

The
ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

of the IQAC

of

Salesian College, Sonada

2008-09

Sonada P. O. 734219

Darjeeling Dt., W. Bengal

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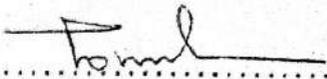
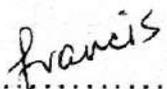
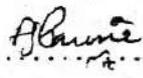
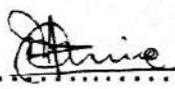
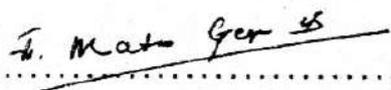
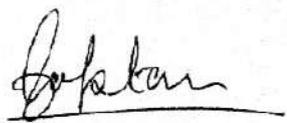
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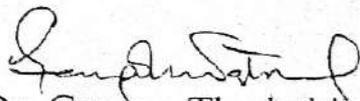
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SALESIAN COLLEGE, SONADA

Members of the IQAC:

Signature

1. Fr. (Dr.) Tomy Augustine (Member, Rector) 
2. Fr. Francis Gomes (Member, HOD, English) 
3. Fr. (Dr) Joseph Pauria (Member, Dept of Education)..... 
4. Mr. Terence Mukhia (Member, Dept of Philosophy)..... 
5. Fr. (Dr) Mathew George (Co-ordinator) 
6. Ms. Nilima Moktan (Lecturer, Dept. of Education) 
7. Mr. Passang D. Sherpa (Member, Alumni Association) 


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.

1. **Reinforcing management** is a timely action that needs to be taken in order to move forward. This will be partly achieved through the **appointment of a Vice Principal** for the College to see to the day to day running of the academic programme and supervise the disciplinary and other processes. The Campus Coordinator will continue to monitor the co-curricular activities and form a team with the Dean of Studies and Vice Principal in the organization and management of special programmes and events of college.
2. The need for sustaining the momentum of growth we have experienced and preserving the heritage of residential campus entails the **expansion of the college at an alternate campus**. This entails the lobbying for the possibility of an additional campus of the college at a suitable location to be designated by the Founder Body. The Principal shall pursue this goal with the government and the University so as not to hamper the sylvan surroundings of the delicate hill ecosystem around the present campus nor the heritage tradition of the residential part of the college.
3. The credibility of institutions of higher education being gauged from its **research output**, though being an undergraduate institution, collaborating with a prime institute of research the college shall encourage by setting up a **research institute** to promote significant data collection and analysis to contribute to the welfare of the people of this region.
4. The commitment to the average student and turning him or her into the best one can be has been the mainstay of this small but significant institution of higher learning down its past 70 plus years of history. In keeping with this tradition we shall encourage through the **Remedial Coaching Centre** the monitoring and capability enhancement of the weaker students among the SC/ST and minority communities.
5. The IQAC team has been revamped as to include new entrants even as we are moving towards the re-accreditation phase and efforts are to be put in place to achieve the target of implementing the suggestions given by the NAAC report 2004.

The infrastructural expansion so as to contain the **Library building**, the **departments**, **lecture halls**, **office space** and the **reception area** in a **new College block** alongside an **audio-visual lecture hall** to accommodate 150 students and an **examination hall cum auditorium** to seat 400 students already underway with the construction of the **support walls** along the railway track is to be pursued in earnest with additional workforce as to complete in under two years from now.

Meanwhile the possibility of getting sanction for a second campus impels the founder body to invest in the proposed plot in Don Bosco Siliguri Premises by renovating the two existing buildings as to begin B.Com Department (to be sanctioned) from the next session.

The outcome of the plans for the year have been more than satisfactory in terms of getting the permission to begin the new campus paving the way for future expansion of the college. However, the delays in the construction process in Sonada and the renovation work on old buildings at Siliguri Campus needs to be addressed on priority basis. With regard to personnel, though the basic problem of staff retention has not been addressed sufficiently, the role of the vice principal has greatly added to the administrative rigour of the day to day life of the college.

