



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. JOSEPH'S COLLEGE
Name of the head of the Institution		FR DR DONATUS KUJUR
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03542252550
Mobile no.		9933806759
Registered Email		principaldarj@yahoo.in
Alternate Email		kujurdponatusdar@gmail.com
Address		P O North Point, Singamari
City/Town		Darjeeling
State/UT		West Bengal
Pincode		734104
2. Institutional Status		

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Padam Nepal
Phone no/Alternate Phone no.	03542252550
Mobile no.	7908748260
Registered Email	padamnepal@gmail.com
Alternate Email	principaldarj@yahoo.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sjcdarjeeling.edu.in/index.php?page_name=iqac&page_id=413
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sjcdarjeeling.edu.in/index.php?page_name=rules-&-regulations-college-calendar&page_id=417

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	83.05	2004	08-Jan-2004	07-Jan-2009
2	A	3.06	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC	01-Mar-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A special lecture on	13-Feb-2019	60

Importance of Indian Constitution for Media students in the Department of Mass Communication and Journalism, St. Joseph	1	
Workshop on National Institutional Ranking Framework	17-Jan-2019 1	2
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Continuous Review of Teaching Learning and Evaluation 2. Introduction / Formalisation of Special Lecture Series in Departments

[View File](#)

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

Plan of Action	Achievements/Outcomes
Feedback response from students, parents and other stakeholders on quality related institutional processes	The questionnaire prepared by the IQAC was given to the outgoing third year students and the parents at the Parents Meeting. Their responses were tabulated. Their suggestions will be considered in the following academic year.
Identification of Online Learning Platform	Identified Online Learning Platforms like Googlemeet, Teachmint, Coursera, edX, etc were introduced to the college teachers and students for adoption during the Covid-19 pandemic
Training for Virtual Teaching-Learning system for the teachers	Training programmes were organised with the help of the Department of Computer Science
NAAC 3rd Cycle Accreditation to be completed	Third Cycle accreditation process was completed in February, 2021
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	14-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1.1. The Institution ensures effective curriculum delivery through a well-planned and documented process. The College can but only device innovative methods as to its effective delivery. The core fundamentals are retained but the teachers constantly device novel methods of instructional techniques and strategies to improve the learning experience of the students. The familiar method of lectures is complemented by extensive use of audio-visual aids like online lectures, films and documentaries. The smart classrooms that have been

put into place by the College are a useful supplement to this step. The second step acknowledges that students are not a homogenous group but rather individuals with their own learning capacities. Students are encouraged to compulsorily participate in Student Seminars, Peer Teaching-Learning, Role Playing, Project works and Group Discussions, and Field Studies and Excursions to develop a hands-on experience of concepts and topics. The results obtained from the diverse range of methods discussed in the two preceding steps are discussed regularly at the Departmental level and at the Teacher's Council level. Student's learning is also assessed through various continuous internal evaluation process, and feedback is considered for further improvement.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	02/07/2018
BCom	Nil	02/07/2018
BSc	Nil	02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
01	02/07/2018	1011
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The audit team visited the college from November, 24 and 25, 2017. A sample of 100 students (50 Boys and 50 Girls) studying across the stream, were selected by using Random Sampling method. For the purpose of the study, a questionnaire was constructed incorporating both close ended and open-ended questions. The questions mainly cover the five criteria viz. Vision/Mission/Values, Teaching-learning/Evaluation, Infrastructure/Facilities, Current good Practises and Future Prospects. After framing the questionnaire, it was distributed among the respondents in order to collect the data. Besides this, in-depth interview was taken of few teachers to supplement the data collected from the students. The quantitative data, thus collected, were analysed with the help of tabulation and figure and qualitative data have been described systematically.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	BOTANY	35	64	35
BA	PROGRAM	216	321	181
BA	SOCIOLOGY	50	171	48
BA	POLITICAL SCIENCE	62	305	62
BA	NEPALI	50	89	48
BA	MCJ	62	140	62
BA	HISTORY	62	169	62
BA	GEOGRAPHY	40	163	38
BA	ENGLISH	62	302	62
BA	ECONOMICS	62	66	18

