

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

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

Singamari

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

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

1.4 Website address:

Web-link of the AQAR:

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

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

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	<input type="text"/>
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>)	<input type="text"/>
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="05"/>				
2.11 No. of meetings with various stakeholders: Faculty	<input type="text" value="02"/>	Non-Teaching Staff	<input type="text" value="1"/>		
Students	<input type="text" value="1"/>	Alumni	<input type="text" value="01"/>	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

- Planning the annual academic calendar of the college
- Planning and organising trainings, workshops and seminars in the college
- Planning teaching-learning innovation and mentorship programmes
- Initiation of Special Lecture series in each department
- Supporting staff in the preparation of research proposals
- Coordinating with all stakeholders of the institution
- Aiding and Advising college administration in terms of infrastructure up gradation
- Initiating research collaborations and MoUs with other institutes

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
Improvement of infrastructural facilities in the college	<ul style="list-style-type: none"> Establishment of a full- fledged research centre with workstation and research facilities at the verge of completion. New science block with advance ICT enabled rooms and labs Addition of two new multipurpose halls. Addition of one new conference hall Instrumentation centre for collective experimental research by science departments. 11 new smart class rooms have been added using RUSA fund
Staff Development Programmes	<ul style="list-style-type: none"> Teachers have been participating in Orientation and Refresher courses (with 5 faculties availing the benefit in the academic year). They have also been attending workshop on value education and research methodologies. Mr Balaram Sapkota and Fr Binay Xavier Kandulna attended NSS training programme at Academic Staff College, North Bengal University in July 2018. Hands-on training on the use of Smart Board for the teaching staff was held on 16th March 2018. Mr Evan Moktan and Ms Anita Sarki attended a training programme on GST organised by the Officers of the Department of Commercial Taxes for the implementation of GST under IFMS system on 20-09-2017 at the conference hall of the office District Magistrate, Darjeeling.
Research and Dissemination	<ul style="list-style-type: none"> Faculties have contributed significantly to research outcome (with the publication of 4 books and 18 research papers; and presentation of 9 papers in seminars/conferences)
Education for the disadvantaged and the marginalised	<ul style="list-style-type: none"> Priority given to the students of the marginalised section of society during admissions Free-ship to economically disadvantaged students
International research collaboration	<ul style="list-style-type: none"> The College is on the verge of completion of a major joint research venture with Royal University of Bhutan
Social Outreach Programmes	<ul style="list-style-type: none"> 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, and DLR Prerna
Innovation and Teaching and Learning	<ul style="list-style-type: none"> Special Lecture Series introduced in all departments with Political Science Department introducing its Special Lecture Flagship Programme. The special lectures organised during the year were: “Economic Rise of China: Political Implications for the World Order” by Ms Prekshashree Chettri Ph. D. Research Scholar, Centre for European Studies , School of International Relations, Jawaharlal Nehru University; organised by the Dept of Political Science on 22nd November 2017. “Basic Concepts of Oncology and Immunology” by Prof. Prahlad Parajuli, Dept of Neurosurgery, Wayne State University, School of Medicine, Detroit Michigan organised by the Dept of Zoology on 23rd February 2018.

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			01	
UG	14		06	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				01
Total	14		07	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
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.

NIL

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.

29

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

3

5

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	02	
Presented papers	04	02	
Resource Persons		06	0

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

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

231

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

Various examinations/evaluations undertaken:

- Continuous evaluation is carried out throughout the year through regular weekly tests and assignments.
- Student seminars.

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

3		
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2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise distribution of pass percentage :