Part B

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

- The appointment of Fr James Kurikayil sdb M.A. M.Ed, M.Phil & PGDPM as the Vice Principal of the college was an added step in the direction of strengthening the day to day management of the College. Regular College Staff meetings held in the first week of each month to evaluate the programmes of the previous month and plan for the month ahead as per the college calendar annual plan and other statutory meetings aided in the normal running of the college and its supervision.
- The Thrust area of building capabilities in the neighbourhood and making the reach out of the mission and vision of the college in the hill district villages especially, a programme of training the trainers termed Catechists Refresher Course was devised and executed in three instalments: First from 15-22 June 2008, the second from 19-26 October 2008, the third from 21-28 June 2009. These programmes were coordinated by the Rector, Salesian College, Fr Tomy Augustine sdb and the Resource Person was Fr Pius Marcus, Diocesan Coordinator, Pushpika, Kalimpong and there were 35 participants.
- Hosting and Organizing Seminars: During the year a number of seminars were organized by way of bringing together scholars on key themes of research and toward capacity building of the teaching community.
 - a) "Spirituality in the British Victorian Poetry" UGC Sponsored 2 days State Level Seminar organized by Department of English, Salesian College on 30 July and 31 July 2008.
 - b) "Commemorating 1857: An Eastern Perspective" UGC Sponsored Two days State Level Seminar organized by the Department of History, Salesian College on 31 July and 1 August 2008.
 - c) "The Role of Tourism Industry in Human Resource Development in Darjeeling Hills." UGC Sponsored State Level Two Days Seminar organized by the Department of Tourism and Travel Management, Salesian College on 1-2 August 2008.
 - d) "Indigenous Philosophies of Himalayan Communities" in Collaboration with Indian Council of Philosophical Research, New Delhi, (ICPR) a three days National Seminar held at Don Bosco School Malbassey, West Sikkim and organized by the Department of Philosophy, Salesian College on 7-9 May, 2009.
- Guest Lectures were organized on the following topics during the year:
 - a) There was a special Guest Lecture for all the Teaching Staff on Tuesday 7 April 2009 by Dr. Walter Fernandes, Director, North Eastern Research Centre, Guwahati.

- d) A special guest lecture cum interactive session for the Lay Staff was held on 7 May 2009 by Mr. Tomy Kallackal, M.A. M.,Phil. & Quality Management Director, Christ University, Bangalore.
- b) MINI JOSEPH, M.A., M.Ed., DELT (C.I.E.F.L.) Trainer of Teachers, British Council. Trainer, Communicative English, Kolkata University delivered lectures on Communicative English for the students in May 2009.
- o Parents' meeting with the staff of the college held in November 2008 as an annual event informed the parents of new developments and sought the cooperation and support of parents for the policies and new decisions regarding college development.
 - o Spiritual Retreat for the Christian and Religious students is an annual feature and this year it was conducted at the **Matridham Ashram**, Banaras in the month of February 2008 for the first year students. They were accompanied by staff members.
 - o The College Magazine SCSPEAKS for the year was released on the occasion of the Graduation Day 23 April 2009 and YUVA DARPAN the local bilingual youth magazine published by the youth services wing of the extension activities of the college in May 2009.
 - o The Book "Cultural Linguistic Transitions in Nepali Speech Community of Darjeeling" a Sahitya Akademi Publication based on the seminar on the said theme held at the College in March 2007 was released on 3 March 2009. The College has to date eleven publications to its credit.

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

- a. The application has been placed for the B.Com Honours and General in the New Campus.
- b. Career Oriented Programmes (UG) have been proposed to be initiated in the new campus:
 - o Communicative English
 - o Tourism and Travel Management
 - o Computer Application

3. Innovations in curricular design and transaction:

- a. The Career Oriented Programmes have been inserted into the regular day's schedule as to enable the student cope with all three of the programmes offered during the year. The trimester wise scheduling of classes makes this provision viable.
- b. The Remedial classes for the weaker students have been scheduled in the beginning of the year before the honours classes proper begin.

4. Inter-disciplinary programmes started:

Three courses have been designed as interdisciplinary and continued during the year:

- c. An **introduction to sociology** as to aid the philosophy course as well as to give a better grounding for literature and history studies.
- d. 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.

- e. 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.