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1011	12	70	3	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
70	70	Nil	32	1	3

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The practice of student mentoring existed in the college for quite some time. However, in the aftermath of the NAAC Second Cycle, the college decided to formalise and institutionalise the practice. However, the college kept the mentoring practice as flexible as possible leaving on to the mentors and the mentored the scope and methods of mentoring. Therefore, the issues discussed during the mentoring sessions are varied, ranging from academics to social and career options. Further, the college does not believe that every student requires to be mentored. During student and parent orientation programmes in the beginning of each academic year, students and parents are informed of the facility in the department. The students, either singly, or in groups can approach mentor of their choice and undergo mentoring sessions. The sessions are fixed after the students and their mentors agree to a specific date and time for such mentoring sessions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2599	70	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
70	70	Nil	Nil	30

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nil	2019-2020	20/12/2019	10/02/2020
BCom	Nil	2019-2020	20/12/2019	10/02/2020
BSc	Nil	2019-2020	20/12/2019	10/02/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

There are a number of methodologies followed for the Internal assessment, which makes the system both transparent and robust. They include, among others, MCQs, written assignments and examinations, group discussions and seminar presentations, viva voce. The viva voce is conducted akin to a discussion rather than a question-answer session. Further, the learners are provided with the correct answer in that case they are unable to answer correctly. This ensures the enrichment of the learning process and also gives a fair idea to the learner of his/her performance. With respect to written assignments and evaluations the learner is supplied with their answer scripts with written comments and suggested rectifications by the teacher. The assignments and the scripts are discussed threadbare so that the learner is satisfied with the marks acquired by them. Group discussions, student seminars and workshops after field surveys, projects and excursions are usually held in the presence of at least one faculty member involved with the teaching of that particular section. It is wrapped up with the final comments of the faculty which helps the learner to contextualize and put into perspective his/her approach to the text thereby guaranteeing the transparency of the evaluation.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Calendar Committee of the College consults with the HoDs regarding their programmes for the forthcoming two semesters and prepares the calendar before the commencement of the semester. This is discussed and passed in the meeting of the Teachers Council, after due consultation with the IQAC and Principal. The calendar outlines the internal examination schedule to be followed by all Departments including the dates available to the students as 'Study Leave'. This process enables the Departments to avoid any clashes between or among different subject combinations available as per the CBCS. As per the teaching plans which are discussed and passed at the Departmental meetings, each teacher schedules and conducts their own Internal Evaluation. If there is a clash, then these are addressed through the office of the Vice-Principal (Academic) who reallocates them accordingly so that the marks/grades are submitted to the University in a time bound manner.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://sjcdarjeeling.edu.in/userfiles/file/course%20objective%20and%20outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
HONS	BA	ALL	241	220	91.2
HONS	BSc	ALL	111	97	87.38
HONS	BCom	ALL	29	23	79.3
PROGRAM	BA	NONE	173	129	74.5
PROGRAM	BSc	NONE	20	19	95.0
PROGRAM	BCom	NONE	31	29	93.54

PROF. COURSES	BBA	BBA	22	18	82.0
PROF COURSES	BCA	BCA	8	6	75.0
PG	MA	ENGLISH	8	8	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://sjcdarjeeling.edu.in/userfiles/file/Student%20survey%20report%20compressed%20\(1\).pdf](https://sjcdarjeeling.edu.in/userfiles/file/Student%20survey%20report%20compressed%20(1).pdf)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	Nill	NA	Nill	Nill
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
International Conference on Intellectual Property Rights	IQAC	05/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	ENGLISH	1	Nil
National	GEOGRAPHY	1	Nil
National	HINDI	1	Nil
International	MICROBIOLOGY	1	Nil
International	BOTANY	1	Nil
International	COMMERCE	2	Nil
International	PHYSICS	4	Nil
International	CHEMISTRY	4	Nil
International	MATHEMATICS	3	Nil
International	ZOOLOGY	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MICROBIOLOGY	1
NEPALI	2
ENGLISH	2
BOTANY	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
On Generalized Preopen Sets	Ajoy Mukharjee	Matematychni Studii	2019	0.76	St Josephs College	2
On Maximal, Minimal and Mean Open Sets	Ajoy Mukharjee	Afrika Matematika	2019	Nil	St Josephs College	8
A theoretical analysis of elastic and optical properties of half Heusler	Himangshu Joshi	Heliyon	2019	2.1	St Josephs College	15

