

Salesian College Sonada & Siliguri

Sonada PO, Dt. Darjeeling, WB PIN 734209, Phone: (+91) 9434045539 Fax: 03532545627
www.salesiancollege.in, e-mail: principal@salesiancollege.net

The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2016 – 2017

Part – A

1. Details of the Institution

1.1 Name of the Institution	SALESIAN COLLEGE
1.2 Address Line 1	PO SONADA PIN 734 209, DT. DARJEELING, WEST BENGAL
Address Line 2	SALESIAN COLLEGE SILIGURI CAMPUS
City/Town	DARJEELING & SILIGURI
State	WEST BENGAL
Pin Code	Sonada - 734 209, Siliguri - 734001
Institution e-mail address	principal@salesiancollege.in
Contact Nos.	(+91) 9434045539
Name of the Head of the Institution:	Fr (Prof) George Thadathil, (Principal)
Tel. No. with STD Code:	(0353) 2545627 / (0353) 2545622
Mobile:	(+91) 9434045539
Name of the IQAC Co-ordinator:	Fr (Dr) Mathew Pulingathil
Mobile:	(+91) 94340 46696
IQAC e-mail address:	mpuling@gmail.com
1.3 NAAC Track ID	10149

1.4 NAAC Executive Committee No. & Date:
 (For Example EC/32/A&A/143 dated 3-5-2004.
 This EC no. is available in the right corner- bottom
 of your institution's Accreditation Certificate

EC/PCRAR/58/001 Dated 10.03.2012

1.5 Website address: **www.salesiancollege.in**

Web-link of the AQAR: <http://www.salesiancollege.in/Dotin/DOCS/AQAR/AQAR2016-17.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	NA	2004	5 years
2	2 nd Cycle	A	3.16	2012	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY **22/12/2004**
10/09/2015 (Reconstituted)

1.8 AQAR for the year **2016 - 2017**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2015-2016 Submitted to NAAC on 21.12.2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No **Applied for**

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban* Siliguri Rural* Sonada Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management

Others (Specify) **BCA, BBA, Career Oriented Programmes**

1.12 Name of the Affiliating University (for the Colleges) **North Bengal University**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	Applied for		
College with Potential for Excellence	<input checked="" type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	N.A.	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (Specify)	N.A.
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	8
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	2
2.4 No. of Management representatives	4
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	21

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

Non-Teaching Staff Students council meet

2

Alumni

Others: finance & GB Meets

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops ✓ /Symposia organized by the IQAC

Total Nos.

5

International workshop

1

National

1

State

-

Institution Level

3

(ii) Themes

Strategic Planning, Trauma Competent care giving training and workshop, Darjeeling and the Eastern Himalayas: A Multidisciplinary Approach, Pen Pain and writing, Cyber security

2.14 Significant Activities and contributions made by IQAC

- Initiatives towards autonomous status of the college are being processed
- Reaching out to the State Government towards Fund generation for the future expansion of college
- Hostel Construction for the boys are in the plan
- The Academic Infrastructural facilities in the Campus are under construction
- Scholarship programs for meritorious and reserved category students were facilitated by IQAC as student support and progression
- The campus inauguration for PG Courses on Education and Psychology are awaited for.
- Siliguri campus continues to offer the venue for public examinations such as CAT and CA Examinations.
- Sonada campus has initiated Community Radio

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>'Teaching – Learning' to be strengthened by involving more participatory methods of learning and infrastructure expansion</p> <p>Monitoring system to be in place</p>	<ul style="list-style-type: none"> • Purchase of Books and Equipments • New constructions are going on as per plan and schedule • University toppers (rank holders) from Psychology, English, and Management Departments • New attendance system and class records along with new Handbook and Diary for faculty

Academic Calendar of the year 2016-2017 (See Annexure-1)

Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

Provide the details of the action taken

<p>Achievement:</p> <p>a) Additional space utilized and made available for programmes</p> <p>b) Students feedback was collected and changes are made accordingly</p> <p>c) Annual Academic audit, green audit and gender audit was done</p> <p>d) Handbook and calendar are given to students on the first day of class</p> <p>e) New Faculty diaries in view of API for faculties.</p>
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Part – B Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-		
PG	1			
UG	18	Started Sociology honours in Siliguri campus and History honours in Sonada campus		5+2 (Personality Development and Value education)
PG Diploma	-	-	-	-
Advanced Diploma	5	-	-	-
Diploma	5	-	-	-
Certificate	5			

Others	-	-	-	-
Total	36			5

Interdisciplinary	Cultural			
Innovative	-	The college/departments maintains its/their question banks. Also there is a practice to upload recorded lectures to social networking sites. Keeping the tech savvy students in mind, the departments also administer groups in social networking and messaging apps. The weaker students get special attention with remedial and extra coaching classes	As an integral part of the focus on holistic development, the College frames its own curriculum for Value Education and Personality Development, which are compulsory for every student at every level. The college organizes short duration workshops and certificates are provides. In collaboration with EC Council the college also provides certificate course in ethical hacking.	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **Open Options**.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	1
Annual	16 + (5 COP)

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

Analysis of the feedback in the year 2013-2014 (See Annexure-II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College has submitted recommendations to the University for the Revision of Syllabus for Psychology Honours and to convert it into a semester system. Every year we send recommendations to the University for up gradation/revision of curriculum. Regular feedback from the stake holders are reflected when the college send recommendations to the university. The CBCS is to be introduced from next session

1.5 Any new Department/Centre introduced during the year. If yes, give details.

PG in English has been introduced and Philosophy Honours have got approval

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others Lecturers
76	51	-	3	21

2.2 No. of permanent faculty with Ph.D

10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others Lecturers		Total	
R	V	R	V	R	V	R	V	R	V
17	7					8	6	29	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

12	1	1
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	8	6	4
Presented papers	9	4	
Resource Persons	2	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of LCD, E-notes and online submission of assignments , Providing question bank through e-mail and other electronic devices, Preparation of Business Plan through departmental fests, Hands-on training in practices, Seminar presentations based on research articles, Topic- based You Tube lectures of eminent academicians, Film screening on prescribed text books, Role plays, observational visit, and preparation of documentaries on social issues , Relay Discussion engaged by the BBA faculty, whereby students discuss a topic already taught, in a continuous manner, highlighting their assimilation of the Same, Open book method to encourage the students to participate more actively during a class test. Outdoor teaching is also practiced, where students are taken outside the boundaries of classroom (but within the college premises) and out in the open to provide them with a sense of refreshment accelerating them to perform better. Debate regarding a topic is encouraged among the students which not only provides them to seek for more points to that topic but also enhance the power to surpass the text limits. Implementing Feedback system to weak students and those low in attendance.