Sl. No	Subject	No. of students Appeared	I -Div	II- Div	P-Div	Failed	Pass (in %)
B.A. (Hons)							
1	Economics	04	01	02	-	01	75
2	English	30	-	28	-	02	93
3	Geography	15	-	14	-	01	93
4	History	30	-	29	01	-	100
5	Mass Com.	27	02	25	-	-	100
6	Nepali	09	-	04	04	01	96
7	Political Science	36	02	34	-	-	100
8	Sociology	33	01	32	-	-	100
B.Sc. (Hons)							
1	Botany	13	01	09	-	03	76
2	Chemistry	03	01	02	-	-	100
3	Computer Science	04	01	03	-	-	100
4	Mathematics	01	-	01	-	-	100
5	Microbiology	15	04	07	-	04	73
6	Physics	11	02	07	-	02	81
7	Zoology	17	06	11	-	-	100
B.com. (Hons)							
	Accountancy	32	03	28	-	01	96
M.A. English							
	M.A.	25	-	22		3	88
Professional Courses							
	BBA	26	1	16		9	65
	BCA	15	3	12		-	100
B.A./B.Sc./B.Com (General)							
	B.A.	74	-	08	38	28	62
	B.Sc.	01	-	01	-	-	100
	B.Com.	24	-	11	13	-	100
	Total	421	28(6.65%)	306(72.68%)	56(13%)	55(13%)	87%

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

- The IQAC convenes a meeting at the end (during March-April) and beginning of the session (during May-June) every year to evaluate the teaching learning processes. The Annual meeting of the IQAC for 2016-17 was convened in the last week of March wherein all departments were asked to submit their annual reports and an assessment of the students' performance in the year-end selection examination, conducted in December was done.
- The IQAC, in its meeting with the HOD's of all departments, have suggested that the departments should organize workshops and seminars as well as educational tours and excursions annually. Further, the IQAC encouraged and facilitated the practice of special lectures in different departments to enhance the quality of teaching-learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	8
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	09	00	00	05
Technical Staff*	15	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. Establishment of a separate Research Centre with computers, research manuals, Workstation, etc underway.
- ii. Facilitating faculties to prepare research projects and research papers for submission/presentation.
- iii. The “Special Lecture Series”, a flagship program of the Political Science department is an initiative with the aim of exposing our students to the latest in research in the Social Sciences.
- iv. Initiation of Inter-disciplinary Journal. The IQAC has been pursuing for the RNI and the ISSN number for the college journal.
- v. Centralised instrumentation centre to have collaborative research comprising all the science departments.
- vi. Special Computer laboratory for department of commerce for conducting research by faculties and students.
- vii. Student seminar and field work studies on relevant socio-economic, political and scientific issues.
- viii. Conducting National seminars and workshop
- ix. Technical and financial support was provided to encourage interaction between industry and academia.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	NA	NA	NA
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	10	
Non-Peer Review Journals			
e-Journals			
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. Chapters in Edited Books

ii) Without ISBN No.

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)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number		NA	NA	NA	01
Sponsoring agencies		NA	NA	NA	NA

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

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	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

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	NA	NA	NA	NA	NA

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

01

03

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="01"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="23"/>
NCC	<input type="text" value="03"/>	NSS	<input type="text" value="05"/>
		Any other	<input type="text" value="10"/>

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

- Organised awareness campaign on Blood Donation in collaboration with DL Purna on 23th November 2017 and on 24th November 107 students donated blood.
- Observed International Day of the Girl Child/Participated in the campaign “RUN for a CAUSE” Stop Violence against Women and Children to create awareness among the local people on 11th October 2017.
- World Anti Aid campaign was observed on 1st December 2017 by the students.
- The College hosted the National Tobacco Control Programme through cultural Competition organised by Department of Health and Family Welfare (Darjeeling Subdivision) in association with National Tobacco Control Programme on 16th December 2017.
- Three groups from the Department of Mass Communication and Journalism won 2nd and 3rd prizes and an appreciation prize and certificate in the Short Film Festival (District Level) organised by Darjeeling District Library during the Annual Book Fair on March 2, 2018 at Mirik, Darjeeling.
- Miss Laxmi Yadav participated and was adjudged the 2nd best competitors in the group Creative Writing on the theme ‘cultural campaign against tobacco consumption’ organised by Department of Health and Family Welfare (Darjeeling Subdivision) held in the month of November 2017.
- The 2nd and 3rd year students from the Dept of Geography went for an excursion-cum field trip to Pokhra and Kathmandu from 18 to 24th December, 2017.
- The 3rd year students from the Dept of Sociology went for field trip in different Wards/Panchayat in Darjeeling from 15 to 23 December, 2017.

