

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

Part – A

I. Details of the Institution

1.1 Name of the Institution

St. Joseph's College (University Section)

1.2 Address Line 1

PO: North Point

Address Line 2

City/Town

Darjeeling

State

West Bengal

Pin Code

734104

Institution e-mail address

principaldarj@yahoo.in

Contact Nos.

0354-2252550

Name of the Head of the Institution:

Fr. Dr. Donatus Kujur, S.J.

Tel. No. with STD Code:

0354-2252550

Mobile:

+91 9933806759/+91 9434179186

Name of the IQAC Co-ordinator:

Dr. Kiran Pradhan

Mobile:

+91 8172082043

IQAC e-mail address:

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

1.4 Website address:

www.sjcdarjeeling.edu.in

Web-link of the AQAR:

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

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

1.03.2004

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

2016-17

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

- i. AQAR: TO BE SUBMITTED FOR 2016-17
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BBA, MASS COM. & JOURNALISM

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

UNIVERSITY OF NORTH BENGAL

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

Autonomy by State/Central Govt. / University



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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="03"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>
2.11 No. of meetings with various stakeholders:	
	No. <input type="text"/> Faculty <input type="text" value="04"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text"/>
Alumni	<input type="text" value="1"/>
Others	<input type="text"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

ACHIEVING QUALITY IN HIGHER EDUCATION

2.14 Significant Activities and contributions made by IQAC

- Participation of ten students in Student leadership programme organised by JCPAKDP at Loyola Pastoral Centre, Matigara.
- Participation in National Integration camp by NSS cadets at port Blair, under the Youth Exchange Programme
- Seminar by the students, for the students
- Orientation of newly recruited teachers
- Inauguration of the centralised instrumentation centre, CIC, set up under the BOOST programme.
- Documentation and preservation of rare species of the region
- Preparation in full swing for publishing the Inter-disciplinary Journal
- National Seminar and Conferences in collaboration with various institutes
- Special lectures by distinguished professors
- Sending delegation to Gross National Happiness Centre, Bhutan to forge formal MoU as a part of collaborative programmes for faculties and students
- Apply for model College under Rashtriya Uchchattar Shiksha Abhiyan (RUSA)
- Training of teachers for effective use of smart class rooms.
- Training of teachers on Modern Teaching Techniques sponsored by IBS, ICFAI University, Kolkata
- Social out-reach programmes by NSS, NCC, AICUF

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> ➤ Improvement of infrastructural facilities will be given priority. 	<ul style="list-style-type: none"> • The Department of Botany and Zoology shifted from the Standford Building (main building) to the new building (behind Campion Hall) of the Science Block with advance ICT enabled rooms and labs.

<ul style="list-style-type: none"> ➤ Installation of Wi-Fi in the entire campus ➤ Apply for College with Potential of Excellence (CPE) under UGC and Model College under Rashtriya Uchchattar Shiksha Abhiyan (RUSA) ➤ Organize Faculty Development programmes for teaching as well as non-teaching staff ➤ Interdisciplinary Journal Publication ➤ Education of the marginalized will continue to be our top priority ➤ Initiate and strengthen International research collaborations. 	<ul style="list-style-type: none"> • A three storied building to be utilised primarily by the Xavier Hostel inaugurated • Instrumentation centre for collective experimental research by science departments inaugurated. • A bigger and more spacious library being redesigned combining both the erstwhile Botany and Zoology departments. • A new five storey building under construction to house the pure Science departments. Three more auditoriums cum seminar halls to be made available to the Science Block. <p>The entire campus will have Wi-Fi connectivity by next year. The process has already been initiated.</p> <p>Committee headed by Dr. Navin Pradhan, Dept. of Physics has been working on it.</p> <p>Teachers have been participating in Orientation Courses, Refresher courses and Short Term Courses. They have also been attending workshop on value education, modern teaching methods and research methodologies.</p> <p>ISSN no. for journal applied for but not yet received from the concerned authority.</p> <p>Social, academic and need based programmes have been running throughout the year with the help of NSS, AICUF, NCC and college administration and through Hayden Hall, sister NGO of the Jesuits.</p> <p>The Memorandum of Understanding (MOU) with Royal University of Bhutan and Gross Happiness Centre of Bhutan in process. The MOU with Centre for Development Studies, University of South Australia (2017) have been signed.</p> <p>Ongoing collaborative research between St. Joseph's College and Sherubtse College, Royal University of Bhutan on Folklore in Bhutan.</p>
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body TC