2.7 Total No. of actual teaching days during the academic year during this academic year

273

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Aptitude assessment test was conducted Online using Multiple Choice Questions for 50+ students for BCA , B Sc Maths & Computer Science. Continuous internal assessment every month. Semester examination, model examination. Assignment & project works.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4

7

7

2.10 Average percentage of attendance of students

94%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of Students appeared	Total no. of Students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA General	31	30			16	14	96.77%
English Honours	53	51			51		99.22
Geography Honours	17				17		100
Political Science Honours	25	24			24		96
Psychology Honours	12	12		3	9		100
Education Honours	24	24			17	7	100
Mass com Honours	3	3				3	100
B. Com. General	47	46		2	32	12	97.87
Accountancy Honours	39	37		14	23	-	94.87
Management Honours	16	16		3	13	-	100
B.Com Finance Honours	9	9			9		100
B. Sc. Computer Science	4	4		3	1		100
B.Sc. Mathematics	6	5		1	4		87.33
History Honours	6	4			4		66.66
BBA	29	26		2	20	4	89.65
BCA	9	8		2	6		88.88
Travel & Tourism Management	Certificate = 98 Diploma= 10 Adv. Diploma=1	88 9 1					89.79 90 100
Communicative English	Certificate= 23 Diploma= 6	20 6					86.95 100

Computer Application	Certificate= 48 Diploma= 9+10=19	33 12					68.75 63.15
Sports Management	Certificate= 27	22					81.48
Music	Certificate= no exams Diploma= no exams Adv. Diploma= no exams	-	-	-	-	-	-
Base training	575	575	-	-	-	-	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC organizes academic development programmes for the faculty with a view to equip them to meet the demands of the changing academic scenario. The topics covered in these training programmes include Preparation of academic calendar, Academic audit: significance and process, Learner-centric teaching methodology, ICT enabled teaching-learning process, Evaluation methods, preparation of question papers, Question bank and its preparation, Self-appraisal/ unitization/ work diary/ academic diary and Curricular development. The faculties regularly meet and discuss about the syllabus. Since the curriculum is given by the university, now and then feedback is given to the university in writing regarding the curriculum and request for update. The IQAC organized a one-day workshop on teaching learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	-
HRD programmes	8
Orientation programmes	180 (3 programmes)
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	5
Others - FDP	30 (30 faculty X10 FDPs)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	2	2	-
Technical Staff	6	2	-	2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The college has a Salesian Research Centre (SRC) and Salesian Translation centre which oversees the publication of the *Salesian Journal of Humanities and Social Sciences*. It monitors the Research Scholars Workshops and organizes Research Seminars. The United Board Project of Solid Waste Management report has been submitted. The Journal for Science is in the process for ISBN registration .A separate bank account with yearly budget allocation has been set aside to promote research by SRC. IFCU initiated Training Seminar on “Continuing of Education for disadvantaged adolescence in South Asia” was held in the campus. The college organised 8th Research Scholars’ Workshop. The academic audit was completed. The Translation Centre did a workshop with JU on Nepalese-Bengali- English Translation.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	1
Outlay in Rupees Lakhs		3.48 lakhs	USD 8000	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rupees Lakhs		2.90 lac +1.48 lac		

3.4 Details on research publications

	International	National	Others
Peer Review Journals		1	
Non-Peer Review Journals		-	
e-Journals/magazines		3	3
Conference proceedings		1	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	International Federation of Catholic Universities & United Board	USD 8000 + INR 3.48 lac	USD 8000 + INR 3.48 lac
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2	UGC	4.38 lac	4.38 lac
Students research projects (other than compulsory by the University)	4	Commerce sociology, BBA & BCA	-	-
Any other(Specify)	-	-	-	-
Total	8	--	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A.

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	2	1	-	3
Sponsoring agencies	IQAC of Salesian College	College	College	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	1	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events

University level State level
National level International level

3.22 No. of students participated in NCC events:
 (* Applied for) University level State level
 National level International level

3.23 No. of Awards won in NSS:
 University level State level
 National level International level

3.24 No. of Awards won in NCC:

 University level State level
 National level International level

3.25 No. of Extension activities organized
 University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Social Outreach Programme – Free dental check-up camp, Blood Donation Camp, Nutrition Programme, community development programme, NSS Annual Camp, Social Out Reach Programme in Molat Darjeeling, sports and cultural activities. Cultural Events: Sports Days, Cultural Exhibition Days, Inter college event

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7900 m ² 2150 m ² 21 acr (SCS)	Added the Novitiate block to campus (under development) 4 acrs (SCS)	From Founder Body & various donations	
Class rooms	78	-	From Founder Body & various	

			donations	
Laboratories	13	Proposed laboratory for Mass Com & 3 rd lab for Physics	From Founder Body & various donations	
Seminar Halls	9	-	From Founder Body & various donations	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	22	1 sound recording system, 10 PCs, 1 High end PC for Mass com, high capacity router, 50 user anti virus + 1 LED T.V. 4 Projectors 4 Sound Woofers (SCS)	From Founder Body & various donations	
Value of the equipment purchased during the year (Rs. in Lakhs)		(32,48,399/-)	From Founder Body & various donations	
Others Radio Equipments/Studio/Transmitter/Antenna/Recording units	200 sqft.	10,000,00/-	From Founder Body & CPE grant	4,00000/-

4.2 Computerization of administration and library

New Books have been bought for all the departments. Library software has been upgraded. The direct search facility from the OPAC without entering ID is progressing well. The computerisation of the library in both Campus are ongoing. Additional space created. The Electronic Bosco Library Information System (Eblish) software is being used.