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	6.88 acre			
Class rooms	52	10		
Laboratories	12	03		
Seminar Halls	4			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		0		
Value of the equipment purchased during the year (Rs. in Lakhs)		640169		
Others				

4.2 Computerization of administration and library

- Entire administrative work and library are fully computerised.
- The library collection is being automated through SOUL 2.0 software to enable searching facility through OPAC (Online Public Access Catalogue) and being bar-coded for computer-aided circulation. 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	51321		1249	669362	51900	669362.00
Reference Books	1100		0		1100	
e-Books	313500		0		313500	
Journals	36		18	42699	36	42699.00
e-Journals	6000		0		6000	
Digital Database	1				1	
CD & Video						
Others (specify)						

* N-LIST subscription fees paid for the year 2017-18 = Rs. 5900/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78	40	10			10	18	
Added	93	59	9			7	18	
Total	171	99	19			17	36	

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

- Teachers were given hands-on training to use multimedia based teaching with smart class facilities.
- The College prospectus can be downloaded through the internet once the admission process begins. The merit list of selected candidates for admissions is posted in the College website.
- The Library has internet facility for the staff and students with 11 desktop computers.
- 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	914297.00
iii) Equipments	68000.00
iv) Others (Financial Support to 17 Stds)	222610.00
Total :	1204907.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC coordinates with the alumni to sponsor the economically weak academically meritorious students.
- Socially and economically backward students were provided free-ship by the college
- 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.
- 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.
- The College has dedicated staff members who are members of different clubs like the Career Guidance Cell, Women Empowerment and Women Anti-Harassment Cell, Anti-Ragging Committee, Disciplinary and Students' Welfare Committee. They provide support to students by establishing the right ambience for learning in and around the campus.

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 were 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
2037	19	-	-

(b) No. of students outside the state

40

(c) No. of international students

11

Men	No	%	Women	No	%
	4	45.5		6	54.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1044	136	770	356	0	2306	950	140	673	293	03	2056

Demand ratio

1:4

Dropout %

8.14%

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

- Each department supports the respective departmental students for competitive examinations informally. The department purchases subject books for the departmental library, meant for competitive exams and lend it to the student for reference purposes.
- For career guidance and general interest of the students, the College General library has subscribed periodicals as well as newspapers and journals for competitive exams.

No. of students beneficiaries

*

* Currently there is no progression tracking system in place.

5.5 No. of students qualified in these examinations

NET	03	SET/SLET	03	GATE		CAT	
IAS/IPS etc		State PSC	5	UPSC		Others	

5.6 Details of student counselling and career guidance

- Three career counselling sessions were conducted in the college during the year with local resource support

No. of students benefitted

154

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
NA	NA	NA	15

5.8 Details of gender sensitization programmes

- NSS in association with local NGO organised programme on Human Trafficking
- NSS unit visit to Kripa Saran: An orphanage for girls run by Buddhist Monks in Darjeeling
- Dept. of Mass communication and Journalism organised Public Relations Campaign with the theme STOP VIOLENCE AGAINST WOMEN in association with local NGO MARG

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	17	Rs.222610
Financial support from government	The Government of West Bengal disburses financial support to students online via the Ministry website. Tracking of the student beneficiaries by the college is not done.	
Financial support from other sources		
Number of students who received International/ National recognitions	NA	NA

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:

Absence of Efficient Internet facility: The students complain of the lack of proper and uninterrupted internet facility. The College installed Wi-Fi facilities with the help of Reliance JIO. Free and uninterrupted internet have been made available to all students and faculty. However, the problem still persists because of connectivity issues in the hills.

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

- 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, 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.

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. Special Lecture series introduced
- vii. Peer Teaching , student seminars, field tours continued
- viii. Production of updated textbooks initiated

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.
- Research Centre is near completion
- Additional Conference Hall is near completion

6.3.5 Library, ICT and physical infrastructure / instrumentation

- No of volumes in library increased from 51400 to 51, 900.
- 4 International journals and 32 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 has 12 modern smart class rooms
- Construction of new canteen for staffs and students has been completed.
- Construction of guest house that can accommodate 16 people has been completed.
- Research centre is near completion
- New conference hall is near completion

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 in place.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- The 2nd and 3rd year students from the Dept of Geography went for an excursion-cum field trip to Pokhra and Kathmandu from 18 to 24th December, 2017.
- The 3rd year students from the Dept of Sociology went for field trip in different Wards/Panchayat in Darjeeling from 15 to 23 December, 2017.

