

## Plan of Action

[Academic year 2016-17]

Objective	Description of Action steps	Responsibility	Timeline	Desired outcome
To arrange feedback response from students, parents and other stakeholders on quality related institutional processes	Questionnaire prepared by the college will be given to the stakeholders	IQAC	At the end of the academic year	Assess quality delivery system
Documentation of the various programmes/activities of the college	Programmes / Activities will be evaluated and documented by the committees and submitted to the IQAC co-ordinator	IQAC	Throughout the academic year	Maintain institutional database
Prepare Annual Quality Assurance Report of the college based on the prescribed format of NAAC.	Co-ordinator of the IQAC will prepare the report at the end of the academic year	IQAC Co-ordinator	At the end of the academic year	Assess quality improvement, maintenance and delivery system
Develop and maintain the institutional database through MIS	IQAC office will maintain the data	IQAC Office	Throughout the academic year	Maintain institutional database
Increase ICT in teaching, learning and assessment	Teachers will prepare and develop ICT-based teaching using multiple modalities like dynamic subject videos, still ppt's, etc.	Each Department	Throughout the academic year	Efficient transaction of subject matter and effective acquisition of concepts.
Enable learners communicate effectively and improve their standard competence in the English language	The Department of English prepares modules for Communicative English	Department of English	Throughout the academic year	Students communicate effectively and improve their standard competence in the English language.
Organize Faculty Development programme for teaching as well as non-teaching staff	IQAC co-ordinator outlines the tentative programmes. Sensitizes the faculty regarding the availability of the different programmes.	IQAC	Depending on the availability of resource person	Upgrade and enhance their skills for better impact in teaching and administrative activities

Appendix I *Kiran Purkayastha*

I. Q. A. C.

Co-ordinator

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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
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 equipments, laboratories, book, journals, e-book etc.	<ul style="list-style-type: none"> <li>Budget will be prepared based on the available resources</li> <li>Seek financial assistance from agencies</li> </ul>	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	<ul style="list-style-type: none"> <li>Invite application for financial assistance from the student</li> <li>Sensitize student about the scholarship schemes</li> </ul>	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	<ul style="list-style-type: none"> <li>Diagnose learning difficulties</li> <li>Support will be provided by the teacher</li> </ul>	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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 O.A. Deshpande, W.B.  
 13/11/10  
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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	Care 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
Awareness among students against human trafficking.	Students will be actively taking part in disseminating information among themselves with the help from different NGO's	Youth Against Trafficking	Throughout the year	Create awareness among students against human trafficking
The college will support and finance Fitness programmes to help students to keep themselves physically fit	Fitness programmes will be introduced within the campus.	Career Counselling Cell	Throughout the year	To develop students physically as well as mentally.
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.

  
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Objective	Description of Action steps	Responsibility	Timeline	Desired outcome
Set up a centralised instrumentation facility for research that would cater to all the science departments.	The college administration to provide the infrastructural requirements, while all science departments to seek funds from different agencies for procuring instruments.	Principal and the HOD's of the science departments	Beginning of the academic year.	A centralised venue for research leading to inter-departmental collaborative research.
Relocate the Departments of Botany and Zoology before the beginning of the new academic session.	Laboratory and classrooms to be completely furnished. Shifting of Departmental glasswares and instruments and library to be overseen by the Department.	The HOD and the Estate Manager	By the end of June 2016	Classes for the new academic session 2016-17 to start in the newly constructed departments.
Arrange for student leadership programmes in collaboration with other institutes.	Collaborate with other Jesuit institutions to initiate the programme	Principal	Throughout the year	Explore one's inner qualities, self-realization and contribution towards the society.
College processes for Academic, Administrative, gender and Green Audit of the Institution	Apply to the relevant auditing institutions within India based on their efficiency and effectiveness	Principal	Within the academic year	The Audit report would help the institution in terms of maintaining quality standards and also helps in terms of bridging the gaps, if any, as revealed from the Audit reports

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### Report on Action Taken [Academic Year: 2016-17]

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 and reported in the annual college magazine.
Prepare Annual Quality Assurance Report of the college based on NAAC on the prescribed format	The IQAC coordinator prepared AQAR as per the NAAC format and submitted to the NAAC
Increase ICT in teaching, learning and assessment.	Training for teachers on the efficient use of smart boards was organised. All faculty members have been instructed to make optimum use of the ICT resources available.
Enable learners communicate effectively and improve their standard competence in language	The Department of English prepared modules for Communicative English and were subsequently implemented. Their progress was assessed using summative and formative evaluation. The successful candidates were awarded certificates.
Organize Faculty Development programme for teaching as well as non-teaching staff.	Six teaching faculty members attended Faculty Development programmes for teachers. Three teachers attended Orientation courses while six teachers attended Refresher courses at different HRDC's. Awareness programmes for both the teaching and the non-teaching staff on investment were conducted in the College.
The process of International research collaboration with Bhutan, Nepal and Bangladesh will be strengthened	A team of faculty members from the College headed by the Principal visited the Royal University of Bhutan to initiate the process.
Each department shall organize State/National level seminar, conference.	Seven workshops, seminars and training courses were organised by various departments.
The teachers shall be encouraged to submit major and minor research projects proposals to various funding agencies, and also to undertake collaborative research at National and International level.	Proposals from different teachers have been sent to the UGC for approval.