4.3 Library services:

Items	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	37348	2065473	1967	921594	39315	2987067
e-Books	-	-	-	-	-	-
Journals & Periodicals	90	194954	63	160103	153	355057
e-Journals	23	92092	13	-	-	-
Digital	4	430000	-	430000	4	430000

Database						
CD & Video	449	Donations	44	Donations	493	Donations
Others (specify)	9 Magazines 8 newspapers 15 encyclopaedia E-Blis (ERP)	17544	20 Magazines 3 newspapers 25 Journals	66994	29 Magazines 11 newspapers 15 encyclopaedia 25 Journals	84538

4.4 Technology up gradation (overall)

Items	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	213	10	BSNL, Sinet Skynet	7	5	25	24	Radio= 3 AV=2
Added	26	-	RKN	-	-	1	-	4
Total	239	10	4	7	5	25	24	9

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

**The computers and internet access is available for all the teachers and students. The college also arranges training programmes for the new teachers with the help of Computer Science Department.
Additional LCDs and sound systems have been installed.**

4.6. Amount spent on maintenance in lakhs:

i) ICT

Software maintenance = 2,87,159

ii) Campus Infrastructure and facilities

**Construction = 17,69,6408 Furniture = 7,26,254
Maintenance= 28,05,507**

iii) Equipments

Computers, routers, sound system, laboratory, etc = 18,10,925

iv) Others

Sports equipment 2,19,451

Total: **2,35,45,704**

Criterion – V

5. Student Support and Progression

5.1

Contribution of IQAC in enhancing awareness about Student Support Services

- The Scholarships of the State and Management are made known in time for them to avail of the same. More than 150 students have been provided full or partial fees waver as they belong to either BPL, SC/ST categories.
- Mentoring and remedial classes were organised the slow learners.
- Mock exams were organised for willing candidates.
- Value Education, Counselling and Personality Development classes were regular and compulsory.
- Regular PTMs on one to one basis
- Regular parents teacher meeting with contract signing for weak students

5.2 Efforts made by the institution for tracking the progression

- Computerisation of the Attendance system and new facial reading system installed
- Marks are computerised so that monthly tests, semester and selection exam results can be cumulatively provided as feedback as and when required.
- The ERP services are supplemented to track the student progress and support
- Collaborative efforts from parents and faculty

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
626	6	-	-

(b) No. of students outside the state

25

(c) No. of international students

15

Men	No	%	Women	No	%
	304	48.56		322	51.46

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
460	221	322	309	2	1312	357	24	169	76	2	

Demand ratio: 2.28:1

Dropout %: 31.97

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Every year Life Orientation Programme (LOP) for part III students are organised. It provides for the students the coping skills in human relations and also tips to crack competitive exams. Experts from the field are called to render this service to the students.

Information on the availability of such coaching by CICAC, Darjeeling and the centres in Siliguri town that provide such services are made known to the students. Banking, medical, defence service sector opportunities were open to the students. The College has an active Placement Cell which informs the students about the career options and upcoming vacancies in private and public sectors. Students who wish to go for CA/CS examinations are given support by the college in going for article-ship. On campus recruitment camps are held

No. of students beneficiaries **320**

5.5 No. of students qualified in these examinations: **College is working out a search mechanism through Alumni**

NET **2** SET/SLET **-** GATE **-** CAT **-**
 IAS/IPS etc **-** State PSC **-** UPSC **-** Others **6**

5.6 Details of student counselling and career guidance

The college organises career fair during the LOP of outgoing batch. The teaching staff and management on the campus do avail their time for timely guidance to needy students. Faculties are available on campus for the mentoring and guidance of students in need of Counselling.

The Hospitality Industry, Travel and Tourism agencies, Healthcare services and banks 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, majority of our students are successfully running their own business in North Bengal and North Eastern States. The foreign national students (Bhutanese) all get immediate placement in industry or government on completion of their course. There is scope of one month internship under various industries and corporate houses for the BBA students.

The college welcomes partnership with firms and consultancy agencies. It aims at linking with industry the upcoming potential workforce from among the outgoing batch of students. Campus interviews and training programmes are organized to provide with infrastructural facilities and the nodal office sees to coordination of such efforts. The Tourism and Travel students have been welcomed as part time staff after their training at few reputed Hotels in Darjeeling and Siliguri. The BASE programme has placed over 180 youth after training.

No. of students benefitted **498**

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	76	6	19

5.8 Details of gender sensitization programmes

Women's cell of the college took up few issues for discussion such as the condition of women in

the past and present. Issues discussed were:

- Female safety and hygiene related inputs are given by women faculties.
- Regular meetings of the women students are organised from time to time to support the women students.
- Women guard(s) have been deployed to look into the women related security.
- Women's cell in collaboration with Alumni Association of Salesian College Siliguri organised "Orange the world" an awareness programme for Women's safety.
- The women cell had conducted a workshop on women and child trafficking

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	81	984590
Financial support from government (scholarship)	64	555000
Financial support from other sources	12	205090
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There was grievance among the students about early morning classes, the problem was sorted out by maintaining the status score of the morning shift.

Many students had their grievance that they did not get handbook & calendar in time since it went out of stock. The problem was reported to the authorities concerned so that some more copies could be reprinted. The issue was temporarily sorted out by supplying handbooks of the previous year and xerox copies of new calendar.

There was grievance that the English honours syllabus was incomplete in the syllabus book. The problem was sorted out by supplying the xerox copies of the complete syllabus.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The educative community of Salesian College endeavours to excel in the preparation of noble citizens and leaders who are intellectually competent, socially sensitive, morally upright and emotionally balanced. We seek to be a transformational force through advancement of scholarship in diverse disciplines, providing services and championing justice, accountability and collaboration thereby, becoming flamma ardens et lucens – a flame that enlightens and enlivens.

Mission:

The mission is to prepare and develop socially committed and value oriented leaders for the society. To provide quality education to those aspiring from among socially, economically, culturally and educationally disadvantaged region. To prepare and mould honest citizens of character committed to transforming society through career oriented programmes. To advance the love for learning through teaching, research, and innovative modes of self-learning.

6.2 Does the Institution have a management Information System ?

Yes. The admission process for all part I are done online. The Library System is integrated between the two campuses. The Website acts as an archiver for all events and news accomplished and announced during the year. The Parents are intimated through SMS service as and when need arises. The Departmental Heads personally calls through the college land line/mobile phones when the need arises to appraise the parents about their wards.

