



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ST. JOSEPH'S COLLEGE
• Name of the Head of the institution	FR DR DONATUS KUJUR
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03542252550
• Mobile no	9933806759
• Registered e-mail	principaldarj@yahoo.in
• Alternate e-mail	kujurddonatusdar@gmail.com
• Address	P O North Point, Singamari
• City/Town	Darjeeling
• State/UT	West Bengal
• Pin Code	734104
2.Institutional status	
• Affiliated /Constituent	Constituent
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	North Bengal University				
• Name of the IQAC Coordinator	Padam Nepal				
• Phone No.	03542252550				
• Alternate phone No.	9434179186				
• Mobile	7908748260				
• IQAC e-mail address	padamnepal@gmail.com				
• Alternate Email address	kujurddonatusdar@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sjcdarjeeling.edu.in/user_files/file/AQAR/agar_report%202019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sjcdarjeeling.edu.in/user_files/file/college%20calendar/SJC%20Calendar%2020-21_compressed.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83.05	2004	08/01/2004	07/01/2009
Cycle 2	A	3.06	2015	03/03/2015	02/03/2020
Cycle 3	B+	2.62	2021	08/02/2021	07/02/2026
6.Date of Establishment of IQAC	01/03/2004				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	03
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Intervention through Extension Program by way of establishing and running the Sursum Corda Covid Care Centre at the College with Student Volunteers to extend support during the pandemic.	
Encourage and Facilitate the teaching staff to contribute to knowledge pool through research publications. Significant amount of research output in the form of research papers and book chapters were contributed by the teaching staff during the year.	
Facilitated the faculty members to participate in faculty development programs, whereby a significant number of teaching staff benefited from both face-to face and online faculty development programmes	
conducted students' assessment of the institution and analysed the data and prepared the Report for the implementation of recommendations at the institutional level in terms of curriculum delivery and infrastructural improvement.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Feedback response from students, parents and other stakeholders on quality related institutional processes	The questionnaire prepared by the IQAC was given to the outgoing third year students and the parents at the Parents Meeting. Their responses were tabulated. Their suggestions will be considered in the following academic year.
Identification of Online Learning Platform	Identified Online Learning Platforms like Googlemeet, Teachmint, Coursera, edX, etc were introduced to the college teachers and students for adoption during the Covid-19 pandemic
Training for Virtual Teaching-Learning system for the teachers	Training programmes were organised with the help of the Department of Computer Science
NAAC 3rd Cycle Accreditation to be completed	Third Cycle accreditation process was completed in February, 2021
Organize Faculty Development programme for teaching as well as non-teaching staff	Two faculty Development programmes for members of the teaching faculty were organised. Members of the teaching faculties were released by the college for attending orientation and refresher courses both online and face-to-face..
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.
To provide scholarship to the needy students	Financial aid to the tune of Rs. 82645.5/- was granted to needy students from the College Fund.

<p>The college will conduct mentoring and remedial courses for educationally disadvantaged students.</p>	<p>The HOD's of all departments were asked to conduct regular mentoring and remedial classes before and after regular class hours for weaker students. The record of such classes have been documented in IQAC as an institutional practice.</p>				
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Teachers ' Council</td> <td>15/02/2022</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Teachers ' Council	15/02/2022	
Name	Date of meeting(s)				
Teachers ' Council	15/02/2022				
<p>14. Whether institutional data submitted to AISHE</p>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>08/03/2021</td> </tr> </tbody> </table>	Year	Date of Submission	2020	08/03/2021	
Year	Date of Submission				
2020	08/03/2021				
<p style="text-align: center;">Extended Profile</p>					
<p>1. Programme</p>					
<p>1.1</p> <p>Number of courses offered by the institution across all programs during the year</p>	<p>37</p>				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
<p>2. Student</p>					
<p>2.1</p> <p>Number of students during the year</p>	<p>2895</p>				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Institutional Data in Prescribed Format</td> <td>View File</td> </tr> </tbody> </table>	File Description	Documents	Institutional Data in Prescribed Format	View File	
File Description	Documents				
Institutional Data in Prescribed Format	View File				

2.2	562
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	843
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	70
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	71
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	110
Total number of Classrooms and Seminar halls	
4.2	7.39
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	134
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery through a well-planned and documented process. The College can but only device innovative methods as to its effective delivery. The core fundamentals are retained but the teachers constantly device novel methods of instructional techniques and strategies to improve the learning experience of the students. The familiar method of lectures is complemented by extensive use of audio-visual aids like online lectures, films and documentaries. The smart classrooms that have been put into place by the College are a useful supplement to this step. The second step acknowledges that students are not a homogenous group but rather individuals with their own learning capacities. Students are encouraged to compulsorily participate in Student Seminars, Peer Teaching-Learning, Role Playing, Project works and Group Discussions, and Field Studies and Excursions to develop a hands-on experience of concepts and topics. The results obtained from the diverse range of methods discussed in the two preceding steps are discussed regularly at the Departmental level and at the Teacher's Council level. Student's learning is also assessed through various continuous internal evaluation process, and feedback is considered for further improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sjcdarjeeling.edu.in/weekly-tests-examinations.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

St. Joseph's College, Darjeeling is affiliated to the University of North Bengal. The Calendar Committee of the College consults with the HoDs regarding their programmes for the forthcoming two semesters and prepares the calendar before the commencement of the semester. This is discussed and passed in the meeting of the Teachers Council, after due consultation with the IQAC and Principal. The calendar outlines the internal examination schedule

to be followed by all Departments including the dates available to the students as 'Study Leave'. This process enables the Departments to avoid any clashes between or among different subject combinations available as per the CBCS. As per the teaching plans which are discussed and passed at the Departmental meetings, each teacher schedules and conducts their own Internal Evaluation. If there is a clash, then these are addressed through the office of the Vice-Principal (Academic) who reallocates them accordingly so that the marks/grades are submitted to the University in a time bound manner.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sjcdarjeeling.edu.in/rules-regulations.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

A. All of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

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File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

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File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The relevant and critical issues relating to Gender, Environment and Sustainability are inbuilt into the curriculum. This is evident in the various Departments that teach social sciences. Further, under both the yearly and the newly implemented CBCS system, subjects such as Environment Studies is compulsory for all Departments and students are required to study the issues affecting environment at

both the regional, national and international levels. Here they go through the various factors affecting the environment and discuss practices that enable sustainability. As part of the curriculum students carry out projects involving field work whereby the impact of the subject, learning abilities and efforts are assessed. A Course on Value Education is designed by the college and is imparted to the first semester students. The College realises the need for sensitizing students about social issues. Bodies such as the Women's Cell and Youth Against Trafficking hold regular talks on gender sensitization, harassment and violence against women. Further, the college also has an Ethics Committee and a Code of Conduct Handbook on Professional Ethics for Staff.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

858

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1115

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

562

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution assesses the learning levels of students after admission and organises special programmes for the purpose. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and the class tests taken after two weeks and after one month. This is discussed in the Departmental meetings where slow learners are identified. Accordingly, special coaching sessions/remedial/tutorial classes are designed to bridge the gap. The concerned faculty members/subject teachers further extend support in classifying the students with reports based on continuous evaluation and class tests. The Institution organises OP/Induction Programmes for new students both at the College and at the Departmental level. The facilities in the College and the scope of the subject to be taught are introduced in the sessions. Attempts are made to inculcate a friendly but competitive spirit. This process sets a foundation for monitoring the future progress of students. Strategies for slow learners include remedial classes, special mentoring sessions, bilingual explanations, provision of simplified reading materials, etc.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/counselling-centre.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2895	70

