

The
ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
of the IQAC
of
Salesian College, Sonada
2006-07

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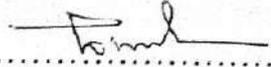
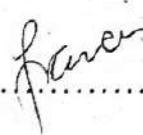
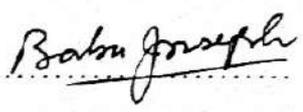
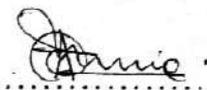
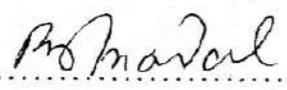
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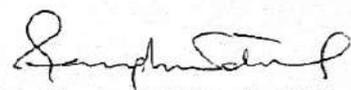
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SALESIAN COLLEGE, SONADA

Members of the IQAC:

Signature

- | | | |
|-----------------------------|---------------------------------|---|
| 1. Fr. (Dr.) Tomy Augustine | (Member, Rector) |  |
| 2. Fr. Francis Gomes | (Member, HOD, English) |  |
| 3. Fr. Babu Joseph | (Member, HOD, History) |  |
| 4. Mr. Terence Mukhia | (Member, Dept of Philosophy) |  |
| 5. Fr. Bikash Mondal | (Dean of Studies, Co-ordinator) |  |


 Dr. George Thadathil
 Chairperson
 THE PRINCIPAL
 SALESIAN COLLEGE,
 SONADA (DARJEELING)

Mission Statement of Salesian College

- ✦ To provide life-oriented and value-based education for nurturing a culture of solidarity guided by the religious and educational philosophy of St. John Bosco.
- ✦ To mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more human social order within the context of the nation's religious pluralism and cultural diversity.
- ✦ To pursue its original objective of the formation of religious students and to provide quality education also to those who are socially, economically, culturally and educationally disadvantaged.
- ✦ To strive for genuine excellence whereby each one assimilates the motto '*flamma ardens et lucens*' to become 'a flame that enlightens and enlivens'.

Part A

The Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

A. On the basis of the assessment report the year 2006-2007 began with the following orientation as to guide the life of the institution:

1. The utmost priority to be given towards 'enhancing the quality of the teaching faculty' as to ensure their self fulfilment as well as commitment to the institution; Towards this staff room facilities were improved and mid day meal was provided to the staff by the college besides seeking to provide increments in remuneration within the means of the college.
2. Several ways and methods are to be devised and applied in order to 'innovating the teaching learning processes' and enlist maximum involvement of the students. The target of all the departments should be to keep the learner in focus to achieve learner participation and share in the activities such as seminars, debates, guest lectures, exhibitions, educational tour, book reviews, film shows, projects, field trips, social awareness programme etc. Guest lectures and workshops are to be regularly organized on issues and subjects related to curriculum to provide clear ideas and views to the students of their subjects and to broaden the horizon of their interest.
3. The objective with which the residential campus was open to the local students was to keep a balance in the college campus environment to serve the twin objectives of the religious formation of the residential students as well as providing quality higher education to all the students enrolled. The Career Oriented Programmes (NBU), has been initiated in Music besides Communicative English, Computer Application, and Tourism & Travel Management in order to offer a variety and wider scope in the way a student could plan his or her future career. These courses are to be utilised to impart the value of meaningful 'participation in the life of the locality'.

B. An honest assessment of the year at the end of 2006-7 revealed that:

1. We have not been able to address the problem of procuring and retaining qualified staff on campus due to a number of factors among which the location of the college, its residential identity and character, and probably most of all the salary package.
2. The student interest and enthusiasm in teaching learning has been achieved to a great extent and the personal follow up the staff provide (given the feasible staff student ratio) was much appreciated by the students. The student council and the clubs did play a role in enlisting participation from the students in the academic as well as co-curricular activities of the year.
3. While the over all assessment is that of a mutual benefit whereby both the day students and the religious students benefit from each others presence in the campus, the development of the college campus identity calls for greater stress to campus life of the days students.