MCoSb (MTi, Zr and Hf)						
Phase behaviour and structural properties of two members of biphenyl benzoate chiral mesogenic series	Debarghya Goswami	Liquid Crystals	2019	5.4	St Josephs College	5
Antioxidant and Cytotoxic Attributes of Paris polyphylla Smith from Sikkim Himalaya	Dawa Lhendup Lepcha, Abhijit Chhetri, and Dhani Raj Chhetri	Pharmacology Journal	2019	Nil	St Josephs college	2
Evaluation of Hydroponic Cultivation Techniques as a Supplement to Conventional Methods of Farming	Cyaria Tongden Gurung1 , Jnan Bikash Bhandari2 , Anirudra Gurung3	J. Agric. Technol.	2019	Nil	St Josephs College, Darjeeling	Nil
Electronic and optical properties of double perovskite oxide Pb ₂ ScMO ₆ (M Ta, Sb) using a first principles approach	Himanshu Joshi	Journal of Physics and Chemistry of Solids	2019	3.9	St Josephs College	3
Electronic, and thermoelectric properties	Himannangshu Joshi	Materials Research Express	2019	2.5	St Josephs College	11

of half- heusler compounds MCoSb (M Ti, Zr, Hf): A first principles study						
Synthesis, spectral p roperties, chemical d escriptors and light harvesting studies of a new bioactive azo imidazole compound	Dhiraj Brahman	Journal of Molecular Structure	2019	4.6	St Josephs College	43
A Covering Property with respect to Generalize d Preopen Sets	Ajoy Mukharjee	Boletim da Sociedade Paranaense de Matematica	2019	0.35	St Josephs College	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Electronic and optical properties of double perovskite oxide Pb ₂ ScM ₀₆ (M Ta, Sb) using a first principles approach	Himangshu Joshi et al	Journal of Physics and Chemistry of Solids	2019	108	3	St Josephs College
Synthesis, spectral characteristics	Dhiraj Brahman et al	Journal of Molecular Structure	2019	103	43	St Josephs College

ation,
quantum
mechanical
analysis
and light
harvesting
properties
of two azo
imidazole
compound

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plastic free challenge	Zero waste himalaya	2	40
A Training Program on Mushroom Cultivation	Microbiology Club And Local Community Level organisation	3	14
Mukti Quiz	Mankind in Action for Rural Growth (MARG) Mukh Band Kam Suru" (MBKS) and with Darjeeling Women Police	Nil	3
Traffic Awareness Programme	Mankind in Action for Rural Growth (MARG) Mukh Band Kam Suru" (MBKS) and with Darjeeling Women Police	1	35
Blood donation camp	The State Blood Transfusion Council, West Bengal	2	17
Social Awareness about the negative use of Plastic	Collaboration with Warnamala Pariwar and Paila, NGOs from Kalimpong	Nil	72
Meri Katha - Apki Katha	Dept. Of Sociology Mankind in Action for Rural Growth (MARG) in collaboration with	Nil	3

U.S. Consulate,
Kolkata

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	NA	Nil	Nil
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
COLLABORATIVE RESEARCH	ROYAL UNIVERSITY OF BHUTAN	MUTUAL CONTRIBUTIONS	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