Formal letters are always sent to the parents for Parent Teacher Student Meets and Educative Pastoral Community Council Meetings.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The various departments of the college are instrumental in revising the syllabus of the affiliating University from time to time. A few of the faculty members of the college represent the Board of Studies of the University and they contribute in revising the curriculum and provide feedback in this regard. The Psychology and Education Departments have framed the Master's syllabus and have sent the same for approval from the Board of Studies. Sports Board of University have been intimated through formal letters to introduce Basketball and Hand Ball as inter-Collegiate competitions.

6.3.2 Teaching and Learning

'Participatory Learning' as a thrust area have been focused for this academic session. Field Trips, project works, internships, group discussions etc. are organised to make the learning more participatory for our students. Department days are organised for each department in which students and faculty work as a team. Systematic monitoring, planning and regular evaluation of students are given special attentions. Workshops, participative learning and seminars are organised. Students are engaged in Service Learning and Software development.

6.3.3 Examination and Evaluation

Continuous internal evaluation and weightage to formative evaluation were implemented in the academic year 2016-17. Student report card and Personality Assessment Evaluation was implemented. Student Presentations were encouraged. Additional Assignments for under performers to cater to their individual difference and individual follow up was done.

6.3.4 Research and Development

Members of the faculty and students are actively engaged in action researches and major academic Researches. Each faculty wrote an article in his/her teaching subject. Faculty who are not yet PhD are in the process of finalizing and guides. Salesian Research Centre and Salesian Translation Centre organised seminars and workshops and met regularly for bi-meetings. The articles written by the members of the faculty were peer reviewed and published in Salesian Journal of Humanities & Community Development Programmes, Faculty Orientation & Strategic Planning and Academic Audit were conducted in the last Academic Session. (Dr.) Peter Lourdes was published in the last Academic Session.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i) New Books, magazines and journals are procured as the number of students increased in each of the departments. Two AV Halls and two Conference Halls with LCD projector, Public Address System and Air Conditioners were extended in the aforesaid academic year.
- ii) seven classrooms equipped for ICT in Siliguri and four in Sonada
- iii) Book exhibitions were organised from time to time.
- iv) New block for Library is under construction

6.3.6 Human Resource Management

College has Personnel Policy as HR Policy of the college to facilitate the smooth management of the Human Resources. The revised personnel policy had been sent to the founder body for their approval. Academic Audit was conducted for the members of the Faculty. Faculty Orientation and Strategic Planning was followed up in the last Academic session.

6.3.7 Faculty and Staff recruitment

In keeping with the growing demand in each department to maintain the desired student-teacher ratio of higher education given by UGC, member faculty and non-teaching staff were recruited in academic year 2016-2017 in both the campuses of the college.

6.3.8 Industry Interaction / Collaboration

The Management, Computer Application and Commerce Departments are actively maintaining interaction and collaboration with industry and service sector. Industry visits are organised for the students and people from corporate industries are invited to give lectures and interact with students.

6.3.9 Admission of Students

Admission is announced through website, local newspapers, local television and college notice board. The Admission form and prospectus are made available in the website and college office.

6.4 Welfare schemes for

Teaching	Loans granted from staff endowment fund
Non teaching	Loans granted from institutional resources
Students	Scholarships

6.5 Total corpus fund generated

24 lacs

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done? Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External		
Administrative	Yes	External		

6.8 Does the University/Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/Autonomous College for Examination Reforms?

The University has introduced the three sessions per day exam routine as to reduce the number of days for annual examination. However the state level or national elections impede the flow of exam schedule and shorten the academic session.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University has given its consent to the application for the Autonomy. Hence, the process of autonomy is under way.

6.11 Activities and support from the Alumni Association

The college has an active Alumni Association and the members organising various outreach and social welfare programme during the year. On Gandhi Jayanti they organise a charity programme for the underprivileged children of the neighbourhood slums every year. They also organise blood donation camp, free health check-up camp in the campus and participate in the other social welfare schemes of the college.

6.12 Activities and support from the Parent – Teacher Association

The college arranges parents meet for the 1st year students every year in the month of July and interact with them. Whenever the need arises the parents of second and third year students are called to meet the college management and faculty before semester and selection exams. Orientation programme for the parents is organised annually. Educative Pastoral Community Council (EPCC) consisting of Faculty, Management, Students and Parents have been constituted to make educative process more participatory and more relevant for the community of the college campus. A meeting of the Parents of students was held on policy matters related to campus discipline.

6.13 Development programmes for support staff

The support staff is being provided with the opportunity of in-service training programmes.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Organized Tree plantation drives seminars and workshop on World Environment Day, and also organized awareness programmes in the campuses especially on waste management and solid waste disposal. Cleanliness drives are organised by the College. The college encourages in no use of plastic

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- 1. Counselling the students at the time of admission became more systematic. Value Education became an important subject**
- 2. With the view of serving the community new courses like philosophy honours has introduced by the College.**
- 3. Digital & Systematic format for attendance**
- 4. Introduction of Community Radio as COP**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- **Official Android Application**
- **Collaboration with International Federation of Catholic Universities(IFCU)**
- **Salesian College Translation Center**
- **Don Bosco Tech(DB Tech)**
- **Introduction of FM Radio (SCS)**
- **Salesian College Translation and Research Centre**

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- **FM-Voice of the hills.**
- **IT Awareness programme for the under privileged student by science Department**

Provide the details in annexure: See Annexure-III

7.4 Contribution to environmental awareness/protection

Salesian College is very conscious and committed to the environmental issues and is Proactive in the protection, conservation and sustenance of natural resources in its campus and surroundings. The stake holders of the college is very much conscious towards environmental issues through regular awareness programmes. Being eco- Conscious, the impact of the institution on its environment is assessed through a 'green audit' initiated by IQAC cell of the college. The institute has conducts its annual campus environment Based on the auditor's recommendation a Green Policy has been framed. Energy conservation has been treated as a priority area both in terms of adopting concrete energy saving strategies on the campus and also in creating awareness among students and staff about its critical significance. Students are sensitized to environmental issues during the Orientation program, by giving guidelines related to energy conservation and cleanliness of the campus. Forum Workshop on Solid waste management and segregation was organised in the campus involving the faculties and the students. Students are taking active part in door to door campaign on SWM to create awareness among the community.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis)

SWOT Analysis of both Sonada and Siliguri campuses is attached as annexure II

8. Plans of institution for next year

Using a separate academic diary for the faculty One part of that will contain the teaching strategy and outcome when the other part will include the evaluation of students along with mark entry. Using google for attendance and marks. Initiating department of Mass communication in Sonada Campus.