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The experiential learning approach is one of the major practices which the institute follows especially for those courses that are practical based or involves field studies/excursions. The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. Further, there are also participative exercises for the students such as movie and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as Youtube, Facebook and others through the Department. The institute constantly encourages and opens up opportunities for the student to participate in group discussions, seminar and workshops, both within the College and outside, to enable a wider intellectual catchment resource. This helps the students to build useful networks that extend beyond the confines of the College academic atmosphere. The various kinds of excursions, field trips, survey research and educational tours are some common practices the institute believes in and encourages the students to explore.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://fb.watch/cQOHc8OHNT/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. The use of smart board and PPT that allow a hands-on learning experience are common practices, as the institute has given adequate facilities to the respective Departments. The teachers make efforts to transact class lectures supported by ICT. For instance, preparation of PPTs, video lectures, resources from UGC eConsortia, etc. In many cases, the PPTs which are created by the faculties are also shared with the students for greater clarity. Further, there are also participative exercises for the students such as film and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as Youtube, Facebook and others through the Department.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

959 years

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

File Description	Documents
Any additional information	View File
Link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2020-21_compressed.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The grievances of students with reference to internal assessment are addressed in a transparent manner by showing and discussing their

answer sheet and explaining their performances (if evaluation is a written one). Any grievance in the marking system or in the assessment of answer booklets are brought to the immediate notice of the course teacher who may rectify or retain the degree of marking with due consultation with the HoD, and proper justification to the concerned student. Further, any student not satisfied with the assessment and award of marks is entitled to approach the concerned HoD independently who can intervene and seek the opinion of another course teacher. For any other major grievances that may lie outside the purview of the College, these are addressed by reporting to the appropriate authority including Vice-Chancellor and Controller who may suggest remedial measures through the Office of the Principal. University decision in this matter is usually intimated to the Principal. It is also conveyed to the students through the HoD via class representatives, teachers, or through a public notice.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sjcdarjeeling.edu.in/weekly-tests-examinations.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The curriculum designed by the university is further enriched by the college. Each Department prepares a detailed course objective and outcome to the curriculum provided by the University. This is explained to the students during the Departmental orientation Programmes. Further, students are apprised of the course objectives and outcomes by the individual teachers during the introduction of the course in the classrooms.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sjcdarjeeling.edu.in/userfiles/file/course%20objective%20and%20outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution regularly monitors the achievements of the learning outcomes through a feedback from the students concerning curriculum at the completion of the course .The graduating students are also share their feedback and suggestions on the learning outcomes of their respective courses through a questionnaire at the time of leaving the College. The responses of the faculty members and the learners are assessed and used positively to bring about a constructive transformation in those areas that require attention.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

829

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

06

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Incubation Center enables students to get hands-on experiences and training on the various instrumentations, innovative activities like projects, seminars, and workshops at the institute with the aim to obtain a comprehensive and integrated knowledge on the fundamental concepts and applied sciences. The Institute has provided all basic infrastructures for smooth functioning of the Incubation Centre. Infrastructural supports provided include Computers, Inverted microscope, Laminar airflow, Electronic and digital balance, Spectrophotometer, Refrigerated Centrifuge, Shaking incubator, Double distillation plants, autoclave, Scanner with printer for collecting gel images etc. In the area of Humanities and Soft skills, the College has a well equipped Language Lab which was set up about fifteen years ago as Lab Assisted Personality Schooling (LAPS) programme. The Lab originally started with simple equipments of analogous system. It had twenty equipments with one teacher console. Later it was upgraded to digital system with twenty plus one computers, enabling twenty learners to use the facility at a time under the guidance of a Teacher through the implementation of the RUSA project.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/images/incubation.jpeg

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.sjcdarjeeling.edu.in/research-publications.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

25

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

12

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

College organises activities to sensitise students about social, cultural, economic issues. First, we have the observance of various days of National importance like Independence Day etc. Second we have a host of programmes that render community services and help inculcate citizenship values among the students which include Blood Donation camps, Swachh Bharat Abhiyan, Unnat Bharat Abhiyan. Third we have programmes such as Gender sensitisation /Sexual Abuse. Many of the Clubs collaborate with prominent local NGOs like MARG, DLR-Prerna etc. Fourth, extension activities are geared towards promoting a green vision. These include Survey of Human-Wildlife conflict in Senchal Wildlife Habitat, Tiger Hill Clean Drive, Round-table conversation on "Mountains Under Pressure: Climate, Hunger and Migration." Fifth, extension activities fostering awareness about the underprivileged section of the society like visits to Old age homes, Edith Wilkins Street Children Trust, etc. and certain extension activities are undertaken to foster a sense of diversity and acceptance of cultural and societal plurality.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/help-for-needy-students.php
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

20

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for co-curricular and extra-curricular activities. The Matteo Ricci Hall established in 2019 with an area of 1050 sq. ft. is used exclusively

for conducting research activities. We have three ICT enabled Seminar Halls covering 900 sq. ft. 1200 sq. ft. and 1200 sq. ft. respectively for conducting academic workshops and conferences. Stanford Hall with area covering 1920 sq. ft. and Champion Hall of area covering 5600 sq. ft. are exclusively used for conducting various events. We also have four halls with an area of 150, 150, 600 and 600 sq. ft. for St Joseph's College Learning Centre established in August 2019 to provide for learning opportunities for IAS, NEET and JEE examinations. The institute has five Common Rooms for students. There is one Student Councillor Room (100 sq. ft.) area and one room for NCC Office of 450 sq. ft. It has an Infirmary covering an area of 300 sq. ft. and is equipped with all the necessary first aid facilities such as beds, wheel-chair, stretcher, nebulizer and others. The College has learning resources like John Whelan Library Departmental Libraries, e-books repositories, lecture videos, and Wi-Fi internet connectivity as parts and parcel of diverse learning resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/facilities.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

An institution with over 95 years of history, St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for co-curricular and extra-curricular activities. Both its physical and non-physical infrastructure is maintained efficiently by the Jesuit Fathers with an unfailing lay collaboration. St Joseph's College is equipped with numerous indoor and outdoor infrastructures for these events. For outdoor events, two play grounds namely St Joseph School football stadium and volley ball court established in 1888 are used. For indoor games like Badminton and Table Tennis, the College is equipped with 1920 sq. ft. Stanford Hall. There is also a 600 sq. ft. Gymnasium and around 5600 sq. ft. Champion Hall for Yoga classes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/facilities.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

32

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/facilities.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7.39

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Software for University Libraries (SOUL) is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of Colleges. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. The software is designed to automate all housekeeping operations in the Library. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The latest version of the software, which is operated in St. Joseph's College, (i.e. SOUL 2.0) was released in January 2009 and it was implemented in the Library in the year 2004. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is also compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based protocols for electronic surveillance and control.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sjcdarjeeling.edu.in/userfiles/file/E-Resources.PDF

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**7.27**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****70**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College has provided Smart Class-Rooms facilities in almost all the Departments which has helped to make the classroom teaching-learning more effective, updated and interesting. Smart class saves a lot of time during lectures in the class as teachers do not need to write on the boards to give them notes or draw figures to pass on important information. All of the notes are digitized and saved in the computer data base which can be simply displayed with a click of a button. After the implementation of these facilities, there has been positive change that is evident in the classroom environment through discussions and debates. The effectiveness of these methods has also been constantly observed. Apart from the Smart Classroom the College has provided other facilities such as LCD projectors. The LCD projectors has made things very easy such as the conducting of Seminars and other interactive programs. Almost each Department has LCD facility for better educational purposes. Each Department of the College is provided with either a Desktop PC or Laptop of latest configurations that is available both to the students and the

teachers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/images/computer%20lab.jpg

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

213.07

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

With regards to the procedures for maintaining and utilizing physical, academic and support facilities, the system followed by the College can be divided into two parts:

Planning and infrastructure process: Under this system, there are three stages. The first stage is the Teacher Council meeting which is held at frequent intervals, where the needs of the institution and faculties are assessed. Second, through the Planning Board the larger details of above mentioned needs are evaluated in collaboration with IQAC. This proposal would then be placed to the Governing Body for discussion and approval. After approval is processed from the Governing Body, the proposed ideas/planning are implemented through the functioning of different Departments and Committees.