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

Pattern	Number of programmes
Semester	1
Trimester	
Annual	18

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

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

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

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

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

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	3	3							3	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

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

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

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<i>B.A. HONOURS</i>						
Economics	08		01	07		100
History	21		-	17	02	90
English	41		-	40		98
Political Science	43		-	42		98
Nepali	10		-	08		80
Sociology	40		01	39		100
Mass Com.	22			21		95
Computer Science	06		04	01		83
Geography	01			01		100
B.B.A.	34			20		59
B.C.A.	11		03	05		73
M.A.	11		-	11		100
<i>B.SC HONOURS</i>						
Botany	12		01	09		83
Zoology	12		-	02	02	33
Chemistry	10		02	05	01	80
Physics	13		-	07		54
Mathematics	09		03	05		89
Microbiology	11		03	07		91
<i>B.COM HONOURS</i>						
Accountancy	37		06	30		97
<i>B.A./B.Sc./B.Com. (General)</i>						
B.A.	93			13	58	76
B.Sc.	14			-	-	00
B.Com.	16		01	07	08	100
Total	475		25	292	71	82

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	12
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
Others	

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

- i. The IQAC conducts meetings with the inter-disciplinary research cell at regular intervals to discuss matters relating to research activities and publications of articles by faculty members.
- ii. Monitoring the progress of Inter-disciplinary Journal.
- iii. Centralised instrumentation centre to have collaborative research comprising all the science departments
- iv. Student seminar on relevant socio-economic, political and scientific issues
- v. Conducting National seminars and workshop
- vi. Conducting special lectures by eminent persons from the field of academics

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	10	
Non-Peer Review Journals			9
e-Journals		03	
Conference proceedings		01	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

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

01

Chapters in Edited Books

05

ii) Without ISBN No.

00

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

RUSA

3.10 Revenue generated through consultancy

HONORARY SERVICES

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		03			04
Sponsoring agencies		NAAC, JCPAKDP			COLLEGE RESEARCH CELL

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

04

3.13 No. of collaborations

International

02

National

00

Any other

3.14 No. of linkages created during this year

02

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Of the institute in the year

Total	International	National	State	University	Dist	College
01	01					

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

00

00

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

01

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="1"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