Part B

1. Activities reflecting the goals and objectives of the institution:

- Regular College meetings are held at various levels of administration as per the college calendar annual plan and reports submitted of the over all execution of academic and co-curricular activities to the Governing Body as well as to the Ordinary Visitor, the Founder Body President at his annual visit for Inspection.
- Hosting and Organizing Seminars and workshops have been a means by which the broader dimensions of education has been instilled into the academic community:
 - a) The preparations for the seminar on Nepali Language and its transformations was a major activity which ran through the year bringing together scholars from the locality to reflect and write research papers for the upcoming seminar on the theme as listed below:
 - b) The National Level seminar on "Transitions in Cultural-Linguistic space of the Nepali Speaking Community in Darjeeling" was organized in collaboration with Sahitya Akademi, New Delhi, as a 2 days event on 11-12 March 2007
- The annual formation plan, worked out together as staff and residential students set the tenor for the activities carried out in shared responsibility throughout the year. The residential students active collaboration has been sought in maintaining discipline on campus and in acting as agents of transformation through their committed social action in the neighbourhood on weekends, throughout the year.
- The motivational momentum of the student body (residential) has been kept alive through the monthly days of silence and review of the way their growth was taking place, and as for the day students, the daily morning assembly and the possibility of reaching out to any of the religious staff on campus for guidance and support as mentors have played a big role in achieving the major objective of provide quality education and of inspiring young persons to wholesome living.
- The Publication of the College Magazine SCSPEAKS and YUVA DARPAN towards the end of the year was an activity that encouraged active collaboration and involvement among staff and students.

2. New academic programmes initiated (UG and PG):

- a. Education Honours: The College has got affiliation of Education Honours. The first batch of 21 students has been admitted for Education Honours Part I for the Session 2006-2007.
- b. Career Oriented Programmes (UG)
 - Music

3. Innovations in curricular design and transaction:

- a. The Career Oriented Programmes have been scheduled to the last two hours each day as to enable the students cope with all three of the programmes offered during the year by way of B.Ph, COP and B.A.
- b. The appointment of a Campus coordinator has facilitated the organizational aspect of monitoring the class schedules and active participation of student body in class room and other activities.
- c. The Remedial classes for the weaker students scheduled in the beginning of the year before the honours classes proper begin have been continued.

4. Inter-disciplinary programmes started:

Three courses have been redesigned as interdisciplinary and open to students besides their regular BA syllabus:

- i. An **introduction to sociology** as to aid the philosophy course as well as to give a better grounding for literature and history studies. (first year)
- ii. The **social analysis** theory and project work is intended as application of the study of sociology and as a preparation for the job oriented courses they pursue. (third year)
- iii. The course on **cultural philosophy** is an inter-disciplinary course taking into account the studies students have done in philosophy, literature and history preparing them for writing Part II Honours examination at the end of the third year in college. (third year)

5. Examination reforms implemented:

- a) Revision tests have been conducted during the long study leave for the students preparing for University exams.
- b) The college conducts examinations every trimester. Before the University examinations (Part I, II & III) there will be the college level selection examinations. Only the names of those who pass in the college test examinations (with an aggregate of 40% marks for the Honours papers and 34.5% marks for each of the pass subjects) will be forwarded to the University for the University examinations. The college has the record of 100% pass in the University examinations. The college issues certificate for B.Ph. course and Basic course in Computer education.

6. Candidates qualified: NET/SLET/GATE etc.:

01	NET/SLET/GATE	NA
02	M. Phil.	ONE
03	Ph. D.	NIL
04	Doing M.Phil	ONE
05	Doing Ph.D.	TWO

7. Initiative towards faculty development programme:

- The visit of Fr Carlos Garulo, the delegate for higher education institutions of Salesians, Rome, from 28-30 November 2006 was an occasion for updating the staff. He explained the identity and policy documents of the IUS to the management, staff, and students. He outlined the possibility of networking across the Salesian Universities in the world and using the online platform for staff upgradation through interactive learning.
- Similarly the visit of Fr Francis Alencherry, Mission Councillor, from Rome and the former President of the Founder Body of the College on 26 February 2007 was another occasion for motivation building as he addressed the staff on the Salesian character of Higher Education and the responsibility it entails on teaching community.
- The Religious staff of the college participated at the annual self renewal programme at the Renewal Centre, Retreat House, Bandel Church, Hooghly guided by Don Giovanni Mazzali from 18-24 February 2007.

8. Total number of seminars/workshops conducted:

Three Seminar/workshops have been organized during the Year:

- "Transitions in Cultural-Linguistic space of the Nepali Speaking Community in Darjeeling"
- In Collaboration with Sahitya Akademi as a National Level Seminar for 2 days in March 2007.
- The history Department organized a one day workshop on "The Boxer Rebellion in China" in September 2006.
- The College hosted the 56th Xavier Board Meeting from 20-23 October 06 on the theme 'Campus Culture in Catholic Higher Education Institutions' with special focus on 'Ethnic Conflicts and Christian Response in the North East'.