200	190
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Newly Added
Class rooms	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	53699	Nill	52	12830	53751	12830
Reference Books	1110	Nill	Nill	Nill	1110	Nill
Journals	804	Nill	Nill	89760	804	89760
e-Journals	Nill	Nill	Nill	5900	Nill	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	Nill	Nill	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	122	25	0	15	40	8	34	50	0
Added	12	0	0	0	0	0	12	0	0
Total	134	25	0	15	40	8	46	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.6	13.68	27.86	26.93

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

With regards to the procedures for maintaining and utilizing physical, academic and support facilities, the system followed by the College can be divided into two parts: Planning and infrastructure process: Under this system, there are three stages. The first stage is the Teacher Council meeting which is held at frequent intervals, where the needs of the institution and faculties are assessed. Second, through the Planning Board the larger details of above mentioned needs are evaluated in collaboration with IQAC. This proposal would then be placed to the Governing Body for discussion and approval. After approval is processed from the Governing Body, the proposed ideas/planning are implemented through the functioning of different Departments and Committees. Maintenance and utilization: With regard to this system, it is to be noted that each Department has individual inventory book with relevant numbering sequence for recording all existing physical facilities i.e. computers, laptops, printers, Departmental library books, heating units, computer tables, desks, chairs, almirah and cupboards etc. The HoD is responsible for the proper maintenance and utilisation at this level. Official and administrative building also maintains record of its own assets. A separate inventory book of assets is also maintained showcasing the utilization of Government (central/state) grants such as RUSA funds. The Botany Department maintains the BOOST Register to record the list instruments bought under BOOST Programme. Maintenance and repairs of existing physical facilities are under authority and supervision of Estate Manager. The maintenance of all IT facilities, is provided by Digitech, which is a Siliguri based IT and Consultancy firm, located at Hill-cart Road, Siliguri. In this regard, the College has secured a one year contract of 'Annual Maintenance Contract' (AMC) with Digitech for the same. Mr. Ansar Ali, who is an employee of the said firm, makes his weekly visit for such maintenance and repair.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Freeship	13	100820
Financial Support from Other Sources			
a) National	various	389	Nill

b) International	NA	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	Nil	Nil	Nil
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	14	SOCIO HONS	SOCIOLOGY	NBU, OTHERS	VARIOUS
2019	10	POLSC HONS	POLITICAL SCIENCE	NBU	MA
2019	3	NEP HON	NEPALI	NBU	MA
2019	4	MCJ HONS	MCJ	NBU	MA
2019	4	HIST HONS	HISTORY	SU, NBU	MA
2019	3	GEOG HONS	GEOGRAPHY	VBU, NBU	MA

2019	10	ENG HONS	ENGLISH	NBU	MA
2019	4	ECON. HONS	ECONOMICS	NBU	MA
2019	14	BOT HONS	BOTANY	NBU	MSC
2019	8	CHEM HONS	CHEMISTRY	NBU, JU, SU, SMIT	MSC
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	7
SET	3
Civil Services	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NA	NA	Nil
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council is conceptualized as a representative structure through which students in the can structurally and meaningfully involve themselves in the affairs of the College. This is achieved through dialogical partnerships among the administration, staff and students for maximization of benefits. The size and composition of the Student Council is determined by the College which include elected student representatives of all the Departments so that the Council can function democratically. Appropriate gender representation is given priority in the election. The core committee of the Students Council consists of thirteen members headed by the Head Councillor. There is one Head Councillor (HC), two assistant Head Councillors and ten Assistant Councillors. Each Department in the College elects two class representatives - a girl and a boy - from amongst themselves. All the Class Representatives report to the Dean for the formation of Student Council. Three members - one each from NCC, NSS and AICUF are automatically nominated to form the core committee. Four Class Representatives from Arts, two from Science, two from Commerce and two from Self Finance Department are elected from among the Class Representatives. All the members then choose the thirteen members of the core committee. The first meeting is the 'Oath Taking Ceremony' convened by the Dean of Students in the presence of the Principal. The Principal addresses the Council and makes the Council aware of the duties and responsibilities. This is followed by oath