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

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

- ❖ The Dept. of Mass Communication and Journalism organized a Public Relation Campaign on **Literacy** on the occasion of World Literacy Day on 8th Sept.2016.
- ❖ The 2nd and 3rd Yr students (Dept of Botany) volunteered for **Clean Drive of Trek route of Singalila National Park** organized by WWF.
- ❖ The College organised a programme on awareness against Human trafficking and Child Abuse in collaboration with MARG (NGO) on 29th August 2016.
- ❖ The 2nd and 3rd Yr students (Dept of Botany) participated in the **Tiger Hill Clean Drive** organized by the Nature's Club of the College.
- ❖ The 2nd and 3rd Yr students of the Dept of Botany participated in a two day workshop on **Plastic free Challenge** organized by DLR Prerna at Jorethang.
- ❖ Students of the Department of Botany organized a Zero Waste awareness camp on 8th March 2017 in the college to minimize non-degradable products and their reuse practices.
- ❖ The College hosted and organised an awareness campaign on National Food Security Act, Child Abuse and Environment Protection in collaboration with Department of Information and Culture, Govt of West Bengal on 26th August, 2016 in the Champion hall.
- ❖ Students observed a campaign on Public Hygiene on 7th August 2016 with the pledge "I pledge to use dustbin, I pledge to be clean, I pledge to be responsible Think tidy! Act rightly".
- ❖ The College organised a programme on Interaction and Intervention on issues of Waste Management in Darjeeling Hills in collaboration with DLR Prerna and Anugyalaya Darjeeling Diocese Social service Darjeeling on 2nd August 2016 in the Champion Hall at 11.00.am
- ❖ The NSS unit of the college raised a fund of Rs 15000/ and donated to Jesu Ashram, a home for destitute, Siliguri.
- ❖ The College organized a blood donation camp in collaboration with Hayden Hall, Dist Govt. Hospital and Red Cross Darjeeling on 8th August 2016 in which 133 students donated blood.
- ❖ Ms Sony Gond (Dept. of Political Science) won a silver Medal while Mr Arpan and Rinchen Sherpa won Bronze medals in the 3rd All Bengal Taekwondo Championship held in Kolkata from 5th to 7th August 2016.
- ❖ Taekwondo Training programme as self-defence and physical fitness for both boys and girls was started in the college in July 2016.
- ❖ Youth Against Trafficking (YAT) club was formed on 20th August 2016 to create awareness against human Trafficking.
- ❖ St. Joseph's College was the venue for the District Level West Bengal State Student Youth Science Fair 2016 organized by the Department of Youth Services, GTA Darjeeling in coordination with Department of youth Services, Govt of West Bengal on 16th December 2016.

- ❖ NCC organized a promise day celebration for the newly enrolled cadets at 10.30 am on 7th September, 2016.
- ❖ NCC and Scout participated in the 69th Independence Day Parade at Lebong Ground on 15th August, 2016 and were judged the second best contingent in parade winning cash prize of Rs 20,000.
- ❖ Cdt Puran Tamang attended the National Integration Camp at Port Blair from 09th to 20th February, 2017.
- ❖ Two cadets namely Cdt Mingyur Dorjey Bhutia (1st year B. Sc. Gen) and Cdt Smriti Tamang (1st year Physics Hons) were selected to participate in the Republic Day Parade of 2017.
- ❖ Cdt Smriti Tamang was the recipient of Governor's Medal for being the best cadet in the Republic Day Parade of 2017 at Delhi.
- ❖ PIXELS 2016, A Photography Exhibition cum competition organised by the Dept of Mass Comm. and Journalism on 24th August 2016

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

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

4.3 Library services:

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

4.4 Technology up gradation (overall)

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

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

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

4.6 Amount spent on maintenance in lakhs :

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

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

The College calendar is updated annually to incorporate new facilities provided to the students.

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

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

5.2 Efforts made by the institution for tracking the progression

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

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
869	34		903

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	430	46.2		473	50.8

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

Demand ratio

Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

The College organised a programme on awareness against Human trafficking and Child Abuse in collaboration with MARG (NGO) on 29th August 2016.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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6.3.9 Admission of Students

- | | |
|--|---|
| <ul style="list-style-type: none">i.ii.iii.iv.v. | <p>Following the Government of West Bengal and the University of North Bengal's admission policy online admission process has been conducted and students have been admitted through a process of counselling.</p> <p>Reservation policy in regards to admission has also been strictly followed</p> <p>Payment of admission fees has also been made through online process</p> <p>Regular tuition fees have been paid through UCO Bank, Singamari branch, North Point, Darjeeling by the students</p> <p>In 2016-17, 693 students took admission in 1st Year among them 388 are girls.</p> |
|--|---|

6.4 Welfare Schemes for students

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

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

Nothing as such

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

Criterion – VII

7. Innovations and Best Practices

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

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

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

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

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

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

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

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

Outreach and Community Development Programmes through Students' Participation

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

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

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____