9. Research Projects: a) Newly Implemented: b) Completed

a) Newly Implemented:

- The project in collaboration with Sahitya Akademi, New Delhi and Nepali Sahitya Sammelan, Darjeeling to trace the evolution of the spoken language of the Hills and to identify its specific features in contradistinction to the language spoken in rest of India as well as its land of origin Nepal. This is a collective venture of bringing scholars together from the locality of the college to interact with scholars from rest of the country.
- One of the staff members is doing Ph.D. on *Louis Mathias* from Salesian Pontifical University, Rome. It is a research project oriented towards identifying the unique characteristics of a religious personality committed to people development and implementation of the vision of Don Bosco, the founder of an International Educational Society in Indian cultural context.

b) Completed:

- The research projects of two doctoral candidates are in the process of being got ready for publication and negotiations with the printer are on way.

10. Patents generated, if any: NIL

11. New Collaborative Research Programme:

Being an Undergraduate Institution rurally placed in the hill tribal belt, the research potential are limited. However, the students and the staff are in process of learning the ways of generating knowledge from the locality by ways of applying their social research methodology principles in order to evaluate one or the other problems encountered by the local population.

The final year students as part of the above project also explored the assimilation of the values imparted in the college campus through "a study on Reason, Religion and Loving Kindness among Graduate Students" during the year under the guidance of the Department of Education.

12. Research grants received from various agencies:

- The college received promise of assistance for research from Sahitya Akademi as support for bringing together the local scholars for a seminar to be organized in collaboration with them.

13. Details of research scholars:

- a. Fr. Joseph Pauria, Department of Education is pursuing his Ph.D. from the Salesian Pontifical University, Rome.
- b. Fr Babu Joseph, is pursuing his M.Phil in Tourism and Travel Management from the Annamalai University, Madurai.
- c. Mr Terence Mukhia presented a paper on "postmodernism and American literature" at Kalimpong College on 3 April
- d. Ms Basant Mukhia presented a paper on "Tulasi Apatanko Sahityik Vyakitvako Mulyankan" on 12 April at Government College, Darjeeling.
- e. Fr Dr George Thadathil Participated in the following seminars as invitee and presented papers:
 - On 'Catholic Higher Education and the World of Work' for the National Conference on "Mission, Innovation And Transformation of Catholic Higher Education" at Stella Maris College (Autonomous), Chennai, in collaboration with International Federation Of Catholic Universities, Catholic Bishops Conference of India and Xavier Board for Catholic Higher Education in India Feb. 1- 3, 2007
 - On "Positioning New Age in Feminist Philosophy of Religion"for ACPI conference on the theme "The Dynamics of Religion: A Philosophical Review from Indian Perspectives," at Sacred Heart Seminary, Poonamallee, Chennai, 18-22 October, 2006
 - On "Presence/Absence of the Marginalised in Philosophical Education: Challenges and Scope" for the National Consultation of Philosophers on 'Indigenous Philosophizing: Indian Horizons' at Dharmaram Vidya Kshetram, Bangalore, June 1-4, 2006.
 - Jubilee Seminar on "Globalization and Education – Problems and Prospects for India" at Don Bosco School, Park Circus, Kolkata, 17 March, 2007
 - On 'Ethics and Ethnicity' for Calcutta Research Group Public Lecture on "Settled States and Unsettled Populations: Evolving Discourses on Social Justice in India" at Loreto College, Darjeeling, 12 December 2006.
- f. Fr Dr George Thadathil's following research papers have been published during the year:
 - "A Map for the Pilgrimage to the Other" in *Journal of Dharma, Religious Literacy and Secularism*, April-June 2007 (Vol.32, No.2), 153-162.
 - "New Age Religion: An Appraisal" in George Karuvelil (ed.), *Romancing the Sacred?* Bangalore, Asian Trading Corporation, 2007, pp. 331-354.

- "The Role of Self in Developing Innovative Strategies in Higher Academics" in *DISHA: Development of Innovative Strategies in Higher Academics*, Proceedings of the National Seminar, St Xavier's College, Mumbai, 2006, pp. 27-35.
- "Democratization Process through Civil Society Institutions," in Victor PJ (ed), *Discursive Hills: Studies in History, Polity and Economy*, Proceedings of the National Seminar, St Joseph's College, Darjeeling, 2007, pp. 95-106.
- "The Person: an Eastern Confluence with the West" in *Divyadaan Journal of Philosophy and Education*, Vol.17 (2006)No.3, 301-316.

