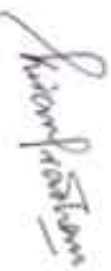




Objective	Description of Action steps	Responsibility	Timeline	Desired outcome
The process of International research collaboration with SAARC countries in general and Bhutan, Nepal and Bangladesh in particular will be strengthened.	Prepare and outline programmes for collaboration.	IQAC and Research Cell	Throughout the academic year	Collaboration and networking
Students' seminars in all departments to be encouraged.	Each department to initiate the process of organising student seminars.	HO/D of all Departments	Throughout the academic year	Development of orational skills of students, self-esteem, enhancement of knowledge base and confidence building.
Each department shall organize State/National level seminar, conference or workshops.	Broad areas/topic are suggested to the Departments and encouraged to apply for funds, etc.	Each Department	February-March	Generation and dissemination of knowledge; inculcate and enhance research activities of faculty members.
The teachers shall be encouraged to submit major and minor research project proposals to various funding agencies, and also to undertake collaborative research at National and International level.	Funding agencies will be displayed. Links to web pages of various Agencies such as NAAC, ICSSR, Dept of Higher Education, UGC, DST, etc to be displayed.	IQAC and Research Cell	Oct-Nov	Knowledge creation and dissemination; inculcate and enhance research activities of faculty members.
Procurement of laboratory equipments, books, journals, e-book etc.	Budget will be prepared based on the available resources. Seek financial assistance from agencies	Planning Board	Beginning of the academic year	To enhance quality of education and encourage faculty to undertake research-oriented activities.
To provide scholarship to the needy students.	Invite application for financial assistance from the student. Sensitize student about the scholarship schemes	From the scholarship fund created by the college	Beginning of the academic year	The disadvantaged too avails equal opportunity towards Higher Education
The college will conduct mentoring and remedial courses for educationally disadvantaged students.	Diagnose learning difficulties. Support will be provided by the C. Teacher	IQAC/ Vice-Principal Administrative	Throughout the year	Additional help to students who have fallen behind the rest of the class and support slow learners

  
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Objective	Description of Action steps	Responsibility	Timeline	Desired outcome
The college will support advanced learners and concentrate on enhancing aspects like knowledge, attitude and skill.	<ul style="list-style-type: none"> <li>• Identification of advanced learners</li> <li>• Support will be provided by the teacher</li> </ul>	Department	Throughout the year	Career to individual learning through mentoring sessions.
Students of the college associated with NSS, Nature club and Environment cell will be motivated to organize programme of social, Environmental and Health and Hygiene awareness	Different Committees prepare plan of action and these will be indicated in the Academic Calendar	Different Clubs of the college	Throughout the year	Create environmental awareness, Community service
Career guidance, placement services and students welfare schemes shall be provided to the students.	Prominent people from different career fields will be invited to talk on career guidance. Invite industrial linkage	Career Counselling Cell.	Throughout the year	Enable the students to choose a better career and prepare for their future.
Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and mementoes.	Meritorious students will be honoured with medal in the Annual college function	Committees of the college	College Day	This will result in strengthening of healthy and positive environment essential for effective teaching-learning process and provide incentives to students to perform better.
Initiate Student Exchange Programmes	Departmental HOD's to be involved in collaborating with sister institutions and initiate the process.	Principal and HOD's of Departments	Throughout the year	Expose the students and teachers to different teaching-learning environments.

  
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## Report on Action Taken

[Academic Year: 2015-16]

To implement the decisions taken by the IQAC members, the following actions were taken:

Decisions	Action Taken
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.
Documentation of the various programmes/activities of the college	The various committees prepared the annual schedule for activities to be implemented. These activities were mentioned in the academic calendar and were implemented throughout the academic year. At the end of each activity, the committees carried out a self-evaluation and their proceedings have been recorded.
Prepare Annual Quality Assurance Report of the college based on NAAC on the prescribed format	The IQAC coordinator prepared AQAR for the year 2015-16 as per the NAAC format and submitted to NAAC.
Develop and maintain the institutional database through MIS	Institutional database is being maintained by the office staff.
Enable learners communicate effectively and improve their standard competence in language	The Department of English prepared modules for Communicative English and were subsequently implemented. The successful candidates were awarded certificates.
Increase ICT in teaching, learning and assessment.	All members of faculty have been instructed to make optimum use of the ICT facilities provided by the College.
Organize Faculty Development programme for teaching as well as non-teaching staff.	Four members of the teaching faculty attended Orientation Programmes while four members attended Refresher Courses. Six members attended workshops.
The process of International research collaboration with Bhutan, Nepal and Bangladesh will be strengthened. Each department shall organize State/National level seminar, conference.	<p>Collaboration and networking with the University of Bhutan has been initiated.</p> <ul style="list-style-type: none"> <li>An ICSSR sponsored Seminar on "India in the Emerging International Order" was held from 2<sup>nd</sup> to 4<sup>th</sup> November, 2015 by the College.</li> <li>A National Seminar on "Global Climate Change and Its Impacts on Floral, Faunal and Microbial Biodiversity" was organised by the Department of Botany from the 26<sup>th</sup> to 28<sup>th</sup> June, 2015.</li> <li>A workshop on the study of ecosystem was organised by the Management Club on the 22<sup>nd</sup> of July, 2015.</li> <li>A one-day workshop on Simulation (Business Operations) was organised by the BBA and Mass Communication and Journalism Departments on October, 15, 2015.</li> </ul>