Maintenance and utilization: With regard to this system, it is to be noted that each Department has individual inventory book with relevant numbering sequence for recording all existing physical facilities i.e. computers, laptops, printers, Departmental library books, heating units, computer tables, desks, chairs, almirah and cupboards etc. The HoD is responsible for the proper maintenance and utilisation at this level. Official and administrative building also maintains record of its own assets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/files/Canteen.jpg

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

280

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

D. 1 of the above

File Description	Documents
Link to Institutional website	https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%202020-2021.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

75

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

75

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

174

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

08

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The core committee of the Students Council consists of thirteen members headed by the Head Councillor. Each Department in the College elects two class representatives - a girl and a boy - from

amongst themselves. Three members - one each from NCC, NSS and AICUF are automatically nominated to form the core committee. Four Class Representatives from Arts, two from Science, two from Commerce and two from Self Finance Department are elected from among the Class Representatives. All the members then choose the thirteen members of the core committee. The Student Council volunteers and involves as many students as possible in the cultural programmes such as 'Harmony' held annually. They also play an active role in organising fund raising events both within the College and outside of it. The students can also take part in activities outside the College which has to be headed by a Councillor so as to represent the College officially. The Council takes up the matter from within the student body to the administration and they also keep the students well informed regarding the various activities of the College. As such, the Student Council forms an integral part of the day to day live of the institution.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/NAAC/CONSTITUTION.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The members of the alumni have been actively supporting the development of the College by organizing projects outside the campus with the involvement of College students from various extracurricular club or units and also by participating in most of the College events. Participation of the members of the association during the Annual Graduation Day ceremony has been a regular practice in order to motivate the young outgoing graduates of the college. Similarly the support of the Alumni during the annual Cultural events and Film screening programmes has shown their concern in supporting the local Cultural richness. Support to the different departments in providing resource persons from the field of academics to civil servants and retired persons from the armed forces for Lecture series or Career counseling sessions organized by the Departments/Clubs of the institution. Although it organises various outreach programmes, it has not been able to contribute financially to the institution in the current year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year **E. <1Lakhs**
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The 'vision' of the institution consolidates comprehensively the collective leadership as a conduit through which the College is transformed into a centre of academic excellence while retaining its regional roots. Through this the College is able to encompass and articulate national spirit, global concerns and wider social imperatives. It seeks to achieve a wholesome synergy between

academic practices, social empathy, cultural proclivities and co-curricular responsibilities so that all stakeholders may benefit in general and students particularly may develop to their fullest potential. This is arrived at through a two way communication process that integrates a 'bottom-up' and a 'top down' approach. The 'bottom up' approach is evident in the manner in which Students Council, Teacher's Council, different Committees, Alumni Association and other informal forums form an integral part of the constructive dialogue that informs the policy and planning process. A 'top down' approach, which operates complementarily to the 'bottom-up' approach consists of the contributions of the Founders Body, College Governing Body, Principal, two Vice Principals, Deans and HoDs. Through the creative syncing of these two process, the vision of a comprehensive collective leadership, mentioned at the outset, is realized.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/vision-mission-value.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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

effectiveness and efficiency, which is reflective of the mission and vision of the institution.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=administration-organogram&page_id=432
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan was proposed in the form of Action Plans that had three components to be implemented. These were divided into priorities that relate to fostering of Academic Culture among Staff and Students, Facilitation of 'Learning Experiences' Through Student Support. The College offered a Skill Enhancement Course that was titled 'Public Opinion and Survey Research' for the 3rd Semester students as a part of the CBCS syllabus. Through consultation with the concerned HoD and the IQAC, it was decided that students could conduct field surveys in identified locations with the aim of experiential learning. A Workshop was held for the students by the course faculty where the basics and conceptual aspects of Research Methodology and field work was explained. The students were asked to conduct a pilot survey to ascertain the prospects and challenges of the survey. Once the pilot survey was complete and issues addressed, the final survey was conducted in groups under supervision of the faculty. Students presented their findings and recommendations on diverse areas. These presentations were compiled in the form of Reports that contained primary data. This activity showed how learning experiences could be drawn from within the classrooms, but could very well extend beyond it.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=about-us-perspective-plan&page_id=431
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has well set decision making processes. The institute has a well structured and representative Governing Body (GB) and Planning Board, along with the IQAC as the nodal body. Decisions made by GB and Planning Board, on the recommendations of the IQAC are disseminated by Principal to all the teaching and nonteaching staff members. Principal works with the four main sections i.e. office administration, academics, Extra-curricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra-curricular activities sports, magazines, NSS are looked after through students Council and class representatives. The office is administered through Bursar, Estate Manager, Vice Principal (Administrative) for accounts and establishment sections.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=college-staff-code-of-professional-ethics&page_id=430
Link to Organogram of the institution webpage	https://www.sjcdarjeeling.edu.in/index.php?page_name=administration-organogram&page_id=432
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution undertakes various welfare measures for the staff through the Staff Welfare Committee While there are separate organizations of the categories of the staff, there prevails a sense of unity and fraternity among them. This is most evident in spirited participation of both teaching and non teaching staff in social functions such as 'Celebrations of Silver Jubilee' that celebrate and recognize 25 years of service to the institution and 'Farewell Programs' to provide gratitude to the members which are organised by the respective groups. Staff Welfare Fund is used to meet social obligations. The Staff Welfare Committee is a perpetual source of support, both moral and otherwise whenever needed to both the teaching and non teaching staff. Other welfare schemes include:

- Financial advance in case of medical/ other emergencies
- Family get together and socialization programs
- College Infirmary for immediate first-aid
- Membership of St Joseph's College Employees Cooperative Credit Society
- Staff Welfare Fund
- Festival allowance
- Reducing fees for the children of non teaching staff enrolled in this institution
- Grant of Children Education Allowance to the children of non teaching staff enrolled in institutions outside

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/files/carparking.jpg
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

45

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisals are one of the most important aspects of administrative management in St. Joseph's College. Performance appraisal systems serve a variety of functions of central importance to both the teaching and non teaching staff. Appraisal techniques practiced today are however not without problems, and the College seeks to minimize the risks and maximize the benefits. The

Administration keeps abreast of recent developments in non financial compensation and reward systems so they can modify existing systems when more appropriate alternatives become available. Keeping this in mind, some Departments also carry out and conduct their own internal performance appraisal exercises. Currently the system followed for teaching staff consists of the following important parameters:

- Learning Objectives and Outcomes of the Course
- Communication Skills
- Methodology of Teaching-Learning
- Completion of the Course
- Punctuality Fairness of Evaluative Techniques
- Relevance of References

The Principal, in consultation with the IQAC monitors the Performance Appraisal of teachers depending upon the feedback received from the students. The appraisal is analyzed and interpreted and the result is communicated appropriately in a constructive and professional manner so that the grievances/shortcomings are addressed.