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Decisions	Action Taken
Procurement of equipments, laboratories, book, journals, e-book etc.	Equipments have been bought from the grant released by the DST under the BOOST programme and installed in the Centralised Instrumentation Facility.
To provide scholarship to the needy students	Financial aid to the tune of Rs. 1,42,060/- was provided to the needy students from the College's own fund.
The college will conduct mentoring and remedial courses for educationally disadvantaged students.	115 students from different departments benefitted from remedial classes.
The college will support the advanced learners and concentrate on enhancing aspects like knowledge, attitude and skill.	Student leadership programme was organised. The Photography Club, the Music Club and the Art Club organised exhibitions in the College.
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>• The Management Club organized a workshop on the study of ecosystem where Mrs. Sweeta Rai (Assistant Director, West Bengal Forest School, Dow Hill) was the resource person on 22<sup>nd</sup> July, 2015.</li> <li>• 65 AICUF students visited Sashu Bhawan - home for destitute women who are physically or mentally challenged.</li> <li>• The 1<sup>st</sup> 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 Rambh Forest Village on Saturday, 18<sup>th</sup> of September, 2015.</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>• NSS unit of the college took part in the Swach-Bharat Abhiyan to make Darjeeling clean.</li> </ul>
Awareness among students against human trafficking	The Youth Against Trafficking club has been formed in the College and awareness campaigns among the students have been periodically organised in collaboration with the NGO MARG.
The college will support and finance Fitness programmes to help students to keep themselves physically fit.	Taekwondo Training programme as self-defence and physical fitness for both boys and girls was started in the college in July, 2016.
Career guidance, placement services and students welfare schemes shall be provided to the students.	Student welfare schemes announced by the Government were put up in the notice board for the awareness of the students.
Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and mementoes.	<ul style="list-style-type: none"> <li>• Meritorious students in academics and co-curricular activities were honoured with medals in the Annual College Day function.</li> </ul>


*Pranab Pradhan*

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Decisions	Action Taken
Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and mementoes.	<ul style="list-style-type: none"> <li>The Bikram Memorial Merit Scholarship for academic excellence and character instituted and awarded by the Bikram Foundation was revived. The award carried cash, medal and a certificate.</li> <li>The College has also instituted the St. Joseph's College Merit Scholarships for Academic Excellence and Character for 3<sup>rd</sup> year students from the academic year 2017. It also carries cash award, medal and a certificate.</li> </ul>
Set up a centralised instrumentation facility for research that would cater to all the science departments.	A Central Instrumentation Centre sponsored under BOOST programme of the DST, Government of West Bengal was inaugurated on the 27 <sup>th</sup> of May, 2016. The Laboratory houses equipments to carry out molecular, bio-molecular, tissue culture and other studies.
Relocate the Departments of Botany and Zoology before the beginning of the new academic session.	The Department of Botany and Zoology shifted from the Stanford Building (main building) to the new constructed building in the month of July, 2016.
Arrange for student leadership programmes in collaboration with other institutes.	Ten students attended students' leadership programme on <i>Leadership for a better self and a Better Society</i> organised by JCPAKDP at Loyola Pastoral Centre, Matigara from 9 <sup>th</sup> to 12 <sup>th</sup> September 2016.
College Processes for Academic, Administrative, Gender and Green Audit of the Institution	Principal applied to the CISA, CISSP, ITIL, (Foundation) Bangalore for conducting the said audits and invited them to collect relevant information from the College.

  
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## Outcome Achieved at the end of the Academic Period 2016-17

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- The teaching learning process is continuously being restructured at the departmental level based on the feedbacks.
- The reports of all co-curricular activities are penned down by the co-ordinators and being published in the Annual College magazine.
- The College database has been strengthened and data retrieval pertaining to enrolments, maintenance, infrastructural expenditures, etc has become easier.
- 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 use of smart boards has made concept teaching more effective. The students have been found to be more receptive than earlier.
- Three members of the teaching faculty attended Orientation courses, six members attended Refresher courses. Six teaching faculty members attended Faculty Development programmes for teachers.
- Awareness programmes for both the teaching and the non-teaching staff on investment were conducted in the College.
- Seven workshops, seminars and training courses were organised by various departments in topics as varied as "Universal Human Values and Personal Transformation", "Workshop on film appreciation" and "Achieving Quality in Higher Education: Constraints, Complexities and Challenges".
- Dr. Donatus Kujur, the Principal of the College and Dr. P. Nepal, Assistant Professor, Dept. Of Political Science were invited to present papers in the International Conference organised by the University of Bhutan.
- The equipments that have been bought under the BOOST programme and installed in the Centralised Instrumentation Facility will cater to the research interests of all science teachers and students.
- 24 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 afforestation programmes across the Darjeeling town and the adjoining areas, the College has been able to help the Society through its extension programmes.
- The students have started to take active part in creating awareness among their peers and others about human trafficking and how to go about fighting this social evil.



- A number of students, both boys and girls have enrolled in the Taekwondo Training programme.
- The Merit Scholarships that have been revived and initiated will certainly boost the feeling of competitiveness among the students and stimulate others to do better academically.
- The relocation of the Departments of Botany and Zoology has given the students a better and conducive atmosphere for learning. The newly constructed laboratories are better equipped and more spacious.

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