Name: Fr (Dr) Mathew Pulingathil, SDB

Name: Fr (Prof) George Thadathil, SDB



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure 1 – Calendar of the Academic Session 2016 – 2017

Sonada

June 2016

Sonada

1 Wed	CLS Univ. Exams
2 Thu	CLS Univ. Exams
3 Fri	CLS Univ. Exams
4 Sat	CLS Univ. Exams
5 Sun	HOL World Environment Day
6 Mon	CLS Univ. Exams
7 Tue	CLS
8 Wed	CLS Univ. Exams
9 Thu	CLS
10 Fri	WD
11 Sat	WD New Admissions
12 Sun	HOL
13 Mon	CLS Univ. Exams
14 Tue	CLS Univ. Exams
15 Wed	CLS Univ. Exams
16 Thu	CLS Univ. Exams
17 Fri	CLS Univ. Exams
18 Sat	CLS Univ. Exams
19 Sun	HOL
20 Mon	CLS Univ. Exams
21 Tue	CLS Univ. Exams
22 Wed	CLS Univ. Exams
23 Thu	CLS Univ. Exams
24 Fri	CLS Univ. Exams
25 Sat	CLS Univ. Exams
26 Sun	HOL
27 Mon	CLS Univ. Exams
28 Tue	CLS Univ. Exams
29 Wed	CLS Univ. Exams
30 Thu	CLS Univ. Exams

Siliguri

1 Wed	CLS UE/ Admission Process begins
2 Thu	CLS UE
3 Fri	CLS UE
4 Sat	CLS UE
5 Sun	HOL World Environment Day
6 Mon	CLS UE/ Aptitude Test & Interview
7 Tue	CLS UE/ Aptitude Test & Interview
8 Wed	CLS UE/ Aptitude Test & Interview
9 Thu	CLS UE/ Aptitude Test & Interview
10 Fri	WD Aptitude Test & Interview
11 Sat	WD Faculty Meeting at 10.00 am
12 Sun	HOL
13 Mon	CLS UE
14 Tue	CLS UE
15 Wed	CLS UE
16 Thu	CLS UE
17 Fri	CLS UE
18 Sat	CLS UE/ Submission of Annual Course Plan
19 Sun	HOL
20 Mon	CLS UE
21 Tue	CLS UE
22 Wed	CLS UE
23 Thu	CLS UE
24 Fri	CLS UE
25 Sat	CLS UE
26 Sun	HOL
27 Mon	CLS UE/ Contract Signing
28 Tue	CLS UE/ Contract Signing
29 Wed	CLS UE/ Contract Signing
30 Thu	CLS UE/ Contract Signing

July 2016

Sonada

1 Fri	CLS Univ. Exams
2 Sat	CLS Univ. Exams
3 Sun	HOL
4 Mon	CLS UE, Induction programme for first year students
5 Tue	CLS UE, Departmental animation for first year students
6 Wed	HOL Id- UI - Fitar
7 Thu	CLS UE, Preparatory classes for first year students
8 Fri	CLS Univ. Exams
9 Sat	CLS Univ. Exams
10 Sun	HOL
11 Mon	CLS Univ. Exams
12 Tue	CLS Univ. Exams
13 Wed	CLS Bhanu Jayanti
14 Thu	CLS Univ. Exams
15 Fri	CLS Univ. Exams
16 Sat	CLS Univ. Exams
17 Sun	HOL
18 Mon	CLS Univ. Exams
19 Tue	CLS Univ. Exams
20 Wed	CLS
21 Thu	CLS
22 Fri	CLS
23 Sat	W/D
24 Sun	HOL
25 Mon	CLS Classes begin for 2nd and 3rd year students
26 Tue	CLS
27 Wed	CLS
28 Thu	CLS

29 Fri CLS
30 Sat CLS
31 Sun HOL

Siliguri

1 Fri CLS UE/ Orientation for first years
2 Sat CLS UE/ Orientation/ Holy Mass
3 Sun HOL
4 Mon CLS UE/ Class
5 Tue CLS UE/ Class
6 Wed HOL Id- UI - Fitar
7 Thu CLS UE/ Class
8 Fri CLS UE/ Class
9 Sat CLS UE/ Class/ SCSC Foundation Day
10 Sun HOL
11 Mon CLS UE/ Class
12 Tue CLS UE/ Class
13 Wed CLS UE/ Class
14 Thu CLS UE/ Class
15 Fri CLS UE/ Class
16 Sat CLS UE/ Class
17 Sun HOL
18 Mon CLS UE/ Class
19 Tue CLS UE ends
20 Wed CLS
21 Thu CLS
22 Fri CLS
23 Sat W/D Faculty Meeting at 10. 00 am
24 Sun HOL
25 Mon CLS Classes begin for Part 2, Part 3, BBA & BCA students. Compulsory Attendance
26 Tue CLS Guest Lecture - Dr. George Kallingal, University of
Guam - Dept. of Psychology
27 Wed CLS Guest Lecture - Dr. George Kallingal, University of
Guam - Dept. of Psychology
28 Thu CLS
29 Fri CLS Submission of Unitisation Report (UR)
30 Sat CLS Submission of Marks of Continuous Internal
Assessment (CIA)/ Honours Qualifying Test- I

August 2016

Sonada

1 Mon CLS
2 Tue CLS
3 Wed CLS
4 Thu CLS Short story writing competition (Dept. of English)
Inter-departmental
5 Fri CLS Unit test for first year students - Honours Paper 1 and Elective
6 Sat CLS Unit test for first year students - Honours Paper 2 and elective
7 Sun HOL
8 Mon CLS
9 Tue CLS
10 Wed CLS Guest Lecture (Dept. of Education)
11 Thu CLS
12 Fri CLS
13 Sat W/D Parents meeting for first year students
14 Sun HOL
15 Mon HOL Independence Day
16 Tue CLS Birthday of Don Bosco
17 Wed CLS FDP by Mark J. Pixley, MBA, IAF-CPF (China)
18 Thu CLS FDP by Mark J. Pixley, MBA, IAF-CPF (China)
19 Fri CLS FDP by Mark J. Pixley, MBA, IAF-CPF (China)