14. Citation index of faculty members and impact factor:

15. Honours/Awards to the faculty:

- The principal, Fr George Thadathil was invited to an international conference of Salesian University Institutions at Colle Don Bosco, Turin from 23- 29 March 07 and entered into a Memorandum of Understanding for Salesian staff development and research in education with twenty other institutions from India, Philippines, Central America and Latin America.

16. Internal resources generated: for 2006-07

Deposit	624587.03
Fees collected	1202755.00
Donation & Contribution received	14439.00
Miscellaneous	56608.00
TOTAL	1898389.03

The Developmental works and renovation works on the building are basically met with the internal resources generated through the friends and benefactors of the institution. The Hydel Project is being funded thus and is expected to cross an expense of 20 lakhs on completion. The agency called Fratelli Dementi Cati, an Italian organization is channelising through the college for the education and family welfare of nearly 50 children from the locality.

17. Details of departments getting SAP,COSIST(ASSIST)/DST.FIST, etc. assistance / recognition:

18. Community services:

- The students reach out on weekends to nearly thirty villages to provide recreational facility, coaching in English, and literacy promotion. They spend the day in groups of three with the village youth organizing programmes for self improvement and empowerment.
- Three Winter Camps were organized under the supervision of the staff by the students in the villages of Kalimpong subdivision, Todey, Tanyang and Suruk respectively in the first week of January 2007.
- Forty two educationally deprived youth from twenty youth centers attended an animation program on August 7, 2006 from 9.00 a.m. to 3.30 p.m. at Salesian College Sonada. The theme of the programme was Career guidance for the Drop-out students.

- On 26th November 2006 Forty seven youth from various youth centers participated in the Office Bearers' meeting animated Mr. Pasang Sherpa and Ms. Mashquera Fareedi of DLR Prerna Darjeeling. The topic for the day was **Reproductive Health and HIV/AIDS**
- Nearly 35 students of *Spoken English Institute* participated in the Leadership Training program held at Salesian College –Sonada on 16th June 2007.
- The past pupils of SCS organized a Free Medical Camp under the banner of Rotary Club of Darjeeling on 25 March 2007 for the benefit of local people and especially for the people of remote villages. Six doctors of Darjeeling provided their services and distributed free medicines.
- Aforestation (plantation of the trees) by the third year students in the locality is an annual feature for which the Nature Club of the college takes initiatives.
- Nearly 50 students from the neighbouring villages are being supported by the college charity for their education and family nutritional care. This programme is supported by an Italian agency called Fratelli Dimenti Cati.

19. Teachers and officers newly recruited:

- a. Fr MC Joseph joined the staff as Bursar of the College. He has an administrative experience of 25 years.
- b. Fr Joseph Pauria has joined the Department during the interim phase prior to conclusion of his research.
- c. Dr Pius Vazhappilly was a guest faculty for philosophy and Communicative English in March 07.
- d. Fr Thomas Peechat, Kolkatta and Fr Dr Julien Jackers Professor of Philosophy, University Louvain were also guest faculty in the months of July-august and September-October respectively.
- e. The college has taken two part-time teachers this year in the Department of History. They are Miss Roshni Pradhan and Ranjeeta Gurung.

20. Teaching- non-Teaching staff ratio: 2:1

21. Improvements in the Library services:

- The computer systems for the student access have been replaced.
- The library software (Eblis) has been updated. One new facility is the direct search facility from the OPAC without entering ID. New circulation system (Barcode Circulation) and budget system have been added.
- The computerisation of the Library books having been completed the articles from the Journals are being computerised for reference as an ongoing project.
- Space reallocation and timings have been modified as to enable more students' access to read and work in the library.
- A record of student access to library is being maintained as an incentive measure.
- Now the Library has 30344 books excluding journals, magazines, and bound volumes.