taking by all the members of the Student Council. The activities of Student Council support the aims and objectives of the Council and promote the development of the College and the welfare of its students. Our Student Council works under the Dean of Students and is involved in a wide range of activities like sports, induction programme and cultural programmes. The Head Councillor represents the student council in the IQAC of the College. This is one of the most important functions and role of the HC whereby the concerns and issues of the student body are represented and addressed in a structured manner. The Student Council volunteers and involves as many students as possible in the cultural programmes such as 'Harmony' held annually. They also play an active role in organising fund raising events both within the College and outside of it. The students can also take part in activities outside the College which has to be headed by a Councillor so as to represent the College officially. The Student Council can be considered as a bridge to communicate between the students and the administration of the college. The Council takes up the matter from within the student body to the administration and they also keep the students well informed regarding the various activities of the College. As such, the Student Council forms an integral part of the day to day live of the institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The members of the alumni have been actively supporting the development of the College by organizing projects outside the campus with the involvement of College students from various extracurricular club or units and also by participating in most of the College events. Participation of the members of the association during the Annual Graduation Day ceremony has been a regular practice in order to motivate the young outgoing graduates of the college. Similarly the support of the Alumni during the annual Cultural events and Film screening programmes has shown their concern in supporting the local Cultural richness. Support to the different departments in providing resource persons from the field of academics to civil servants and retired persons from the armed forces for Lecture series or Career counseling sessions organized by the Departments/Clubs of the institution. A major contribution has come by way of community outreach programmes by the alumni. On 12th July, 2013, the St. Joseph's College Alumni Association (SJCAA) organized a blood donation camp along with the NSS Unit and 43 units of blood was collected. The members of the St. Joseph's Alumni participated in the Graduation Ceremony of the 3rd year students held in the Campion Hall on 22nd April, 2013. On 16th August, 2014, a cleanliness drive was organized in the town along with the NCC and NSS units of the College. On 5th of June, 2015, a cleanliness drive was organized by the Alumni while they also participated in the 7th Annual graduating film screening on 15th July, 2015. On the 2nd of July, a blood donation camp was organized. Graduation Day was celebrated on the 12th of March, 2016 and the members of the Alumni attended the function to motivate the outgoing students. On 5th June, 2016, the SJCAA organized a cleanliness camp from Jorebungalow to Tiger Hill. During 23rd to 26th September, 2017, An Inter- college Badminton Tournament was organized in town Hayden Hall where seven Colleges participated. The support and participation by the SJCAA has been very encouraging and motivating for our students. On 2nd October, 2017 Swacha Bharat Abhiyan was organized from town to College campus by the SJCAA. Besides the above, the support of the alumni in providing expertise and suggestions in the development of the college infrastructure has been praiseworthy.

5.4.2 – No. of enrolled Alumni:

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5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

THREE MEETINGS HELD IN 2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College follows a system of participative management. In the Governing Body, two members from the teaching faculty, one member each from parent body and representatives of other stakeholders are included. In the administrative body, Vice-Principals, Dean of Students, Deans of Arts, Science and Commerce, Director of Self-Financing Departments, hostel Directors, Secretary of Teachers Council including Student Council Head play crucial role in formulating the policies and its execution. The structure of the administrative body is dynamic. New offices are created as and when needs arise. On administrative matters, members of the Governing Body, Principal, Vice-Principal (Administrative), Staff Welfare Committee work in tandem. Vice-Principal (Academic) assists the Principal in planning and implementing the programmes for teaching-learning and other developmental activities in consultation with IQAC. The institution practices collective and accountable decision-making at each stage of policy making -from planning, formulation, dissemination and finally towards implementation and feedback. Hence, the College follows a well-designed decentralised system of leadership, governance and management resulting in transparency, effectiveness and efficiency, which is reflective of the mission and vision of the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Transparent system with open advertisements based on Merit Special Attention and admission to the students from marginalised sections of society Freeship to the students coming from marginal sections of society
Industry Interaction / Collaboration	Select Departments work with industries for their internship programmes
Human Resource Management	Organisation of Faculty Development Programmes at the Institutional level Faculties encouraged to participate in UGC Sponsored OP and RC Programmes
Library, ICT and Physical Infrastructure / Instrumentation	Continuous upgradation of Library and ICT Facilities Establishment of Incubation and Common Instrumentation