6.3.9 Admission of Students

- i. 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.
- ii. Reservation policy for SC, ST and OBC candidates in regards to admission has also been strictly followed.
- iii. Payment of admission fees has also been made through online process.
- iv. Regular tuition fees have been paid through UCO Bank, Singamari branch, North Point, Darjeeling by the students.
- v. College gives priority admission to the students coming from socially and economically disadvantaged section of society.

6.4 Welfare Schemes for students

Students	<ul style="list-style-type: none">• 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.• Strong elected students' council under the patron-ship of the dean of students' welfare to cater to the welfare of the students
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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	No	NA	Yes	Academic Council constituted by the Principal
Administrative	No	NA	Yes	

6.8 Does the University/ Autonomous College declare 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?

None, so far and since St. Joseph's College is an affiliated college under the University of North Bengal, it follows the guidelines of the University for any kind of reform in the Examination system.

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

NONE

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.
- Alumni also organises career guidance sessions with the students

6.12 Activities and support from the Parent – Teacher Association

- Parents actively participated in the Induction Programme for the Honours and General students held immediately after the admissions
- They also actively participated during the Orientation Programme conducted after admission by respective departments of the college
- All parents and guardians 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 ragging activities or any other misconduct within the college premises.
- The parents along with their wards have duly signed and provided the authorities with the Anti-ragging affidavits.

6.13 Development programmes for support staff

- Basic skills on computer office management

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 the 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 to ensure growth and survival of saplings.
- Clean drive programme and solid waste management programme has also been initiated within and outside the campus.
- Use of LED bulbs throughout the campus has been initiated.

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 at the local and national level.
- Transparency due to the online admission process has allowed 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.
- Social Inclusion.
- 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. Inclusion of parents in the orientation programmes at the departmental level where they too are made aware of the 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) 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.
- The number of teachers participating in national and international seminar within and outside the country has considerably increased.
- Continuous decentralisation of governance and improvement of physical infrastructure are creating positive mind set among the teachers and students and improving 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
Improvement of infrastructural facilities in the college	<ul style="list-style-type: none"> • Establishment of a full- fledged research centre with workstation and research facilities at the verge of completion. • New science block with advance ICT enabled rooms and labs • Addition of two new multipurpose halls. • Addition of one new conference hall • Instrumentation centre for collective experimental research by science departments. • 11 new smart class rooms have been added using RUSA fund
Staff Development Programmes	<ul style="list-style-type: none"> • Teachers have been participating in Orientation and Refresher courses (with 5 faculties availing the benefit in the academic year). They have also been attending workshop on value education and research methodologies. • Mr Balam Sapkota and Fr Binay Xavier Kandulna attended NSS training programme at Academic Staff College, North Bengal University in July 2018. • Hands-on training on the use of Smart Board for the teaching staff was held on 16th March 2018. • Mr Evan Muktan and Ms Anita Sarki attended a training programme on GST organised by the Officers of the Department of Commercial Taxes for the implementation of GST under IFMS system on 20-09-2017 at the conference hall of the office District Magistrate, Darjeeling.
Research and Dissemination	<ul style="list-style-type: none"> • Faculties have contributed significantly to research outcome (with the publication of 4 books and 18 research papers; and presentation of 9 papers in seminars/conferences)
Education for the disadvantaged and the marginalised	<ul style="list-style-type: none"> • Priority given to the students of the marginalised section of society during admissions • Free-ship to economically disadvantaged students
International research collaboration	<ul style="list-style-type: none"> • The College is on the verge of completion of a major joint research venture with Royal University of Bhutan
Social Outreach Programmes	<ul style="list-style-type: none"> • 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, and DLR Prerna
Innovation and Teaching and Learning	<ul style="list-style-type: none"> • Special Lecture Series introduced in all departments with Political Science Department introducing its Special Lecture Flagship Programme. The special lectures organised during the year were: • “Economic Rise of China: Political Implications for the World Order” by Ms Prekshashree Chettri Ph. D. Research Scholar, Centre for European Studies , School of International Relations, Jawaharlal Nehru University; organised by the Dept of Political Science on 22nd November 2017. • “Basic Concepts of Oncology and Immunology” by Prof. Prahlad Parajuli, Dept of Neurosurgery, Wayne State University, School of Medicine, Detroit Michigan organised by the Dept of Zoology on 23rd February 2018.