20 Sat	CLS FDP by Mark J. Pixley, MBA, IAF-CPF (China)
21 Sun	HOL
22 Mon	CLS
23 Tue	CLS
24 Wed	CLS Sociology & Cinema (Parallel cinema screening and analysis)
25 Thu	HOL Janmastami
26 Fri	CLS
27 Sat	CLS Visit to nearby educational institutions (Dept. of English)
28 Sun	HOL
29 Mon	CLS International Sports Day
30 Tue	CLS
31 Wed	CLS

Siliguri

1 Mon	CLS Honours Qualifying Test- II
2 Tue	CLS
3 Wed	CLS
4 Thu	CLS
5 Fri	CLS Holy Mass for Christian Students.
6 Sat	CLS Fresher's Welcome (8.30 am 11.30 for Commerce).
12.00 -	3.00 pm for Arts & Science
7 Sun	HOL
8 Mon	CLS
9 Tue	CLS
10 Wed	CLS
11 Thu	CLS
12 Fri	CLS
13 Sat	W/D Animation for Student Leaders/ Retreat for Catholic Students
14 Sun	HOL Retreat for Catholic Students
15 Mon	HOL Independence Day/ Flag Hoisting at 8.15 am. Investiture Ceremony/ Retreat for Catholic Students
16 Tue	CLS Birthday of Don Bosco/ Blood Donation Camp/ Assembly by Education & BBA
17 Wed	CLS FDP by Mark J. Pixley MBA, IAF-CPF (China)
18 Thu	CLS FDP by Mark J. Pixley MBA, IAF-CPF (China)
19 Fri	CLS World Photography Day/ FDP by Mark J. Pixley MBA, IAF-CPF (China)
20 Sat	CLS FDP by Mark J. Pixley MBA, IAF-CPF (China)
21 Sun	HOL
22 Mon	CLS
23 Tue	CLS
24 Wed	CLS
25 Thu	HOL Janmastami
26 Fri	CLS
27 Sat	CLS Calibre by SCAP/ Outreach programme - Dept. of Education
28 Sun	HOL
29 Mon	CLS International Sports Day
30 Tue	CLS Submission of UR
31 Wed	CLS Submission of Marks of CIA

September 2016

Sonada

1 Thu	CLS Indoor games tournament begins
2 Fri	CLS
3 Sat	CLS
4 Sun	HOL
5 Mon	CLS Faculty appreciation day
6 Tue	CLS
7 Wed	CLS
8 Thu	CLS International Literacy Day
9 Fri	CLS
10 Sat	CLS Extempore competition (Dept. of English) Interdepartmental

11 Sun **HOL**
 12 Mon HOL Id- Uz- Zoha
 13 Tue CLS
 14 Wed CLS
 15 Thu CLS Departmental Seminar (Dept. of Education)
 16 Fri CLS
 17 Sat CLS
18 Sun **HOL**
 19 Mon CLS
 20 Tue CLS
 21 Wed CLS
 22 Thu CLS
 23 Fri CLS Students Seminar (Dept. of Sociology)
 24 Sat CLS
25 Sun **HOL**
 26 Mon CLS
 27 Tue CLS
 28 Wed CLS
 29 Thu CLS Debate (Dept. of Political Science)
 30 Fri HOL Mahalaya

Siliguri

1 Thu CLS
 2 Fri CLS Holy Mass for Christian Students
 3 Sat CLS
4 Sun **HOL**
 5 Mon CLS Teacher's Day
 6 Tue CLS
 7 Wed CLS
 8 Thu CLS International Literacy Day.
 9 Fri CLS
 10 Sat CLS Industrial Visit - Commerce/ Departmental Day - Mass Comm./ Outreach Programme - Psychology, Sociology & History
11 Sun **HOL**
 12 Mon HOL Id- Uz- Zoha
 13 Tue CLS
 14 Wed CLS
 15 Thu CLS
 16 Fri CLS
 17 Sat CLS Industrial Visit/ Field Trip - Commerce/ Verzotto Memorial Lecture - Departments of BBA & Education
18 Sun **HOL**
 19 Mon CLS
 20 Tue CLS
 21 Wed CLS
 22 Thu CLS
 23 Fri CLS
 24 Sat CLS Industrial Visit/ Field Trip - Commerce/ Hay Fever by Dept. of English/ Students workshop & NSS Day
25 Sun **HOL**
 26 Mon CLS
 27 Tue CLS
 28 Wed CLS Submission of UR
 29 Thu CLS Submission of Marks of CIA
 30 Fri HOL Mahalaya

October 2016

Sonada

1 Sat CLS Outdoor games tournament begins
2 Sun **HOL Gandhi Jayanti**
 3 Mon CLS National Seminar on History & Tourism (Dept. of History)
 4 Tue CLS National Seminar on History & Tourism (Dept. of History)

5 Wed	CLS National Seminar on History & Tourism (Dept. of History)
6 Thu	CLS
7 Fri	CLS
8 Sat	HOL Puja holidays begin
9 Sun	HOL
10 Mon	HOL
11 Tue	HOL
12 Wed	HOL Muharram
13 Thu	HOL
14 Fri	HOL
15 Sat	HOL
16 Sun	HOL Laxmi Puja
17 Mon	HOL
18 Tue	CLS Classes resume after puja vacation
19 Wed	CLS
20 Thu	CLS
21 Fri	CLS
22 Sat	CLS Leisure time creative work (Dept. of Education)
23 Sun	HOL
24 Mon	CLS
25 Tue	CLS Social world through lens (Photography competition) Dept. of Sociology)
26 Wed	CLS
27 Thu	CLS
28 Fri	CLS
29 Sat	HOL Deepawali
30 Sun	HOL Deepawali
31 Mon	HOL Deepawali