	Centres
Research and Development	Collaborative Researches being carried out with Premier institutions both at home and abroad MoUs signed between the college and Institutions of repute for Faculty and student exchange
Examination and Evaluation	Multiple forms of CIE system adopted Schedules for CIE and term end examinations incorporated in College calendar Evaluated Assignments discussed with students
Teaching and Learning	Infrastructural improvement through adoption of ICT Institutionalisation of Special Lecture Series
Curriculum Development	Participation of faculty members in UG Board of Studies to facilitate curriculum design at the University level. Enrichment of the University curriculum through incorporation of course objectives and outcomes at the institutional level

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
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programme				
Workshop on Financial Education	70	07/09/2019	07/09/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Granting of financial advance in case of medical and other emergencies Family get together and socialization programs such as picnics and outing College Infirmary for immediate first-aid Membership of St Joseph's College Employees Cooperative Credit Society Provision of Staff Welfare Fund for marriages, deaths and other custom	Festival allowance for those who apply for. Reducing fees for the children of non teaching staff enrolled in this institution Grant of Children Education Allowance to the children of non teaching staff enrolled in institutions outside Granting of financial advance in case of medical and other emergencies Family get together and socialization programs such as picnics and outing College Infirmary for immediate first-aid Membership of St Joseph's College Employees Cooperative Credit Society Provision of Staff Welfare Fund for marriages, deaths and other customs	drinking water, infirmary, games and sports, fitness center, vehicle parking, common rooms

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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oo	0	Null
No file uploaded.		

6.4.3 – Total corpus fund generated

5000000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CISA, CISSP, ITIL FOUNDATION	No	Null
Administrative	Yes	CISA, CISSP, ITIL FOUNDATION	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Regular Parent Teacher meetings Induction meeting with parents Stakeholder Survey Participation

6.5.3 – Development programmes for support staff (at least three)

NA

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Infrastructural development Formalisation of Special lecture series Institutionalisation of Student mentoring system
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Creation of ICT Circle within IQAC to monitor the functioning of the ICT systems, giving training to newly recruited circles	Null	Null	Null	4
2019	Creation of CBCS	Null	Null	Null	4

	monitoring Team within the IQAC				
2019	A lecture on 'Politics of Field and Field Methods' by Dr.B Sundas, Professor of Sociology, Miranda House, Delhi	16/02/2019	16/02/2019	16/02/2019	80
2019	A special lecture on Importance of Indian Constitution for Media students in the Department of Mass Communication and Journalism, St. Joseph's College by Mr Samir Sharma	13/02/2019	13/02/2019	13/02/2019	60
2019	Workshop on Employability Skills Training Programme by Mr Nabin Sharma	11/02/2019	11/02/2019	20/02/2019	150
2019	Workshop on National Institutional Ranking Framework	17/01/2019	17/01/2019	17/01/2019	2
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International women's Day 2019	08/03/2019	08/03/2019	65	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Scribes for examination	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	5	5	Nil	Nil	multiple	multiple	120
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
St Josephs College Darjeeling Code of Conduct Handbook	01/07/2015	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
UNIVERSAL HUMAN VALUES AND PERSONAL TRANSFORMATION	12/05/2016	14/05/2016	187
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic Free Campus Tree Plantation in the campus Rainwater harvesting
Initiation of paperless intra-college communication Swachh Bharat Abhiyaan