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

Best Practice -1: Title of the Practice:

“Research for Enrichment of Teaching”

Goal: To Promote Teaching-Research Linkage

Context: In the age of the relentless wheel of change, it is necessary to keep in pace and update the intellectual calibre of the faculty. Furthermore the idea of research has remained remote to the students. Thus, there is a need to both instil in faculty that continuous updating through research is a must; and in students, that research is to promote critical thinking and understand it as a concept in everyday use; and then to make both teaching and learning both fun and enriching.

Problems Encountered: Teachers are burdened with so much that time for innovative thinking and research has been limited by the constraints of time. Furthermore, there is no adequate resource to support researches involving students.

Resources Required: A corpus fund for research and field studies. Further, there is a need to recruit more teaching staff to reduce the burden of classes so as to ease the process of research-based teaching.

Activities: The college has initiated to collaborate with other institutions and universities in India and abroad. It committed itself to arrange for interface among the institutions, industries and the public to take up research. It provided suitable support to publish quality research articles in reputed peer reviewed national and international journals, edit study materials for the prescribed syllabus and author books of high originality. The college also initiated to provide seed money for research activities.

Evidence of Success: A large number of students are seen to make seminar presentations in classrooms. There is also a jump in number of participation in seminars and conferences by faculties. Both number and quality of publications has multiplied manifold. Students’ attendance in classroom has improved significantly.

Best Practice-2: Title of the Practice:

“Know and Serve Your Community”

Goal: Help the Students know their own community and instil a sense of belonging and the need to serve it.

Context: Guided by the Ignatian Pedagogical Paradigm, Jesuit education believes in helping the students grow as responsible men and women for others, with the capacity to lead, It 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 endeavours to encourage and facilitate the students to go back to the community, study the community, know the community and finally serve the community that nourishes them. This is in keeping with the idea to assist and facilitate wholesome development of an 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; and finally, to set forth the institution as an agency of social/community development and social justice.

Problems Encountered: The students are initially hesitant to go to the villages. The expectations of the community from the youths visiting the community has been another problem. Further, these programmes could not be run in a regular basis owing to the twin constraints of time and financial resources.

Resources Required: First and foremost is the resource in terms of motivation sessions for the students towards community service. Secondly, time and financial resources need to be mobilised.

Activities: The college, towards the implementation of this practice, motivated students to engage in activities like cleaning drives, visits to orphanages and old-age homes, anti-tobacco campaigns, blood donation camps, among others.

Evidence of Success: The growing number of students enrolling for such community activities, students mobilising funds for the treatment of kidney and cancer patients from the community, students donating clothes and foodstuffs for orphanages, and citing community examples in discrete classroom textbook issues are some evidences of success of the initiative.

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

7.4 Contribution to environmental awareness / protection

- The 2nd and 3rd year students of the Department of Botany volunteered for the Clean Drive of Trek Route of Singalila National Park organized by WWF.
- Nature Club has come out with four issues of Hareet Wall Magazine to spread environmental awareness among students. They have 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.
- 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.
- 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.
- Cleaning of the tourist destination-Tiger Hill by the Nature Club, NCC and NSS volunteers.