Similarly, the system followed for non teaching staff consists of the following important parameters:

- Administrative Efficiency
- Punctuality
- Student Satisfaction

The Principal, in consultation with the IQAC monitors the Performance Appraisal of non teaching staff depending upon the feedback received from the students. The appraisal is analyzed and interpreted and the result is communicated appropriately in a constructive and professional manner so that the grievances/shortcomings are addressed.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has appointed Internal auditors, Saha and Majumder Chartered Accountant, who regularly audit the accounts of the College for the past several years. The Bursar reviews weekly the state of the accounts and major expenditures with the Principal, thereby having checks and balances in place. The external auditors audit the accounts of the College in December and April every year - in December for the period April to December, and in April for the final audit. This practice is also intended as a measure of checks and balances with a view to correct any shortcomings and to advise on proper practices.

File Description	Documents
Paste link for additional information	https://saha-majumder-chartered-accountants.business.site/
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In this regard, there are two conglomerations of Departments - one that is aided by the Government (Central and state) and the Self Finance Departments. Only the salary components of the aided Departments are supported by the Government. The College engages in

the mobilisation of funds through its own initiatives like charging of fees from the students for development of basic infrastructure. As a supplement to mobilisation of funds in a manner that is nonprofit in nature, the College generates its own funds through the 6 Self Finance Departments so that financial sustainability and viability is ensured. Other strategies include the development of alternate channels of fund generation such as returns from use of the infrastructure of the SJCLC, the renting of College buildings for different competitive and government examinations at minimum costs, fixed deposit assets approved by competent authority and as per financial norms. For optimal utilisation of resources there is a structured and a transparent process which is in place. The income and expenditure of the College is audited annually both internally and externally (by the Government). All financial transactions are cross-checked, have joint signatures, and routed through e-payments. For Central/state government funds, all transactions are monitored through the PFMS system.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

SIGNIFICANT CONTRIBUTIONS OF THE IQAC 2020-2021

- Intervention through Extension Program by way of establishing and running the Sursum Corda Covid Care Centre at the College with Student Volunteers to extend support during the pandemic.
- Encouraged and facilitated the teaching staff to contribute to knowledge pool through research publications. Significant amount of research output in the form of research papers and book chapters were contributed by the teaching staff during the year.
- Facilitated the faculty members to participate in faculty development programs, whereby a significant number of teaching staff benefited from both face-to face and online faculty development programmes
- Conducted students' assessment of the institution and analysed the data and prepared the Report for the implementation of recommendations at the institutional level in terms of

curriculum delivery and infrastructural improvement.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=iqac&page_id=413
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College IQAC annually revisits the teaching learning and evaluation processes, structures and methodologies primarily by way of student feedback system. The results of the survey are collated and major issues are identified. based on the identified issues, the IQAC makes recommendations in terms of revision, reform of the structures, methodologies and processes, including the introduction of new methodologies, which, in turn, are implemented through the office of the Vice Principal (Academic).

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sjcdarjeeling.edu.in/index.php?page_name=naac&page_id=414
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The following constitute the measures initiated by the Institution towards gender equity and gender sensitivity:

Anti-ragging Committee: The students are made to undertake anti-ragging oath where gender sensitivity is implicit in the presence of their parents during the time of admissions. Women Empowerment and Women Anti-Harassment Cell exist to cater to the safety and security of students, irrespective of gender.

Installation of Close Circuit Cameras (CCTV): There is a constant monitoring of students through CCTVs that are installed in all the common spaces of the College.

Counselling: Anti Ragging Committee, Women Empowerment and Women Anti-Harassment Cell, and Youth Against Trafficking Club (YATC) provide counselling when required. The counselling at the College level is focused more on addressing emotional issues.

Separate Common Rooms for Girl Students: Three separate Common Room exists for the female students where the students can interact, rest, exchange common interests and socialize. These are located in the Main Building, Loyola Building and M.R Building.

File Description	Documents
Annual gender sensitization action plan	Gender Action Plan 2020-2021
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Discussed in the write up

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Dust bins are provided throughout the campus. Usage of plastic bags is discouraged within the premises of the College. Solid wastes like broken glass beakers, test tubes, rubber tubes, etc. are collected from the entire campus and stored. This solid waste is then collected by the Darjeeling Municipal Corporation every alternate day where it is dealt with accordingly. The dead leaves and waste papers are scientifically decomposed off by burying them in the soil.

Liquid Waste Management: College has developed useful methods for liquid waste management. In this regard a filter with granular activated carbon (GAC) is used to remove organic chemicals, from water. GAC filters also can be used to remove chemicals that give objectionable odors to water such as hydrogen sulfide or chlorine.

E-waste Management: The College has emphasis on paperless office to save carbon emission in printers. The College also encourages reuse of one-side-printouts. All e-waste is disposed to the Municipal

Corporation and to agencies who recycle them. The non-working computer spare parts and other non-working equipment are safely disposed in a similar manner. The cartridge of laser printers are refilled and reused. UPS Batteries are recharged / repaired / exchanged by the suppliers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution takes sumptuous efforts to provide inclusive environment. To build a culturally harmonious environment in the College, and to help understand the importance of culture and to inculcate the feeling of love and respect for each other's culture, it was felt by the institution that exposing the students to vast cultural diversity, encouraging the participation of students in cultural activities, enhancing their personal skills and experiences, nurture the talents of the students, and to instil in them a sense of tolerance, and unity in diversity, the college has a practice of a three days long Cultural programme called Harmony. It is an annual affair.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitises the staff and students of the college to the constitutional obligations, values, rights, duties and responsibilities both through the curriculum and through extra curricular activities. Every program in the college ends with a national anthem. The college hoists the National flag on Independence day and on the republic Day. Furthermore, the cultural week in the form of Harmony teaches the constitutional values of

rights, cultural identities, values of religious and cultural freedom and secularism, among others. The college also celebrates the constitution Day every year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Costitution Day Celebrations, College Harmony, etc
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates the national festivals, birth anniversary and memorials of great Indian personalities like Mahatma Gandhi, Pt. Jawahar lal Nehru, Dr. B.R Ambedkar, Rabindranath Tagore, etc. Occassions such as Gandhi Jayanti, Bhanu Jayanti, Rabindra Jayanti, Teachers Day, Id-ul-Fitre, Id-ul-zoha, Birthday of Guru Nanak, Birthday of Swami Vivekananda, Netaji Subash Chandra Bose, Buddha Jayanti, International Women's Day, NCC Promise Day are observed by

the College through cultural and other performances. Independence Day, Republic Day, International Women's Day, Constitution Day, NCC Day, World AIDS Day, Yoga Divas, World Environment Day are also observed and celebrated in the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Soil and Water Analysis as an Impact-Oriented Learning Initiative: Several waterborne diseases plague the region. Less than 50% percent of the district has access to portable water. Students trained on the basic concepts of waterborne diseases, instruction of the various water quality parameters with hand-outs of SOPs to conduct experimentations. Their results have been well-documented and presented in a UGC sponsored National Seminar. 9 instruments/materials were required for this exercise.