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Soil and Water Analysis as an Impact-Oriented Learning Initiative The existing curriculum for the Science courses suffers from the limitations of not having lab-based experiments extendable for small scale projects and research on current topics like environmental pollution and more specifically water and soil pollution. Added to this, are the problems of skill deficiency among the students and the unavailability of proper resources in host institutions. The current practice address the following issues: (a) Provide the infrastructure

and develop skills among the students. (b) Provide hands-on investigation and analysis of water and soil quality parameters. (c) Serve as an extension of the School Outreach Programs and bridge the knowledge gap between high schools and institutes of higher learning. 2. Conscientization Towards Creation of Humane and Just Society St Joseph's College has always been a community College in the sense that it believes that education must serve the community and therein lies its relevance. One of the aims of the College has been to prepare men and women of competence, commitment, conscience and compassion. Within the limitations of the affiliating University fixed curriculum, the College has innovative measures to make its students and its 'education' to be responsible to the society and address its concerns. This led to the formation of Youth Against Trafficking (YAT), on 15th June, 2016 with the objective to spread awareness amongst the students and the community at large about the social evils of human trafficking, instill vigilance, sensitize vis-à-vis the possible victims and try to curb its increase.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://sjcdarjeeling.edu.in/userfiles/file/NAAC/WBCOGN10558.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Vision: "Men and Women for Others." Rooted in the Ignatian Charism of forming 'men and women for others', St Joseph's College, Darjeeling strives towards fostering academic excellence and promotion of a humane society. The College believes in providing the highest standard of teaching and learning. To achieve this St Joseph's College has recruited well-qualified teachers, who have not only proved their dedication in the academic lives of students, but have also contributed in the holistic growth of students through activities that extend beyond the classroom. The teachers have always endeavoured to cultivate in students, a love for learning and critical inquiry. In this regard the College is a proud participant in the Unnat Bharat Abhiyan since 2018 which aims at 'transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India'. The aim here is to connect meaningfully the various institutions of higher education, including Indian Institutes of Technology (IITs), National Institutes of Technology (NITs) and Indian Institutes of Science Education Research (IISERs) with local rural communities to address the development challenges through the employment of appropriate technologies. The simple but effective formula here is to not only identify problems but also to propose and implement solutions through a broad based network of academic institutions, local self government, and panchayats. Student participation, through leadership of faculty, is central to the realisation of this project. In this regard, the College has adopted five villages for Unnat Bharat Abhiyan where our students work with the people of rural villages in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. This has created a virtuous cycle between society and an inclusive academic system by providing knowledge and practices to our students and to upgrade the capabilities in responding to the development needs of rural sector. Students learn the concepts and applications of research methodology including data interpretation and contextual analysis. This is then used to generate development plans tailored for the specific location in consultation with the community and panchayats. This project has successfully fostered a new dialogue within the larger community on crucial issues of science, society and the environment and to develop a sense of dignity and collective destiny. Alternatively, the participation of the students has promoted academic quality and excellence

while providing an enriching and vibrant learning environment for them. Through group activities involving travel to collect household data and village surveys, a sense of belonging and camaraderie to the College is cultivated. This has encouraged individuals to assist one another in their journey of self-discovery. St Joseph's College believes in building 'men and women for others', men and women who will have the ability to transform people and the society. The College, through its participation in this ambitious program has highlighted the importance of being humane rather than just being a human.

Provide the weblink of the institution

<https://www.sjcdarjeeling.edu.in/vision-mission-value.php>

8.Future Plans of Actions for Next Academic Year

FUTURE PLAN • To make the CommonInstrumentation Centre and the Incubation center of the college vibrant research centers • To introduce Post Graduate courses in select disciplines based on the outcome of the Stakeholder Survey • To ensure Academic Quality in Higher Education. • To ensure access and equity to all deserving and meritorious students with a preference for the poor and marginalized sections irrespective of caste and creed. • To strive for intellectual endeavor that facilitates collaboration, problem solving, critical and creative thinking through diverse teaching-learning processes and methods. • To promote pluricultural values aimed at the integration of all stakeholders in the campus. • To nurture leadership qualities among the students to become agents of social change. • To collaborate and network with institutions of higher learning and other agencies for expansion and promotion of quality education. • To contribute to the well-being of the nation and its people in the spirit of Sursum Corda (Lift up your Hearts), the motto of the College.