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOT analysis

Strengths

- **Teaching Quality:** Qualified and dedicated set of faculty;
- **Academic Environment:** Sound academic environment for both faculty and students ;
- **Team Effort:** Facilitates team work of the management, teachers and students in the matters of the institution;
- **Building Relationships:** Excellent student-teacher/teacher-students rapport;
- **Multifaceted Approach:** Maximum focus on academic activities, multidisciplinary outreach programmes, field-based activities, co- curricular activities both at departmental level as well as at the institutional level;
- **Green Campus:** Clean and green campus that is environmentally conscious;
- **Gender-Sensitivity:** Active Women's Cell and strict implementation of anti-harassment measures
- **Audio-Visual Aids:** ICT enabled teaching-learning facilities;
- **Attendance:** Strong monitoring on the attendance of the students and staff;
- **Student Guidance:** Continuous assessment of students through unit tests, seminar presentations, assignments, field based activities etc;
- **Library Facilities:** Availability and accessibility of books both at the central institutional library and respective departmental libraries along with soft-copies of major works for easy access;
- **Social Outreach:** Pervasive outreach programs through NSS, AICUF and NCC.
- **Sporting Facilities:** For all round development of the students the college facilitates and offers excellent facilities leading to inter-college, university, district and state level participation by the students;
- **Infrastructure:** Adequate physical-infrastructure at institutional level;
- **Expression:** Adequate opportunities for the students to express aspirations (both cultural and emotional), grievances and suggestions through feed-back system;
- **Student Mentoring:** Need based student mentoring system in the respective Departments.
- **Distinguished Alumni:** The college has an unmatched historical legacy of 90 years which has produced many individuals excelling in the arts, culture, literature, politics and civil services
- **Residence Facilities:** Hostel facilities for boys and girls (separately) generates a spirit of belonging and inculcates a sense of responsibility and comradeship to students
- **Differently Abled:** Ground floor of the main college building is differently-abled friendly
- **College Website:** The website is well organised and contains all the relevant information needed to students, parents and other stakeholders. All major events, programs and seminars are regularly updated in the website.
- **Scholarships and Financial Aids:** Deserving students are provided with financial aids, merit-based scholarships and other scholarships to economically deprived and needy students.
- **Decentralised Administration.**
- **Strong elected students' council for student welfare.**

Weakness

- **Limited Multidisciplinary courses** – scope and demand for addition
- **Absence of Vocational Courses** – scope and demand for addition
- **Less Number of Professional Courses** – scope and demand for addition
- **Exchange Programmes:** Limited inter-departmental faculty and student exchange program
- **Weak Industry Linkage:** Due to geographical terrain limited exposure to industrial skill building opportunities

Opportunities

- Excellent academic environment
- Research and Innovation
- Collaboration with other colleges and universities (National and International)
- As a nodal centre for Sub-Himalayan studies (climatic, geological, and environmental).
- As a nodal centre for border trade and policy studies.
- As a nodal centre for strategic and area studies.
- Hydro-based energy and tourism studies.
- Extension centre for studies on medicinal plants and ayurveda under AYUSH.
- Possibility of going completely solar in terms of energy use

Threats

- Lack of autonomy to introduce demand-friendly courses
- Inadequate fund for research.
- College being located in a hill station has inadequate infrastructural facilities in view of growing demand.

8. Plans of institution for next year

The college has planned a number of steps to make the teaching-learning more interesting during the Academic Session 2018-19.

1. Welcome a broad spectrum of students, with diverse social conditions, cultures, abilities, identities, languages and values and promote their success through equitably provided academic programme and instructional methods.
2. Create and assess evidence-based standards for innovative, interdisciplinary learning strategies across all programmes.
3. Teacher will deliver lectures with ICT facilities like showing Power Point Presentations, or relevant and appropriate study videos.
4. 360 degree Feedback facility will be provided in the College website for the students, faculty, Alumni/ae, Parents, Other stake-holders.
5. Engage proactively with students, faculty and staff to learn from multiple perspectives, provide academic support, and advance career preparation.
6. Equip students with relevant success skills, such as leadership, communication, critical thinking, creative problem-solving, personal responsibility and management skills.
7. Construction of Pit for drainage of Acid and toxic waste for the Chemistry Department.
8. Relocation of Science Stream to a new building for more conducive teaching-learning experiences, with more upgraded laboratory and infrastructural facilities, better inter-disciplinary generation and dissemination of knowledge across disciplines.

Name: *Dr, Padam Nepal*



Signature of the Coordinator, IQAC

Name: *Fr. Dr. Donatus Kujur, SJ*

Principal

Signature of the Chairperson, IQAC