*Kiran Pradhan*

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Decisions	Action Taken
Procurement of laboratory equipments, book and journals, e-book etc	310 new books at a total cost of Rs. 1,74,103/- were procured and 21 Journals were subscribed at a cost of Rs. 44930/-
To provide scholarship to the needy students	Rs. 171,695/- was provide to financially weak students of the College from the College's own funds to further their education.
The college will conduct mentoring and remedial courses for educationally disadvantaged students.	The different departments have given remedial coaching to 128 students in the academic year 2015-16.
The college will support the advanced learners and concentrate on enhancing aspects like knowledge, attitude and skill	The heads of the departments were asked to provide names of advanced learners' individual learning.
Students of the college associated with NSS, Nature club and Environment cell will be motivated to organize programme of social, Environmental and Health and Hygiene awareness	<ul style="list-style-type: none"> <li>• NSS unit of the college took part in the Swachh-Bharat Abhiyan to make Darjeeling clean.</li> <li>• NSS students participated in the Cleanliness Campaign in the area of Cricket Bazar and Golai Bazar, Lebong.</li> <li>• The NSS Unit of the college cleaned the drains from Govt. College to Singamari and whitewashed road side wall of the college on 2<sup>nd</sup> October, 2015 as part of the Swachh Bharat Movement.</li> <li>• The 1st year students from the Department of Political Science took part in the Human-Wildlife Conflict Project, a joint Project of St. Joseph's College and DLR-Prerna and WWF data collection at Rambji Forest Village on Saturday, 18<sup>th</sup> of September, 2015.</li> <li>• The Management Club organized a workshop on the study of ecosystem where Mrs. Sweata Rai (Assistant Director, West Bengal Forest School, Dow Hill) was the resource person on 22nd July, 2015.</li> <li>• The World Environment Day was observed on June 15, 2015 by planting about 150 saplings in the college campus.</li> </ul>
Career guidance, placement services and students welfare schemes shall be provided to the students.	Career counselling sessions and workshops have been organised
Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and mementoes.	Meritorious students in academics and co-curricular activities were honoured with medals in the Annual College Day function.
Initiate Student Exchange Programmes	<ul style="list-style-type: none"> <li>• Student Exchange Programme between Dept. of Economic, St. Joseph's College and Dept. of Economics, Jaipur St. Xavier's College, Jaipur was held at St. Joseph's College from 24th to 30th November, 2015.</li> <li>• Student Exchange Programme between Dept. of Economic, St. Joseph's College and Dept. of Economics, Jaipur St. Xavier's College, Jaipur was held at Jaipur from 4th to 10th August, 2015.</li> </ul>

*Sriampratham*


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### Outcome Achieved at the end of the Academic Period 2015-16

- The teaching learning process is continuously being restructured at the departmental level based on the feedbacks.
- Based on the self-evaluation corrective action plans are being generated which has led to better and smoother conduction of the activities/programmes.
- The College database has been strengthened and data retrieval pertaining to enrolments, maintenance, infrastructural expenditures, etc.
- The Communicative English classes have boosted the confidence and self-esteem of the students as per the feedback received from them.
- The amalgamation of ICT with regular teaching methods has resulted into better delivery of subject topics. The students have been found to be more receptive than earlier.
- Four members of the teaching faculty attended Orientation courses, four members attended Refresher courses and six members have attended workshops. Members of the Faculties have been continuously kept themselves updated on the recent research trends and teaching pedagogies.
- The National Seminar organised by the Botany Department and the Workshop organised by the Management Club were themed on Environment and the Ecosystem, a major thrust area direly needed to be researched on in the Darjeeling Himalayas in the present day scenario. The students and the research community have been benefited a lot from the exposure.
- The collaboration and networking with the Royal University of Bhutan will open up new avenues for research for social sciences and exploration in the study of biodiversity conservation and medicinal plants.
- Apart from the procurement of new books and journals, the General Library has also subscribed to N-LIST for e-books which are now readily available in the Library.
- 21 students belonging to the financially weaker sections have been given financial assistance from the funds generated by the College.
- With the participation of quite a number of students in the cleanliness drives and aforestation programmes across the Darjeeling town and the adjoining areas, the College has been able to help the Society through its extension programmes.
- The Student Exchange Programmes between the Department of Economics and the Department of Economics, Jaipur St. Xavier's College have made quite an impact on the overall confidence of the students.

  
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