22. New Books/Journals subscribed and their value

- New books added to the library : 651
- New journals subscribed : 7
- Current subscriptions : 82
- Money spent for Journals (2006-07) : Rs. 98891/-
- Money spent for the books (2006-07): Rs. 31795/-

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

At the end of each trimester the students make an overall evaluation of the trimester. Each honours subject teacher is evaluated at the end of the course and the feedback thus given through the questionnaire is made available to the teacher concerned for further improvement and/or necessary action. The feedback is communicated orally by the Principal in cases of follow up of young teachers who make an initial experience in teaching. The response of teaching faculty to the experience of the ambient has been very positive.

24. Unit cost of Education:

Unit Cost excluding Salary component:

Total Expenditure		1898389.03
Salary Component		668966.00
Expenditure minus Salary Component		1229423
Total No. of students (2006-07)	198	
Unit of education for the year(2006-07)		6209.20

The Unit cost of education for the year 2006-07 is Rupees Six thousand two hundred nine and paise twenty only)

25. Computerisation of administration and the process of admissions and examination results, issue of certificates:

For admission purpose the prospectus is printed annually. The admission details are made known through the website as well as advertisement in local newspapers. The trimester examination results are made available on the Intranet and promotion test and selection test marks are send to the parents of the students. The student data recorded in personal files and the statistics are preserved in the office computer.

26. Increase in the infrastructural facilities:

The College administrative offices are in the process of being fully computerised. The Library, and Departments are also computerised. A mini hydro power station is being set up to meet the electricity requirements of the college. The painting and completion of routine maintenance works on the building have added a facelift.

27. Technology Up-gradation:

V-SAT technology of the Hughes Company has been availed to provide Internet facilities to the offices, the departments and the students. The year has experienced a fairly good service by the technology and its utilization could be further improved.

28. Computer and internet access and training to teachers and students:

Computer and Internet is easily accessible to Teachers and students and Training is provided to both by the staff of the computer department. The utilization of the facility needs to be further encouraged and benefited from.

29. Financial aid to students:

- Nine deserving students have been provided the financial aid for their studies in the past year. The financial assistance was from Don Bosco Development Office, Kolkatta.
- Annual aid of Rs. 3000/- only is given to the poor students.
- Ex service men's wards get government stipend for books.
- Tea Garden employees' wards get assistance from Employee's Association.
- Some students avail of the Tribal and Scheduled Caste's Welfare Department scholarships.
- AIACHE scholarship is made available to two Christian students from the SC/ST and general category respectively.

30. Activities and support from the Alumni Association

- Organised Independence day programme for the neighbouring schools and clubs
- Organised Career Counselling programme for the school and college students
- Organised Free Health Camps in collaboration with Red Cross Society, Darjeeling and Rotary Club Darjeeling.

31. Activities and support from the Parent-Teacher association

- Annual parents and teachers' meet for the two years was held on 8 April 2006 and 5 April 2007 respectively.
- The Annual Yuva Darpan, a Nepali youth magazine was published for the second consecutive year and released on 2 April 07

32. Health Services

- The college infirmary caters to the emergency medical needs of staff and students. The local health centre, private clinic and Doctors are availed of in case of need.
- A Medical Camp in collaboration with Alumni and the Rotary Club of Darjeeling was organized at the college for the benefit of the people of the Balasun Valley and Greater Sonada region on 25 March 2007. Students as well as their parents and relatives from the locality too benefited from the programme.

33. Performance in Sports Activities:

- a. Participated at the Independence Day Cup Tournament in preparation for 15 August, 2006.
- b. Cricket and Basketball matches are organised regularly by the college.
- c. Sports activities are regular on the college campus with inter batch tournaments in outdoor and indoor games.

34. Incentive to Outstanding Students:

- The college gives awards to the best students in various fields: study, attendance, sports, literature, essays and debates, cultural programmes, etc.
- The Inter College Cultural Day was organized and participated in at St Joseph's College, North Point, Darjeeling on 4 November 2006.
- Three students participated in the Xavier Board organized Student Leadership Course at NBCLC Bangalore from 29 December – 1 Jan 07.

35. Student achievement and awards:

- One student got the first prize (in cash) on essay competition organized by the Xavier Board for Higher Education.
- Five students from the three batches participated in a Seminar "Democracy and Youth" organized at Kalimpong College, Kalimpong on 10-13 April 2006.
- The Christian and foreign students (25) attended the Taize Prayer Pilgrimage at Don Bosco Park Circus, Kolkatta from 5-9 October 06

36. Activities of the Guidance and Counselling unit:

- One staff trained in Therapy has been assisting the students on personal problems and on making choices in life. The religious staff on the campus do avail their time for timely guidance to needy students.
- A ten Days Vipassana course as self development technique was organized at St Helen's retreat centre, from 1-12 January. 17 persons from school and college background participated.
- The Religious staff make themselves available on campus for the mentoring and guidance of students in need of special help. Health requirements are taken care of by making available necessary medical care through the infirmary or timely recourse to local doctor.

