


## Plan of Action

[Academic year 2017-18]

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 PPTs, 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

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Appendix IV  
  
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Appendix IV

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 N/AAC, ICSSR, Dept of Higher Education, IGC, 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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Appendix IV

Objective	Description of Action steps	Responsibility	Timeline	Desired outcome
Installation of Wi-Fi in the entire campus	The Principal would liaise with the telecom authorities.	Principal	By the end of the year	Increase connectivity and networking for all students and teachers. Increase access to resources in the Internet.
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.		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 mementos.	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.

Coordinator

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Appendix IV

Objective	Description of Action steps	Responsibility	Timeline	Desired outcome
Restart the College canteen to cater to students as well as the faculty members.	The Principal to allocate the space for the same.	Estate Manager	By the end of the year	Easier access to healthy food within the campus.
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.
Improve First Aid and Health Awareness facility for the Welfare of the Students	The Principal to initiate and complete a College Infirmary	Principal & R.T.S.A Coordinator	Year	That the college has an infirmary with the minimum required facility in it.

  
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## Report on Action Taken

[Academic Year: 2017-18]

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

Decisions	Action Taken
To arrange feedback response from students, parents and other stakeholders on quality related institutional processes	The college prepared a feedback format and was administered among students.
Documentation of the various programmes/activities of the college	Each committee and Department maintained the activities report and submitted to the Principal and the IQAC annually
Prepare Annual Quality Assurance Report of the college based on the prescribed format of NAAC.	The IQAC prepared its annual AQAR Reports
Develop and maintain the institutional database through MIS	The institutional data base was prepared by Dr Dhiraj Brahmam of the department of Chemistry entrusted with the responsibility of working on AIHES.
Increase ICT in teaching, learning and assessment	12 Smart boards and projectors were installed and the training was imparted to the teachers to make use of the infrastructure so that the ICT based teaching learning system improved in the college
Enable learners communicate effectively and improve their standard competence in the English language	The department of English prepared modules for communicative English and guided the interested students in terms of Spoken English
Organize Faculty Development programme for teaching as well as non-teaching staff	<ul style="list-style-type: none"> <li>• <i>Hands-on training</i> on the use of Smart Board for the teaching staff was held on 16<sup>th</sup> March 2018.</li> <li>• Mr Balaran Sapkota and Fr Binay Xavier Kardulna attended NSS training programme at Academic Staff College, North Bengal University from July 17<sup>th</sup> to 22, 2018.</li> <li>• 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.</li> <li>• Dr Bireswar Bera, Dept of Zoology attended Refresher Courses in Life on "Recent Trends in Life Science" organized by the UGC-Human Resource Development Centre University of North Bengal at HRDC (ASC) at University of North Bengal from 6<sup>th</sup> July to 26 July 2017.</li> <li>• Dr Yogesh Pantha participated in the Winter Programme Under Refresher Course (RC-NBU-79) organized by the UGC-Human Resource Development Centre, University of North Bengal from January 17,2018 to February 06,2018.</li> <li>• Mr. Soumik Datta participated in the Refresher Course in Environmental Studies (ID) (RC-NBU-802) organized by the UGC -Human Resource Development Centre(Erstwhile UGC -Academic Staff College), University of North Bengal from January 30 to February 19, 2018.</li> <li>• Dr Balaran Uprety participated in the Refresher Course in Women's Studies(ID) (RC-NBU-81) organized by the UGC-Human Resource Development Centre, University of North Bengal from February 08 to 28,2018.</li> <li>• Mr Pravat Dungal participated in the Refresher Course in Renewable Energy (ID) (RC-NBU-82) organized by the</li> </ul>



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	UGC-Human Resource Development Centre, University of North Bengal from March 01 to 21, 2018.
The process of International research collaboration with SAARC countries in general and Bhutan, Nepal and Bangladesh in particular will be strengthened	Collaborative Research on Folklore of Bhutan with the Royal University of Bhutan, Sherubtse College was finalised and begun with mutual funding programme of the two institutions.
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.	Teachers engaged in Research produced 4 books in the academic year, 19 research articles were published in national and international journals, and faculty members participated in various 14 workshops, seminars and conferences, national and international.
Procurement of equipments, laboratories, book, journals, e-book etc.	The college procured equipments and books from the RUSA fund
To provide scholarship to the needy students	<ul style="list-style-type: none"> <li>The recipients of St Joseph's College Merit Scholarships for Academic Excellence and Character for the Academic session 2017-18 are Shams Arbaz Khan (Dept of Commerce) and Prajesh Tamang (Dept of Microbiology). It carries cash award, a medal and certificate.</li> <li>The recipients of Bikram Memorial Merit Scholarship for Academic Excellence and Character awarded by the Bikram Foundation for the academic Session 2017-18 are Divyam Chettri (Dept of Botany) and Mohit Prasad (Dept of History). The award carries cash, a medal and certificate.</li> </ul>
Installation of Wi-Fi in the entire campus.	The college was made wifi-zone by the Reliance Jio Group. However, the service is yet to begin.
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>Organised awareness campaign on Blood Donation in collaboration with DL Prema on 23th November 2017 and on 24<sup>th</sup> November 107 students donated blood.</li> <li>World Anti Aid campaign was observed on 1<sup>st</sup> December 2017 by the students.</li> <li>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 16<sup>th</sup> December 2017.</li> <li>Three groups from the Department of Mass Communication and Journalism won 2<sup>nd</sup> and 3<sup>rd</sup> 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.</li> </ul>
Awareness among students against human trafficking	<ul style="list-style-type: none"> <li>Students 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 11<sup>th</sup> October 2017.</li> </ul>