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.:

7. Initiative towards faculty development programme:

- a) There was a special Guest Lecture for all the Teaching Staff on Tuesday 7 April 2009 by Dr. Walter Fernandes, Director, North Eastern Research Centre, Guwahati.
- b) A special guest lecture cum interactive session for the Lay Staff was held on 7 May 2009 by Mr. Tomy Kallackal, M.A. M.,Phil. & Quality Management Director, Christ University, Bangalore.
- c) MINI JOSEPH, M.A., M.Ed., DELT (C.I.E.F.L.) Trainer of Teachers, British Council. Trainer, Communicative English, Kolkata University delivered lectures on Communicative English for the students in May 2009.

8. Total number of seminars/workshops conducted:

- a) "Spirituality in the British Victorian Poetry" UGC Sponsored 2 days State Level Seminar organized by Department of English, Salesian College on 30 July and 31 July 2008.
- b) "Commemorating 1857: An Eastern Perspective" UGC Sponsored Two days State Level Seminar organized by the Department of History, Salesian College on 31 July and 1 August 2008.
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9. Research Projects: a) Newly Implemented: b) Completed

a) Newly Implemented:

The Department of Economics is collaborating with NESRC, Guwahati in executing a research on "Development Induced Displacement in Sikkim" and the project has been initiated in the month of April and scheduled to complete by the end of the year. Mr Sonam Sherpa is coordinating from the part of the College this project along with four other staff selected as research assistants and remunerated by Dr Walter Fernandes, the project Coordinator, NESRC.

b) Completed:

- One of the staff members completed Ph.D. from Salesian Pontifical University, Rome, and has returned to the Department of Education.
- One from the Department of History has completed his M.Phil with specialisation in Tourism and Travel Management.

10. Patents generated, if any: NIL

11. New Collaborative Research Programme:

- The Department of Economics is collaborating with NESRC, Guwahati in executing a research on "Development Induced Displacement in Sikkim" and the project has been initiated in the month of April and scheduled to complete by the end of the year. Mr Sonam Sherpa is coordinating from the part of the College this project along with four other staff selected as research assistants and remunerated by Dr Walter Fernandes, the project Coordinator, NESRC
- The Nepali Language Games Project of Central Institute of Languages, Mysore, is being pursued by the Translation Centre of the College (at its initial stages) in collaboration with Bemisal Printers.

12. Research grants received from various agencies:

- The staff and the research assistants selected for the collaborative research are being remunerated monthly and directly by the Collaborative Agency.
- The Central Institute of Indian Languages sanctioned a project of publishing the Nepali Language Games by Salesian College Publication and have agreed to incur its expenses.

13. Details of research scholars:

- Tomy Augustine, "Metaphysical Gleanings in Vajrayana: An Exposition of Philosophical Foundations", in *Suvidya Journal of Philosophy and Religion*, Vol.2. No.1 (June 2008) pp.67-83.
- Tomy Augustine, "Theory and Praxis of Tibetan Buddhism" in C.D. Sebastian (ed.), *Recent Researches in Buddhist Studies: Festschrift in Honour of Professor A.K. Chatterjee*, Delhi, Sri Satguru Publications, 2008) pp.154-195.
- Fr George Thadathil was Guest Respondent at IASACT Scholars Meet, organized by United Board, Institute of Advanced Studies in Cultures and Theologies, at Chung Chi College, Chinese University of Hong Kong on 14 July 2008.
- Fr George Thadathil delivered the Annual Endowment Lecture, PG Department of Nepali, Darjeeling Govt College, Darjeeling, on 21 September 2008.
- Fr George Thadathil delivered a Public Lecture on "The Role of Parents, Teachers, Panchayat and Civil Society in Educating the Rural Mass" at the Village Fest, Education Fair held at Assam Lingzey 2008 Winter Village Fest, East Sikkim, on 22 December 2008.

14. Citation index of faculty members and impact factor:

15. Honours/Awards to the faculty:

- In December 2008, the *Rotary Club of Darjeeling* presented a citation and memento to Fr Dr George Thadathil, the Principal, for the contribution made towards community building through the promotion of literary and other art forms.
- Fr Kurikayil James, HoD, Education was selected for the Asian University Leadership Programme organized by the United Board in Hong Kong in February 2009.