Siliguri

1 Sat	CLS Quiz - Commerce/ Industrial Visit - BBA / IQAC Meeting/ Student Exchange Programme (Dept of Education)
2 Sun	HOL Gandhi Jayanti
3 Mon	CLS
4 Tue	CLS
5 Wed	CLS
6 Thu	CLS
7 Fri	CLS SE - EVS/ Comp. Eng/ Compulsory Day of attendance
8 Sat	W/D Faculty Meeting/ Puja Holidays begin
9 Sun	HOL
10 Mon	HOL
11 Tue	HOL
12 Wed	HOL Muharram
13 Thu	HOL
14 Fri	HOL
15 Sat	HOL
16 Sun	HOL Laxmi Puja
17 Mon	HOL
18 Tue	CLS Classes resume after Puja Vacation/ Semester Examination begins (SE)
19 Wed	CLS SE/ Compulsory Day of Attendance
20 Thu	CLS SE/ Compulsory Day of Attendance
21 Fri	CLS SE/ Compulsory Day of Attendance
22 Sat	CLS SE/ Compulsory Day of Attendance
23 Sun	HOL
24 Mon	CLS SE/ Compulsory Day of Attendance
25 Tue	CLS SE/ Compulsory Day of Attendance
26 Wed	CLS SE/ Compulsory Day of Attendance
27 Thu	CLS SE/ Compulsory Day of Attendance
28 Fri	CLS SE/ Compulsory Day of Attendance/ Submission of UR
29 Sat	HOL Deepawali
30 Sun	HOL Deepawali
31 Mon	HOL Deepawali

November 2016

Sonada

1 Tue	HOL Deepawali- Bhai Phota
2 Wed	HOL Bhai Tika
3 Thu	CLS Inter-college volley ball match
4 Fri	CLS
5 Sat	CLS
6 Sun	HOL
7 Mon	CLS
8 Tue	CLS
9 Wed	CLS
10 Thu	CLS
11 Fri	CLS Mock-UNSC (Dept. of Political Science)
12 Sat	CLS
13 Sun	HOL
14 Mon	HOL Guru Nanak Jayanti/ Children's Day
15 Tue	CLS
16 Wed	CLS
17 Thu	CLS
18 Fri	CLS Seminar (Dept. of English)
19 Sat	CLS
20 Sun	HOL
21 Mon	CLS
22 Tue	CLS
23 Wed	CLS
24 Thu	CLS Inter college match - Basket ball (SCSC)
25 Fri	CLS Innovision
26 Sat	CLS Innovision
27 Sun	HOL
28 Mon	CLS
29 Tue	CLS
30 Wed	CLS
1 Tue	HOL Deepawali- Bhai Phota
2 Wed	CLS
3 Thu	CLS Inter-college volley ball match (SCS)
4 Fri	CLS Holy Mass for Christian Students
5 Sat	CLS Exchange Programme - Psychology & Mass Communication
6 Sun	HOL
7 Mon	CLS Field Work begins (Dept. of Geography)
8 Tue	CLS
9 Wed	CLS
10 Thu	CLS
11 Fri	CLS
12 Sat	CLS
13 Sun	HOL
14 Mon	HOL Guru Nanak Jayanti/ Children's Day
15 Tue	CLS Field Work ends (Dept. of Geography)
16 Wed	CLS
17 Thu	CLS Seminar (Dept. of Education)
18 Fri	CLS
19 Sat	CLS Annual Sports
20 Sun	HOL
21 Mon	CLS
22 Tue	CLS
23 Wed	CLS
24 Thu	CLS Innovision : Compumathix/ Basket ball Tournament
25 Fri	CLS Innovision
26 Sat	CLS Innovision
27 Sun	HOL
28 Mon	CLS
29 Tue	CLS Submission of UR
30 Wed	CLS Submission of Marks of CIA

December 2016

Sonada

1 Thu	CLS Mid-term examinations
2 Fri	CLS Mid-term examinations
3 Sat	CLS Mid-term examinations
4 Sun	HOL
5 Mon	CLS Mid-term examinations
6 Tue	CLS Mid-term examinations
7 Wed	CLS Mid-term examinations
8 Thu	Hol Feast of Immaculate Conception
9 Fri	CLS Mid-term examinations
10 Sat	WD Mid-term examinations
11 Sun	HOL
12 Mon	CLS Mid-term examinations
13 Tue	CLS College week programs
14 Wed	CLS College week programs
15 Thu	CLS College week programs
16 Fri	CLS College week programs
17 Sat	CLS Publication of results/Parents meet/Christmas celebrations
18 Sun	HOL Educational tour to Delhi & Agra (Dept. of History)
19 Mon	CLS Educational tour to Delhi & Agra (Dept. of History)
20 Tue	CLS Educational tour to Delhi & Agra (Dept. of History)
21 Wed	CLS Educational tour to Delhi & Agra (Dept. of History)
22 Thu	HOL Christmas holidays begin
23 Fri	HOL Educational tour to Delhi & Agra (Dept. of History)
24 Sat	HOL Educational tour to Delhi & Agra (Dept. of History)
25 Sun	HOL Christmas
26 Mon	HOL
27 Tue	HOL
28 Wed	HOL
29 Thu	HOL
30 Fri	HOL
31 Sat	HOL

Siliguri

1 Thu	CLS World AIDS Day/ Seminar by NSS
2 Fri	CLS Holy Mass for Christian Students
3 Sat	CLS Seminar by Department of Political Science
4 Sun	HOL
5 Mon	CLS BBA/ BCA/ MA Eng - ST
6 Tue	CLS BBA/ BCA/ MA Eng - ST
7 Wed	CLS BBA/ BCA/ MA Eng - ST
8 Thu	CLS BBA/ BCA/ MA Eng - ST
9 Fri	CLS BBA/ BCA/ MA Eng - ST
10 Sat	W/D Faculty Picnic/ World Human Rights Day
11 Sun	HOL
12 Mon	CLS
13 Tue	CLS
14 Wed	CLS
15 Thu	CLS Departmental Day - Mathematics
16 Fri	CLS Christmas Celebration
17 Sat	CLS Educational Project and Tours - Various Departments/Seminar - Commerce Part III
18 Sun	HOL
19 Mon	CLS Seminar - Commerce Part II, Submission of UR
20 Tue	CLS Submission of Marks of CIA
21 Wed	CLS Compulsory Attendance
22 Thu	HOL Christmas holidays begin
23 Fri	HOL
24 Sat	HOL
25 Sun	HOL Christmas
26 Mon	HOL
27 Tue	HOL
28 Wed	HOL