Conscientization Towards Creation of Humane and Just Society: Darjeeling has grown exponentially from a colonial hill station to a post-independence hill town and become a 'source area' for human trafficking. College and its YAT team has collaborated with Mankind In Action for Rural Growth (MARG). Taking a cue from YAT of St Joseph's College, other colleges and schools have started to participate in such drives as also organize them. The results indicate not only the success of YAT but also of the fact that given the opportunity and the space, students can become effective agents of change. YAT programme encountered many problems which were natural hence expected. They were problems of identifying the menace of trafficking, accepting it and creating a general will to combat it.

File Description	Documents
Best practices in the Institutional website	https://sjcdarjeeling.edu.in/userfiles/file/NAAC/BEST%20PRACTICES.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Vision: "Men and Women for Others."

Rooted in the Ignatian Charism of forming 'men and women for others', St Joseph's College, Darjeeling strives towards fostering academic excellence and promotion of a humane society. The College believes in providing the highest standard of teaching and learning, moving beyond classroom situations. This has created a virtuous cycle between society and an inclusive academic system by providing knowledge and practices to our students and to upgrade the capabilities in responding to the development needs, specially of rural sector. This has encouraged individuals to assist one another in their journey of self-discovery. St Joseph's College believes in building 'men and women for others', men and women who will have the ability to transform people and the society. The College, through its participation in this ambitious program has highlighted the importance of being humane rather than just being a human.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery through a well-planned and documented process. The College can but only device innovative methods as to its effective delivery. The core fundamentals are retained but the teachers constantly device novel methods of instructional techniques and strategies to improve the learning experience of the students. The familiar method of lectures is complemented by extensive use of audio-visual aids like online lectures, films and documentaries. The smart classrooms that have been put into place by the College are a useful supplement to this step. The second step acknowledges that students are not a homogenous group but rather individuals with their own learning capacities. Students are encouraged to compulsorily participate in Student Seminars, Peer Teaching-Learning, Role Playing, Project works and Group Discussions, and Field Studies and Excursions to develop a hands-on experience of concepts and topics. The results obtained from the diverse range of methods discussed in the two preceding steps are discussed regularly at the Departmental level and at the Teacher's Council level. Student's learning is also assessed through various continuous internal evaluation process, and feedback is considered for further improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sjcdarjeeling.edu.in/weekly-tests-examinations.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

St. Joseph's College, Darjeeling is affiliated to the University of North Bengal. The Calendar Committee of the College consults with the HoDs regarding their programmes for the forthcoming two semesters and prepares the calendar before the commencement of the semester. This is discussed and passed in the meeting of the

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

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sjcdarjeeling.edu.in/rules-regulations.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

37	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The relevant and critical issues relating to Gender, Environment and Sustainability are inbuilt into the curriculum. This is evident in the various Departments that teach social sciences. Further, under both the yearly and the newly implemented CBCS

system, subjects such as Environment Studies is compulsory for all Departments and students are required to study the issues affecting environment at both the regional, national and international levels. Here they go through the various factors affecting the environment and discuss practices that enable sustainability. As part of the curriculum students carry out projects involving field work whereby the impact of the subject, learning abilities and efforts are assessed. A Course on Value Education is designed by the college and is imparted to the first semester students. The College realises the need for sensitizing students about social issues. Bodies such as the Women's Cell and Youth Against Trafficking hold regular talks on gender sensitization, harassment and violence against women. Further, the college also has an Ethics Committee and a Code of Conduct Handbook on Professional Ethics for Staff.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
858	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	

2.1.1.1 - Number of students admitted during the year

1115

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

562

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution assesses the learning levels of students after admission and organises special programmes for the purpose. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and the class tests taken after two weeks and after one month. This is discussed in the Departmental meetings where slow learners are identified. Accordingly, special coaching sessions/remedial/tutorial classes are designed to bridge the gap. The concerned faculty members/subject teachers further extend support in classifying the students with reports based on continuous evaluation and class tests. The Institution organises OP/Induction Programmes for new students both at the College and at the Departmental level. The facilities in the College and the scope of the subject to be taught are introduced in the sessions. Attempts are made to inculcate a friendly but competitive spirit. This process sets a foundation for monitoring the future progress of students. Strategies for slow learners include remedial classes, special mentoring sessions, bilingual explanations, provision of simplified reading materials, etc.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/counseling-centre.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2895	70

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The experiential learning approach is one of the major practices which the institute follows especially for those courses that are practical based or involves field studies/excursions. The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. Further, there are also participative exercises for the students such as movie and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as Youtube, Facebook and others through the Department. The institute constantly encourages and opens up opportunities for the student to participate in group discussions, seminar and workshops, both within the College and outside, to enable a wider intellectual catchment resource. This helps the students to build useful networks that extend beyond the confines of the College academic atmosphere. The various kinds of excursions, field trips, survey research and educational tours are some common practices the institute believes in and encourages the students to explore.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://fb.watch/cQOHc8OHNT/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute simultaneously focuses on practical and experiential learning along with conceptual/theoretical approaches. The use of smart board and PPT that allow a hands-on learning experience are common practices, as the institute has given adequate facilities to the respective Departments. The teachers make efforts to transact class lectures supported by ICT. For instance, preparation of PPTs, video lectures, resources from UGC eConsortia, etc. In many cases, the PPTs which are created by the faculties are also shared with the students for greater clarity. Further, there are also participative exercises for the students such as film and documentary making, various Public Service Announcements (PSA) on crucial local issues of public interest. These are shared for wider dissemination and use in the various online platforms and social media such as Youtube, Facebook and others through the Department.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

959 years	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

File Description	Documents
Any additional information	View File
Link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/college%20calendar/SJC%20Calendar%2020-21_compressed.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The grievances of students with reference to internal assessment are addressed in a transparent manner by showing and discussing their answer sheet and explaining their performances (if evaluation is a written one). Any grievance in the marking system or in the assessment of answer booklets are brought to the immediate notice of the course teacher who may rectify or retain the degree of marking with due consultation with the HoD, and proper justification to the concerned student. Further, any student not satisfied with the assessment and award of marks is entitled to approach the concerned HoD independently who can intervene and seek the opinion of another course teacher. For any other major grievances that may lie outside the purview of the College, these are addressed by reporting to the appropriate authority including Vice-Chancellor and Controller who may suggest remedial measures through the Office of the Principal. University decision in this matter is usually intimated to the Principal. It is also conveyed to the students through the HoD via class representatives, teachers, or through a public notice.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sjcdarjeeling.edu.in/weekly-tests-examinations.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The curriculum designed by the university is further enriched by the college. Each Department prepares a detailed course objective and outcome to the curriculum provided by the University. This is explained to the students during the Departmental orientation Programmes. Further, students are apprised of the course objectives and outcomes by the individual teachers during the introduction of the course in the classrooms.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sjcdarjeeling.edu.in/userfiles/file/course%20objective%20and%20outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution regularly monitors the achievements of the learning outcomes through a feedback from the students concerning curriculum at the completion of the course .The graduating students are also share their feedback and suggestions on the learning outcomes of their respective courses through a questionnaire at the time of leaving the College. The responses of the faculty members and the learners are assessed and used positively to bring about a constructive transformation in those areas that require attention.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