37. Placement services provided to the students:

- The Hospitality Industry and Travel and Tourism agencies are ever willing to take as trainees and induct our students.
- Many of our students have been inducted into primary/secondary and high schools in the locality and many have even gone to other states and neighbouring country of Nepal.
- The foreign national students (Bhutanese) all get immediate placement in industry or government on completion of their course.
- The Wipro Consultancy team came for a Campus interview in April 2006 and April 2007 and have recruited from campus two and four students respectively.
- The Tourism and Travel students have been welcomed as part time staff after their training at Windamere Hotel Darjeeling.
- Those in need of assistance while moving out to any of the metros are provided assistance for initial contacts through the old students and the network of Don Bosco educational society whenever required.

38. Development programmes for the non-teaching staff:

The annual Picnic for non-teaching staff is organised every year. A trimonthly interactive session by the Rector of the college with the non-teaching staff ensures their cooperation and is an occasion for them to bring forward their suggestions and grievances if any. Housing loans are made available to them and the college sponsors the education of their children.

39. Healthy practices of the Institution:

- Value based talks/sessions and prayer services batch wise
- Occasional interactive sessions with students by the Rector, the Dean and the Counsellor
- Course-wise outing along with select staff members were organised at different times of the year
- Graduation Day on completion of all examinations and prior to the students leaving the college, as to honour the batch and give awards to exceptional performers in academic and co-curricular activities.
- Daily Assembly and the Good Morning Talks.
- Annual Social Awareness Programmes.
- Special programmes for the Christian minority students as to preserve and promote character of the institution.

40. Linkages developed with National / International, academic/ Research bodies

- Salesian Pontifical University, Rome
- The Chair of Christian Studies, University of Madras
- Banaras Hindu University, Varanasi
- Central Institute of Indian Languages, Mysore
- Sahitya Akademi, New Delhi
- Indira Gandhi National Open University
- Indian Council of Philosophical Research (ICPR)

41. Any other relevant information the institution wishes to add:

- The College has formed a Governing Body with some new members. Fr. Tomy Augustine was appointed as the new Rector of Salesian College and the secretary of the Governing Body. The Governing Body has devised a new Personnel Policy.
- Some lecturers have been made permanent.
- The College has started Education Honours from June 2006.
- The College building has been repainted as decadal routine maintenance of the building which is over 60 years old.

Details of the Institutional plan for the year 2007-2008

Keeping in mind the overall suggestions made by the report for the college to move forward, the following areas shall deserve special attention in the coming year: (1) Capability building of the existing staff; (2) strengthening social outreach through the IGNOU study centre and extension activities; and, (3) Infrastructural Expansion as to cater to the growth demands.

The personnel policy as to create a uniquely Salesian tone to the higher education offered is in the process of being studied and modified prior to placing for approval before the Parent Body. The student intake is being gradually increased as to keep a balance in the college campus environment to serve the twin objectives of the religious formation of the residential students as well as providing quality higher education to all the students enrolled. The initiation of Career Oriented Programmes (NBU), and the promotion of Distance Education (NBU, DDE & IGNOU) are steps in the direction of diversifying the courses offered in the college.

The infrastructural expansion planned for the year ahead are as follows:

1. **Expansion of Library building:** The earlier sanctioned plan had to be modified as a soil test was necessitated and it delayed the process of construction. It was planned to create extra space for consultation by way of adjusting and shifting the shelves used for storing back issues and bound volumes.
2. **Creation of office space for new IGNOU Coordinator:** It was envisaged to utilize the Basement of the College in its South Wing by panelling the corner room as to accommodate the coordinator's office, the reception and the office clerk's room with glass panelling. This was envisaged as a priority since commitment to the drop outs and disadvantaged in learning of the locality has been part of the college's mission.
3. **The Language lab** is to be commissioned to cater to the Communicative English student's proficiency in language skills. The work is completed with 15 units of interactive speech recording equipment monitored centrally with audio visual unit for two way communication under the supervision of the teacher. The equipments are to be procured from Delhi through Competent Info Systems.