16. Internal resources generated:

Deposit	518717.03
Fees collected	2148505.00
Donation & Contribution received	798248.00
Miscellaneous	89158
TOTAL	3554628.03

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 completed and inaugurated on 3 March 2009 was funded thus and has cost 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 90 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 thirty villages to provide recreational facility, coaching in English, and literacy promotion. They organize zonal level and inter youth centre activities like sports, debates, seminars on issues affecting the rural life.
- As part of the community service to the neighbourhood a programme of training the trainers termed Catechists Refresher Course was devised and executed in three instalments: First from 15-22 June 2008, the second from 19-26 October 2008, the third from 21-28 June 2009.
- During the winter vacation, the computer labs were thrown open to the disadvantaged local village youth for computer literacy programme. Over 30 school going age youth benefited.
- Youth Camps were organized in the interior villages of Kalimpong subdivision for the leadership training by the college students as part of their holiday reach out programme. Four Villages benefited.
- The Cultural Dance Exhibition, an annual event was organized with much fanfare for the youth of the thirty villages where the students reach out on weekends. The programme was held in the college auditorium in September 2008.

19. Teachers and officers newly recruited:

- Bishal Thapa, of the Department of English was appointed the coordinator for the SC/ST and Minorities Remedial Coaching Centre sanctioned from June 2008 the Department of Education.
- Nilima Moktan was taken as part time teacher in the Department of Education.
- Kishan Harijan, MA, NET was taken into the Department of History.
- Savio Giri was appointed as the LDC in the Remedial Coaching Centre
- Fr Dr Julien Jackers sdb was a voluntary staff in the Department of Philosophy for two months (September – October 2008)

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

21. Improvements in the Library services:

- Now the Library has 32515 books excluding journals, magazines, and bound volumes.
- Books have been purchased for the Commerce Department to be initiated from the coming session in the new campus.

22. New Books/Journals subscribed and their value

- New books added to the library : 406
- New journals subscribed : 13
- Current subscriptions : 90
- Money spent for Journals (2008-09) : Rs. 37018/-
- Money spent for the books (2008-09): Rs. 29318/-

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

At the end of each trimester/year the students make an overall evaluation of the session(s). 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.

24. Unit cost of Education:

Unit Cost excluding Salary component:

Total Expenditure		3554628.03
Salary Component		1231421.00
Expenditure minus Salary Component		2323207.03
Total No. of students (2008-09)	224	
Unit of education for the year(2008-09)		10371.45

The Unit cost of education for the year 2008-09 is Rupees Ten thousand three hundred seventy-one and paisa forty-five 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. This year the admission form was made available as downloadable from the website.

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 set up to meet the electricity requirements of the college.
- The Support Walls for the New Construction of the College wing was initiated.
- The renovation on two existing buildings in the new campus have been completed for the initiation of Commerce Department of the College

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.
- As a stand by and alternative the USB Modem facility was made available on campus as and when required.
- The Wireless Loop Telephone system has been activated after the third time theft of the landline cables.

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 computer literacy is ensured through the CLP programme of IGNOU being attempted by all the new students

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.
- Three Scholarships – Pullanthanikal Joseph Memorial scholarship, Stephen Memorial Scholarship and God's Pet Scholarship have been established to assist the deserving meritorious students of the college.

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 under the leadership of the Alumni and the Wipro Consultancies Limited
- Organised Free Health Camps in collaboration with Lions Club, Darjeeling.

31. Activities and support from the Parent-Teacher association

- Annual parents and teachers' meet for year was held on November 2008.
- The Parent representative of the College collaborated in the editing and publication of the Nepali book in collaboration with Sahitya Akademi.
- The Parents have been supportive of the students welfare and in the ameliorating the tensions due to political and social disturbance in the hills during the year.

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.

33. Performance in Sports Activities:

- a. Participated at the Independence Day Cup Tournament in preparation for 15 August, 2008. A friendly match was organized with the local team on the occasion.
- 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.
- Three Scholarships – Pullanthanikal Joseph Memorial scholarship, Stephen Memorial Scholarship and God's Pet Scholarship have been established to assist the deserving meritorious students of the college.