829

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

06

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Incubation Center enables students to get hands-on experiences and training on the various instrumentations, innovative activities like projects, seminars, and workshops at the institute with the aim to obtain a comprehensive and integrated knowledge on the fundamental concepts and applied sciences. The Institute has provided all basic infrastructures for smooth functioning of the Incubation Centre. Infrastructural supports provided include Computers, Inverted microscope, Laminar airflow, Electronic and digital balance, Spectrophotometer, Refrigerated Centrifuge, Shaking incubator, Double distillation plants, autoclave, Scanner with printer for collecting gel images etc. In the area of Humanities and Soft skills, the College has a well equipped Language Lab which was set up about fifteen years ago as Lab Assisted Personality Schooling (LAPS) programme. The Lab originally started with simple equipments of analogous system. It had twenty equipments with one teacher console. Later it was upgraded to digital system with twenty plus one computers,

enabling twenty learners to use the facility at a time under the guidance of a Teacher through the implementation of the RUSA project.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/images/incubation.jpeg

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.sjcdarjeeling.edu.in/research-publications.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

25

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

12

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

College organises activities to sensitise students about social, cultural, economic issues. First, we have the observance of various days of National importance like Independence Day etc. Second we have a host of programmes that render community services and help inculcate citizenship values among the students which include Blood Donation camps, Swachh Bharat Abhiyan, Unnat Bharat Abhiyan. Third we have programmes such as Gender sensitisation /Sexual Abuse. Many of the Clubs collaborate with prominent local NGOs like MARG, DLR-Prerna etc. Fourth, extension activities are geared towards promoting a green vision. These include Survey of Human-Wildlife conflict in Senchal Wildlife Habitat, Tiger Hill Clean Drive, Round-table conversation on

"Mountains Under Pressure: Climate, Hunger and Migration." Fifth, extension activities fostering awareness about the underprivileged section of the society like visits to Old age homes, Edith Wilkins Street Children Trust, etc. and certain extension activities are undertaken to foster a sense of diversity and acceptance of cultural and societal plurality.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/help-for-needy-students.php
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

20

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for co-curricular and extra-curricular activities. The Matteo Ricci Hall established in 2019 with an area of 1050 sq. ft. is used exclusively for conducting research activities. We have three ICT enabled Seminar Halls covering 900 sq. ft. 1200 sq. ft. and 1200 sq. ft. respectively for conducting academic workshops and conferences. Stanford Hall with area covering 1920 sq. ft. and Champion Hall of area covering 5600 sq. ft. are exclusively used for conducting various events. We also have four halls with an area of 150, 150, 600 and 600 sq. ft. for St Joseph's College Learning Centre established in August 2019 to provide for learning opportunities for IAS, NEET and JEE examinations. The institute has five Common Rooms for students. There is one Student Councillor Room (100 sq. ft.) area and one room for NCC Office of 450 sq. ft. It has an Infirmary covering an area of 300 sq. ft. and is equipped with all the necessary first aid facilities such as beds, wheel-chair, stretcher, nebulizer and others. The College has learning resources like John Whelan Library Departmental Libraries, e-books repositories, lecture videos, and Wi-Fi internet connectivity as parts and parcel of

diverse learning resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/facilities.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

An institution with over 95 years of history, St Joseph's College has been able to evolve and create a sustained and improved infrastructure for both teaching-learning and for co-curricular and extra-curricular activities. Both its physical and non-physical infrastructure is maintained efficiently by the Jesuit Fathers with an unfailing lay collaboration. St Joseph's College is equipped with numerous indoor and outdoor infrastructures for these events. For outdoor events, two play grounds namely St Joseph School football stadium and volley ball court established in 1888 are used. For indoor games like Badminton and Table Tennis, the College is equipped with 1920 sq. ft. Stanford Hall. There is also a 600 sq. ft. Gymnasium and around 5600 sq. ft. Champion Hall for Yoga classes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/facilities.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

32

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/facilities.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7.39

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Software for University Libraries (SOUL) is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of Colleges. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. The software is designed to automate all housekeeping operations in the Library. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The latest version of the software, which is operated in St. Joseph's College, (i.e. SOUL 2.0) was released in January 2009 and it was implemented in the Library in the year 2004. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular

RDBMS). SOUL 2.0 is also compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based protocols for electronic surveillance and control.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sjcdarjeeling.edu.in/userfiles/file/E-Resources.PDF

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

7.27

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

70

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College has provided Smart Class-Rooms facilities in almost all the Departments which has helped to make the classroom teaching-learning more effective, updated and interesting. Smart class saves a lot of time during lectures in the class as teachers do not need to write on the boards to give them notes or draw figures to pass on important information. All of the notes are digitized and saved in the computer data base which can be simply displayed with a click of a button. After the implementation of these facilities, there has been positive change that is evident in the classroom environment through discussions and debates. The effectiveness of these methods has also been constantly observed. Apart from the Smart Classroom the College has provided other facilities such as LCD projectors. The LCD projectors has made things very easy such as the conducting of Seminars and other interactive programs. Almost each Department has LCD facility for better educational purposes. Each Department of the College is provided with either a Desktop PC or Laptop of latest configurations that is available both to the students and the teachers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/images/computer%20lab.jpg

4.3.2 - Number of Computers

110	
File Description	Documents
Upload any additional information	View File
List of Computers	View File
4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
213.07	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>With regards to the procedures for maintaining and utilizing physical, academic and support facilities, the system followed by the College can be divided into two parts:</p> <p>Planning and infrastructure process: Under this system, there are</p>	

three stages. The first stage is the Teacher Council meeting which is held at frequent intervals, where the needs of the institution and faculties are assessed. Second, through the Planning Board the larger details of above mentioned needs are evaluated in collaboration with IQAC. This proposal would then be placed to the Governing Body for discussion and approval. After approval is processed from the Governing Body, the proposed ideas/planning are implemented through the functioning of different Departments and Committees.

Maintenance and utilization: With regard to this system, it is to be noted that each Department has individual inventory book with relevant numbering sequence for recording all existing physical facilities i.e. computers, laptops, printers, Departmental library books, heating units, computer tables, desks, chairs, almirah and cupboards etc. The HoD is responsible for the proper maintenance and utilisation at this level. Official and administrative building also maintains record of its own assets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjcdarjeeling.edu.in/files/Canteen.jpg

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

280

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	https://sjcdarjeeling.edu.in/userfiles/file/College%20Annual%20Reports/College%20Annual%20Report%202020-2021.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