  
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<p>The college will support and finance Fitness programmes to help students to keep themselves physically fit</p>	<ul style="list-style-type: none"> <li>The Catholic students went to Woodcot, Kurseong for their three days Annual Retreat from 1<sup>st</sup> to 3<sup>rd</sup> December, 2017.</li> </ul>
<p>Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and mementoes.</p>	<p>The following students securing University ranks were felicitated by the college:</p> <ol style="list-style-type: none"> <li>Ms Suyjna Tamang 72.12% (Botany) 1<sup>st</sup> in 1<sup>st</sup> Class (Gold)</li> <li>Ms Swastika Lama 61.12% (Economics) 1<sup>st</sup> in 1<sup>st</sup> Class (Gold)</li> <li>Ms Remo Chettri, 59.75% (Economics) 2<sup>nd</sup> in 2<sup>nd</sup> Class (Silver)</li> <li>Ms Prayatna Sharma, 67.5% (Microbiology) 1<sup>st</sup> in 1<sup>st</sup> Class (Gold)</li> </ol>
<p>Restart the College canteen to cater to students as well as the faculty members.</p>	<p>College Canteen restarted at the new location</p>
<p>Initiate the process of completing the College infirmary for the health and welfare benefit of the students</p>	<p>The college completed the making of the college infirmary complete with required basic facilities under the RUSA Scheme</p>



Coordinator IQAC

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Principal

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## Outcome Achieved at the end of the Academic Period 2017-18



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- Feedback system is being strengthened with continuous feedback mechanism from different stakeholders and external audits like academic audit, administrative audit, etc.
- The reports of all curricular and co-curricular activities are penned down by the co-ordinators of respective committees and reported to the principal to be included in the Principal's annual report as well as being published in the Annual College magazine.
- The IQAC, based on the reports submitted by the various committees continuously feeds the requirements in the AQAR format for the preparation of the same.
- The College database has been strengthened and data retrieval pertaining to enrolments, maintenance, infrastructural expenditures, etc has become easier. Further, the data is also being uploaded in the MoHE and NIRF.
- 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 through the use of PPTs and lecture videos 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.
- All members of the faculty were given hands-on training in the use of Smart Boards and Projectors. Two faculty members participated in NSS Training programme. Five teaching staff participated in the UGC refresher Courses during the year, and two non-teaching staff members attended a training programme on GST.
- Awareness programmes for both the teaching and the non-teaching staff on investment were conducted in the College.
- Collaborative Research on Folklore of Bhutan with Sherubtse College, Kanglung (Royal University of Bhutan) was finalised and it kicked off with mutual finding arrangements between the two institutions.
- Teachers engaged in research activities produced four books in the academic year. Faculty members published 19 research papers in various national and international journals. The number of seminars, conferences and workshops attended by faculty members as participants and resource persons stood at 14 in the academic year. 2 special lectures were also organised during the year.
- The common Instrumentation Centre was enriched with addition of instruments and other facilities from the RUSA fund.
- 04 students were given merit scholarships from Vikram Memorial Award and under St Joseph's College Merit Scholarship.
- Four different activities were organised under the social awareness programme by students during the year.
- One awareness programme on students against human trafficking was organised during the year.
- Ms Manisha Tamang (1<sup>st</sup> Year B.Com. Gen) won the Silver Medal in the Kickboxing, Low Kick Event (52kg) at the World Mae Games, 2017 held at Manchester in UK from September 1-6, 2017.



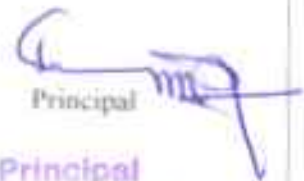
- Supriya Subba, Upasama Sankar, Manish Chettri and Kiran Thapa participated in the Inter-College Badminton tournament organised by Sports Board under the auspices of the Sports Board, University of North Bengal and won the Championship Trophy held on September 3- 6 2017.
- The students participated in the National Level Inter College Festival organised by Salesian College Siliguri on 17<sup>th</sup> to 18<sup>th</sup> Nov. 2017.
- The College Basketball Team ( Tenzin Loden, Jigme Tenzin, Ashish Yonzon, Sumiran Pradhan, Tseten Sherpa, Tshering Namgyal Bhutia, Namdol and Prashant Rai) won Taverna Trophy (Runner up) in an Inter- College Basket Ball Tournament organised by Salesian College Siliguri on 9<sup>th</sup> December 2017.
- Ms Kritika Dahal(2<sup>nd</sup> year B.A English Hons) won second position in Inter-college Radio *Natak* Competition organised by Radio Salesian College on 2<sup>nd</sup> December 2017.
- A team of students with University Rankings and those winning the Merit Awards were felicitated by the College.
- Catholic Students went for Retreat at Woodcot, Kurseong.
- On the recommendation of the IQAC the college built and brought to service the ~~college~~ Infirmery for the health and welfare of the students.
- The college, as a part of the promotion of student welfare, restarted its college canteen in the new location.



Coordinator

IQAC

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Principal

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