staff to constitutional obligations, encompassing the values, rights, duties, and responsibilities of citizens. This commitment is reflected through various initiatives during the 2023-24 academic session.

#### Curriculum Integration

The College incorporates topics related to constitutional values and civic responsibilities into its curriculum. Courses in Political Science and related disciplines delve into the Indian Constitution, fundamental rights, and duties, providing students with a comprehensive understanding of their roles as citizens.

#### Commemorative Events

National days such as Independence Day and Republic Day are celebrated with enthusiasm, fostering patriotism and awareness of constitutional values among the College community. These events serve as platforms to reflect on the nation's democratic principles and the responsibilities they entail.

#### Workshops and Seminars

The College organizes workshops and seminars focusing on human rights, gender equity, and social justice. These programs aim to deepen understanding of constitutional rights and promote a culture of respect and inclusivity.

#### Community Engagement

Through outreach programs, students actively participate in community service, embodying the constitutional value of promoting harmony and the spirit of common brotherhood. These

activities encourage students to apply their civic knowledge in real-world contexts, reinforcing their sense of duty towards society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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 Rabindranath Tagore, Bhanu Bhakta Acharya etc. Occasions such as, 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 web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 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, excels in fostering an inclusive environment that embraces cultural, regional, linguistic, communal, and socioeconomic diversity. This commitment is evident through various initiatives aimed at promoting tolerance and harmony among its students and staff.

#### Cultural Festivals and Events

The College organizes annual cultural festivals, such as Harmony, a three-day event that celebrates the rich tapestry of traditions and customs represented within the student body. These events provide platforms for students to showcase their talents and share their cultural heritage, fostering mutual respect and understanding.

#### Student-Led Clubs and Societies

A variety of student-led clubs and societies operate within the College, focusing on different cultural, linguistic, and regional interests. These groups encourage dialogue and collaboration among students from diverse backgrounds, enhancing social cohesion and inclusivity.

#### Scholarships and Financial Assistance

To address socioeconomic disparities, the College offers scholarships and financial assistance programs, ensuring that students from economically disadvantaged backgrounds have equal access to quality education. This initiative promotes social equity and empowers students to achieve their academic goals without financial constraints.

#### Workshops and Seminars

Regular workshops and seminars on topics such as communal

harmony, conflict resolution, and human rights are conducted to sensitize the College community to societal challenges. These programs aim to instil values of tolerance, empathy, and social responsibility among students and staff.

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

- We will further expand our efforts by gathering feedback from various stakeholders of the college through comprehensive satisfaction surveys.
- Implementation of an ERP (Enterprise Resource Planning) system is underway to streamline administrative processes.
- Plans are in place to integrate the college website with irins.inflibnet.ac.in to enhance faculty research visibility.
- Encouraging and facilitating publications in reputed journals and books continues to be a top priority.
- Increasing the number of interactive panels in classrooms is a key initiative to foster engaging and technology-driven learning environments.
- Plans are underway to commemorate the college's centenary year in 2027 with a series of events and initiatives that honor its rich legacy while envisioning a bright future. This historic milestone marks 100 years of excellence in education and service to society, celebrating a century of growth, achievements, and dedication to nurturing generations of learners.