75

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

75

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

174

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

08

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The core committee of the Students Council consists of thirteen members headed by the Head Councillor. Each Department in the College elects two class representatives - a girl and a boy -

from amongst themselves. Three members - one each from NCC, NSS and AICUF are automatically nominated to form the core committee. Four Class Representatives from Arts, two from Science, two from Commerce and two from Self Finance Department are elected from among the Class Representatives. All the members then choose the thirteen members of the core committee. The Student Council volunteers and involves as many students as possible in the cultural programmes such as 'Harmony' held annually. They also play an active role in organising fund raising events both within the College and outside of it. The students can also take part in activities outside the College which has to be headed by a Councillor so as to represent the College officially. The Council takes up the matter from within the student body to the administration and they also keep the students well informed regarding the various activities of the College. As such, the Student Council forms an integral part of the day to day life of the institution.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/NAAC/CONSTITUTION.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The members of the alumni have been actively supporting the development of the College by organizing projects outside the campus with the involvement of College students from various extracurricular club or units and also by participating in most of the College events. Participation of the members of the association during the Annual Graduation Day ceremony has been a regular practice in order to motivate the young outgoing graduates of the college. Similarly the support of the Alumni during the annual Cultural events and Film screening programmes has shown their concern in supporting the local Cultural richness. Support to the different departments in providing resource persons from the field of academics to civil servants and retired persons from the armed forces for Lecture series or Career counseling sessions organized by the Departments/Clubs of the institution. Although it organises various outreach programmes, it has not been able to contribute financially to the institution in the current year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The 'vision' of the institution consolidates comprehensively the collective leadership as a conduit through which the College is transformed into a centre of academic excellence while retaining

its regional roots. Through this the College is able to encompass and articulate national spirit, global concerns and wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and co-curricular responsibilities so that all stakeholders may benefit in general and students particularly may develop to their fullest potential. This is arrived at through a two way communication process that integrates a 'bottom-up' and a 'top down' approach. The 'bottom up' approach is evident in the manner in which Students Council, Teacher's Council, different Committees, Alumni Association and other informal forums form an integral part of the constructive dialogue that informs the policy and planning process. A 'top down' approach, which operates complementarily to the 'bottom-up' approach consists of the contributions of the Founders Body, College Governing Body, Principal, two Vice Principals, Deans and HoDs. Through the creative syncing of these two process, the vision of a comprehensive collective leadership, mentioned at the outset, is realized.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/vision-mission-value.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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

planning, formulation, dissemination and finally towards implementation and feedback. Hence, the College follows a well-designed decentralised system of leadership, governance and management resulting in transparency, effectiveness and efficiency, which is reflective of the mission and vision of the institution.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=administration-organogram&page_id=432
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan was proposed in the form of Action Plans that had three components to be implemented. These were divided into priorities that relate to fostering of Academic Culture among Staff and Students, Facilitation of 'Learning Experiences' Through Student Support. The College offered a Skill Enhancement Course that was titled 'Public Opinion and Survey Research' for the 3rd Semester students as a part of the CBCS syllabus. Through consultation with the concerned HoD and the IQAC, it was decided that students could conduct field surveys in identified locations with the aim of experiential learning. A Workshop was held for the students by the course faculty where the basics and conceptual aspects of Research Methodology and field work was explained. The students were asked to conduct a pilot survey to ascertain the prospects and challenges of the survey. Once the pilot survey was complete and issues addressed, the final survey was conducted in groups under supervision of the faculty. Students presented their findings and recommendations on diverse areas. These presentations were compiled in the form of Reports that contained primary data. This activity showed how learning experiences could be drawn from within the classrooms, but could very well extend beyond it.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=about-us-perspective-plan&page_id=431
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has well set decision making processes. The institute has a well structured and representative Governing Body (GB) and Planning Board, along with the IQAC as the nodal body. Decisions made by GB and Planning Board, on the recommendations of the IQAC are disseminated by Principal to all the teaching and nonteaching staff members. Principal works with the four main sections i.e. office administration, academics, Extra-curricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra-curricular activities sports, magazines, NSS are looked after through students Council and class representatives. The office is administered through Bursar, Estate Manager, Vice Principal (Administrative) for accounts and establishment sections.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=college-staff-code-of-professional-ethics&page_id=430
Link to Organogram of the institution webpage	https://www.sjcdarjeeling.edu.in/index.php?page_name=administration-organogram&page_id=432
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and

B. Any 3 of the above

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution undertakes various welfare measures for the staff through the Staff Welfare Committee While there are separate organizations of the categories of the staff, there prevails a sense of unity and fraternity among them. This is most evident in spirited participation of both teaching and non teaching staff in social functions such as 'Celebrations of Silver Jubilee' that celebrate and recognize 25 years of service to the institution and 'Farewell Programs' to provide gratitude to the members which are organised by the respective groups. Staff Welfare Fund is used to meet social obligations. The Staff Welfare Committee is a perpetual source of support, both moral and otherwise whenever needed to both the teaching and non teaching staff. Other welfare schemes include:

- Financial advance in case of medical/ other emergencies
- Family get together and socialization programs
- College Infirmary for immediate first-aid
- Membership of St Joseph's College Employees Cooperative Credit Society
- Staff Welfare Fund
- Festival allowance
- Reducing fees for the children of non teaching staff enrolled in this institution
- Grant of Children Education Allowance to the children of non teaching staff enrolled in institutions outside

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/files/carparking.jpg
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

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File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

45

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisals are one of the most important aspects of administrative management in St. Joseph's College. Performance appraisal systems serve a variety of functions of central importance to both the teaching and non teaching staff. Appraisal

techniques practiced today are however not without problems, and the College seeks to minimize the risks and maximize the benefits. The Administration keeps abreast of recent developments in non financial compensation and reward systems so they can modify existing systems when more appropriate alternatives become available. Keeping this in mind, some Departments also carry out and conduct their own internal performance appraisal exercises. Currently the system followed for teaching staff consists of the following important parameters:

- Learning Objectives and Outcomes of the Course
- Communication Skills
- Methodology of Teaching-Learning
- Completion of the Course
- Punctuality Fairness of Evaluative Techniques
- Relevance of References

The Principal, in consultation with the IQAC monitors the Performance Appraisal of teachers depending upon the feedback received from the students. The appraisal is analyzed and interpreted and the result is communicated appropriately in a constructive and professional manner so that the grievances/shortcomings are addressed.

Similarly, the system followed for non teaching staff consists of the following important parameters:

- Administrative Efficiency
- Punctuality
- Student Satisfaction

The Principal, in consultation with the IQAC monitors the Performance Appraisal of non teaching staff depending upon the feedback received from the students. The appraisal is analyzed and interpreted and the result is communicated appropriately in a constructive and professional manner so that the grievances/shortcomings are addressed.

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has appointed Internal auditors, Saha and Majumder Chartered Accountant, who regularly audit the accounts of the College for the past several years. The Bursar reviews weekly the state of the accounts and major expenditures with the Principal, thereby having checks and balances in place. The external auditors audit the accounts of the College in December and April every year - in December for the period April to December, and in April for the final audit. This practice is also intended as a measure of checks and balances with a view to correct any shortcomings and to advise on proper practices.

File Description	Documents
Paste link for additional information	https://saha-majumder-chartered-accountants.business.site/
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

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File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In this regard, there are two conglomerations of Departments - one that is aided by the Government (Central and state) and the

Self Finance Departments. Only the salary components of the aided Departments are supported by the Government. The College engages in the mobilisation of funds through its own initiatives like charging of fees from the students for development of basic infrastructure. As a supplement to mobilisation of funds in a manner that is nonprofit in nature, the College generates its own funds through the 6 Self Finance Departments so that financial sustainability and viability is ensured. Other strategies include the development of alternate channels of fund generation such as returns from use of the infrastructure of the SJCLC, the renting of College buildings for different competitive and government examinations at minimum costs, fixed deposit assets approved by competent authority and as per financial norms. For optimal utilisation of resources there is a structured and a transparent process which is in place. The income and expenditure of the College is audited annually both internally and externally (by the Government). All financial transactions are cross-checked, have joint signatures, and routed through e-payments. For Central/state government funds, all transactions are monitored through the PFMS system.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

SIGNIFICANT CONTRIBUTIONS OF THE IQAC 2020-2021

- Intervention through Extension Program by way of establishing and running the Sursum Corda Covid Care Centre at the College with Student Volunteers to extend support during the pandemic.
- Encouraged and facilitated the teaching staff to contribute to knowledge pool through research publications. Significant amount of research output in the form of research papers and book chapters were contributed by the teaching staff during the year.
- Facilitated the faculty members to participate in faculty development programs, whereby a significant number of teaching staff benefited from both face-to face and online

faculty development programmes

- Conducted students' assessment of the institution and analysed the data and prepared the Report for the implementation of recommendations at the institutional level in terms of curriculum delivery and infrastructural improvement.