35. Student achievement and awards:

- One student got the first prize (in cash) and certificate for the on essay competition organized by the NIIT, Darjeeling.
- The College Awards to outstanding outgoing students were given away on 23 April 2008 on the occasion of the Graduation Day.
- The Wipro Award of Excellence was given away to the best student of the year Subin Thomas.

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.

37. Placement services provided to the students:

- The outgoing students all got employed or entered into higher education.
- The Wipro Consultancy team came for a Campus interview in April 2008 and selected 8 students and gave an achievement award to best student.

- The College provides information regarding the locally available jobs through display of material collected from the Newspapers in collaboration with Chetna, Gurung Busty, Siliguri.

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/Vice Principal 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 shared by the Staff.
- Annual Social Awareness Programmes.

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
- United Board, Asian Office, Chung Chi College, Hong Kong
- Sahitya Akademi, New Delhi
- Central Institute of Indian Languages
- Indira Gandhi National Open University
- Indian Council of Philosophical Research (ICPR)

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

- The Appointment of the Vice Principal added to greater focus and follow up in the campus activity sector for the day students.
- Some lecturers have been placed on salary scale of the college.
- The decision has been taken by the Parent Body/Founder Body to initiate the process for a new campus of the college at its Don Bosco premises in Siliguri.
- A core team has been appointed with the Principal heading it in order to process the procedures.
- In the Month of May 2008, the University Granted the Permission for the College to initiate a new campus of the same college at Siliguri from July 2009 Session offering Commerce Honours and General in Accountancy and Management.

Part C

Details of the Institutional plan for the year 2009-2010

Growth of an institution consists in the net result of the planning process undergone by the various stake holders in the institutional project. The Founder Body of Salesian College projected a future as it approached its platinum jubilee of contributing to the higher educational needs of North Bengal as a partner with the Government of West Bengal and India who are stake holders in the dream of making India a premier nation of the world by maximising its human resource.

The acceptance of the proposal has put Salesian College into its growth/expansion phase hitherto unknown. The institutional plan for the year 2009-10 entails therefore the following:

- The setting up of a commission of experts to advice the Founder Body on the growth needs of the college
- The initiation of Commerce for the year 2009-10 (both Honours and General) with the provision for Science Stream in the following year (with Computer Science, Maths, Economics/Statistics) combination to cater to a dire need of Computer Application/Science/Skills teachers in the State.
- The campus at Siliguri to offer professional courses of the COP (Tourism & Travel Management, Computer Application and Communicative English) as to attract the hard working and highly motivated students into higher education.
- The retention of good teachers on campus requires the collaboration and partnership with the government as a 12(B) 2(f) college by claiming the salary assistance. This matter is to be pursued.
- Higher education as preparation of a new generation for nation building through its valued orientation and commitment to social transformation shall be insisted upon through outreach programmes, participation in mini research projects and student managed events of social awareness.
- Continue with the focus area of resource building among the staff of the college and others in the neighbouring colleges by organizing three national level seminars on:
 - "Resource Endowment, Sustainable Development and Governance: Mountain Economy in Perspective" by Economics Department in collaboration with DLR Prerna, Darjeeling.
 - "The Literary and Linguistic Terrain of Translation" by English Department in collaboration with PG Department of English, Government College, Darjeeling.
 - "Impact of Computerisation in the Hill District of Darjeeling" by the Department of Computer Skills in collaboration with NIIT, Darjeeling.
 - "Quality Enhancement as an Imperative for Educational Environment" as a NAAC Re-Accreditation Seminar by the College for the staff of the college in view of preparing and submitting the SSR (Self Study Report) by March 2010.
- To concentrate on the quality improvement in teaching learning process relying on the techniques of the Education Department (which procured 5 first divisions in 2008) by the other Departments.
- To encourage exposures to students as to develop their co-curricular skills in interacting with other students of other institutions. Study Tours and Exposure Camps to be organized as part of student enhancement.
- To chalk out the Master Plan by which every member of the institution gets involved in the preparation for NAAC accreditation so as to benefit from the self knowledge it brings towards further growth.