File Description	Documents
Paste link for additional information	https://www.sjcdarjeeling.edu.in/index.php?page_name=iqac&page_id=413
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College IQAC annually revisits the teaching learning and evaluation processes, structures and methodologies primarily by way of student feedback system. The results of the survey are collated and major issues are identified. based on the identified issues, the IQAC makes recommendations in terms of revision, reform of the structures, methodologies and processes, including the introduction of new methodologies, which, in turn, are implemented through the office of the Vice Principal (Academic).

File Description	Documents
Paste link for additional information	https://sjcdarjeeling.edu.in/userfiles/file/Student%20Assesment%20of%20College.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or

B. Any 3 of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sjcdarjeeling.edu.in/index.php?page_name=naac&page_id=414
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The following constitute the measures initiated by the Institution towards gender equity and gender sensitivity:

Anti-ragging Committee: The students are made to undertake anti-ragging oath where gender sensitivity is implicit in the presence of their parents during the time of admissions. Women Empowerment and Women Anti-Harassment Cell exist to cater to the safety and security of students, irrespective of gender.

Installation of Close Circuit Cameras (CCTV): There is a constant monitoring of students through CCTVs that are installed in all the common spaces of the College.

Counselling: Anti Ragging Committee, Women Empowerment and Women Anti-Harassment Cell, and Youth Against Trafficking Club (YATC) provide counselling when required. The counselling at the College level is focused more on addressing emotional issues.

Separate Common Rooms for Girl Students: Three separate Common Room exists for the female students where the students can interact, rest, exchange common interests and socialize. These are located in the Main Building, Loyola Building and M.R Building.

File Description	Documents
Annual gender sensitization action plan	Gender Action Plan 2020-2021
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Discussed in the write up

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Dust bins are provided throughout the campus. Usage of plastic bags is discouraged within the premises of the College. Solid wastes like broken glass beakers, test tubes, rubber tubes, etc. are collected from the entire campus and stored. This solid waste is then collected by the Darjeeling Municipal Corporation every alternate day where it is dealt with accordingly. The dead leaves and waste papers are scientifically decomposed off by burying them in the soil.

Liquid Waste Management: College has developed useful methods for liquid waste management. In this regard a filter with granular activated carbon (GAC) is used to remove organic chemicals, from water. GAC filters also can be used to remove chemicals that give objectionable odors to water such as hydrogen sulfide or chlorine.

E-waste Management: The College has emphasis on paperless office to save carbon emission in printers. The College also encourages

reuse of one-side-printouts. All e-waste is disposed to the Municipal Corporation and to agencies who recycle them. The non-working computer spare parts and other non-working equipment are safely disposed in a similar manner. The cartridge of laser printers are refilled and reused. UPS Batteries are recharged / repaired / exchanged by the suppliers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution takes sumptuous efforts to provide inclusive environment. To build a culturally harmonious environment in the College, and to help understand the importance of culture and to inculcate the feeling of love and respect for each other's culture, it was felt by the institution that exposing the students to vast cultural diversity, encouraging the participation of students in cultural activities, enhancing their personal skills and experiences, nurture the talents of the students, and to instil in them a sense of tolerance, and unity in diversity, the college has a practice of a three days long Cultural programme called Harmony. It is an annual affair.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitises the staff and students of the college to the constitutional obligations, values, rights, duties and responsibilities both through the curriculum and through extra curricular activities. Every program in the college ends with a national anthem. The college hoists the National flag on Independence day and on the republic Day. Furthermore, the

cultural week in the form of Harmony teaches the constitutional values of rights, cultural identities, values of religious and cultural freedom and secularism, among others. The college also celebrates the constitution Day every year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Constitution Day Celebrations, College Harmony, etc
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates the national festivals, birth anniversary and memorials of great Indian personalities like Mahatma Gandhi, Pt. Jawahar Lal Nehru, Dr. B.R Ambedkar, Rabindranath Tagore, etc. Occassions such as Gandhi Jayanti, Bhanu Jayanti, Rabindra

Jayanti, Teachers Day, Id-ul-Fitre, Id-ul-zoha, Birthday of Guru Nanak, Birthday of Swami Vivekananda, Netaji Subash Chandra Bose, Buddha Jayanti, International Women's Day, NCC Promise Day are observed by the College through cultural and other performances. Independence Day, Republic Day, International Women's Day, Constitution Day, NCC Day, World AIDS Day, Yoga Divas, World Environment Day are also observed and celebrated in the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Soil and Water Analysis as an Impact-Oriented Learning Initiative: Several waterborne diseases plague the region. Less than 50% percent of the district has access to portable water. Students trained on the basic concepts of waterborne diseases, instruction of the various water quality parameters with hand-outs of SOPs to conduct experimentations. Their results have been well-documented and presented in a UGC sponsored National Seminar. 9 instruments/materials were required for this exercise.

Conscientization Towards Creation of Humane and Just Society: Darjeeling has grown exponentially from a colonial hill station to a post-independence hill town and become a 'source area' for human trafficking. College and its YAT team has collaborated with Mankind In Action for Rural Growth (MARG). Taking a cue from YAT of St Joseph's College, other colleges and schools have started to participate in such drives as also organize them. The results indicate not only the success of YAT but also of the fact that given the opportunity and the space, students can become effective agents of change. YAT programme encountered many problems which were natural hence expected. They were problems of identifying the menace of trafficking, accepting it and creating a general will to combat it.

File Description	Documents
Best practices in the Institutional website	https://sjcdarjeeling.edu.in/userfiles/file/NAAC/BEST%20PRACTICES.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Vision: "Men and Women for Others."

Rooted in the Ignatian Charism of forming 'men and women for others', St Joseph's College, Darjeeling strives towards fostering academic excellence and promotion of a humane society. The College believes in providing the highest standard of teaching and learning, moving beyond classroom situations. This has created a virtuous cycle between society and an inclusive academic system by providing knowledge and practices to our students and to upgrade the capabilities in responding to the development needs, specially of rural sector. This has encouraged individuals to assist one another in their journey of self-discovery. St Joseph's College believes in building 'men and women for others', men and women who will have the ability to transform people and the society. The College, through its participation in this ambitious program has highlighted the importance of being humane rather than just being a human.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To arrange feedback response from students, parents and other stakeholders on quality related institutional processes
- Documentation of the various programmes/activities of the college
- Prepare Annual Quality Assurance Report of the college based on the prescribed format of NAAC

- The process of International research collaboration with SAARC countries in general and Bhutan, Nepal and Bangladesh in particular will be strengthened
- Develop and maintain the institutional database through MIS and EPS and their procurement
- Strengthen the institutional practice of mentoring in all the academic departments
- Continue with the Special Lecture system in all departments
- Organize Faculty Development programme, seminars and Workshops for teaching as well as non-teaching staff
- Career guidance, placement services and students welfare schemes shall be provided to the students.
- Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and mementoes