29 Thu HOL
 30 Fri HOL
 31 Sat HOL

January 2017

Sonada

1 Sun HOL New Year's Day 2017
 2 Mon HOL Educational projects and educational tours
 3 Tue HOL
 4 Wed CLS
 5 Thu CLS
 6 Fri CLS
 7 Sat CLS
8 Sun HOL
 9 Mon CLS
 10 Tue CLS
 11 Wed CLS
 12 Thu HOL Birthday of Swami Vivekananda
 13 Fri CLS
 14 Sat CLS
15 Sun HOL
 16 Mon CLS
 17 Tue CLS
 18 Wed CLS
 19 Thu CLS
 20 Fri CLS
 21 Sat CLS
22 Sun HOL
 23 Mon HOL Birthday of Netaji
 24 Tue CLS
 25 Wed CLS
 26 Thu HOL Republic day
 27 Fri CLS
 28 Sat CLS
29 Sun HOL
 30 Mon CLS
 31 Tue HOL Feast of St. John Bosco

Siliguri

1 Sun HOL New Year's Day 2017
 2 Mon HOL
 3 Tue HOL
 4 Wed CLS Classes resume after the vacation
 5 Thu CLS
 6 Fri CLS Holy Mass for Christian Students
 7 Sat CLS Outreach programme (Dept. of Science)
8 Sun HOL
 9 Mon CLS
 10 Tue CLS
 11 Wed CLS
 12 Thu HOL Birthday of Swami Vivekananda
 13 Fri CLS National Seminar (Dept. of Commerce)
 14 Sat CLS National Seminar (Dept. of Commerce)
15 Sun HOL
 16 Mon CLS
 17 Tue CLS
 18 Wed CLS
 19 Thu CLS
 20 Fri W/D FDP/ Faculty Meeting
 21 Sat CLS Selection Test
22 Sun HOL
 23 Mon HOL Birthday of Netaji

24 Tue	CLS Selection Test
25 Wed	CLS Selection Test
26 Thu	HOL Republic Day
27 Fri	CLS Selection Test
28 Sat	CLS Selection Test
29 Sun	HOL
30 Mon	CLS Selection Test/ Submission of UR
31 Tue	HOL Feast of St. John Bosco

February 2016

Sonada

1 Wed	HOL Saraswati Puja
2 Thu	CLS Classes begin for BA and B.Com students
3 Fri	CLS
4 Sat	CLS
5 Sun	HOL
6 Mon	CLS
7 Tue	CLS
8 Wed	CLS
9 Thu	CLS
10 Fri	CLS
11 Sat	CLS
12 Sun	HOL
13 Mon	CLS
14 Tue	CLS
15 Wed	CLS
16 Thu	CLS
17 Fri	CLS Mock Parliament
18 Sat	CLS
19 Sun	HOL
20 Mon	CLS
21 Tue	CLS
22 Wed	CLS
23 Thu	CLS
24 Fri	CLS
25 Sat	CLS
26 Sun	HOL
27 Mon	CLS
28 Tue	CLS National Science Day

Siliguri

1 Wed	HOL Saraswati Puja
2 Thu	CLS Selection Test
3 Fri	CLS Selection Test
4 Sat	CLS Selection Test
5 Sun	HOL
6 Mon	CLS Selection Test
7 Tue	CLS Selection Test
8 Wed	CLS Selection Test
9 Thu	CLS Selection Test
10 Fri	CLS Selection Test
11 Sat	W/D Logroi Memorial Lecture (Dept. of History & Sociology)
12 Sun	HOL
13 Mon	CLS NSS Camp begins
14 Tue	CLS
15 Wed	CLS
16 Thu	CLS
17 Fri	CLS
18 Sat	CLS Outreach Programme (Dept. of English)
19 Sun	HOL NSS Camp ends
20 Mon	CLS
21 Tue	CLS

22 Wed	CLS
23 Thu	CLS
24 Fri	CLS
25 Sat	CLS Sangam / Confluence of Cultures
26 Sun	HOL
27 Mon	CLS Submission of UR/ Excursion-BBA 6th Sem/ Compulsory Community Project- BBA 4th Sem / National Seminar: (Dept. of Science)
28 Tue	CLS National Science Day: National Seminar (Dept. of Science)

March 2017

Sonada

1 Wed	CLS Model Examinations
2 Thu	CLS Model Examinations
3 Fri	CLS Model Examinations
4 Sat	CLS Model Examinations
5 Sun	HOL
6 Mon	CLS Model Examinations
7 Tue	CLS Model Examinations
8 Wed	CLS Model Examinations
9 Thu	CLS Model Examinations
10 Fri	CLS Model Examinations
11 Sat	CLS Model Examinations
12 Sun	HOL
13 Mon	HOL Doljatra
14 Tue	CLS
15 Wed	CLS
16 Thu	CLS
17 Fri	CLS
18 Sat	CLS Graduation Day
19 Sun	HOL
20 Mon	CLS Study Leave
21 Tue	CLS Study Leave
22 Wed	CLS Study Leave
23 Thu	CLS Study Leave
24 Fri	CLS Study Leave
25 Sat	CLS Study Leave
26 Sun	HOL
27 Mon	CLS Study Leave
28 Tue	CLS Study Leave
29 Wed	CLS Study Leave
30 Thu	CLS Study Leave
31 Fri	CLS Study Leave

Siliguri

1 Wed	CLS
2 Thu	CLS
3 Fri	CLS
4 Sat	CLS EVS - Field Trip - BBA 2nd Semester
5 Sun	HOL
6 Mon	CLS
7 Tue	CLS Gratitude Day & Farewell (Commerce)
8 Wed	CLS International Women's Day/ Gratitude Day & Farewell (Arts & Science)
9 Thu	CLS LOP
10 Fri	CLS LOP/ Rehearsal for Graduation Day
11 Sat	CLS Graduation Day
12 Sun	HOL
13 Mon	HOL Doljatra
14 Tue	CLS Study Leave for Annual Programme
15 Wed	CLS Study Leave
16 Thu	CLS Study Leave
17 Fri	CLS Study Leave/ International Seminar (Dept of English)
18 Sat	CLS Study Leave/ International Seminar (Dept of English)

19 Sun	HOL
20 Mon	CLS Study Leave
21 Tue	CLS Study Leave
22 Wed	CLS Study Leave
23 Thu	CLS Study Leave
24 Fri	CLS Study Leave
25 Sat	CLS Study Leave
26 Sun	HOL
27 Mon	CLS Study Leave
28 Tue	CLS Study Leave
29 Wed	CLS Study Leave
30 Thu	CLS Study Leave/ Tata Memorial Inter College Seminar (Dept. of Management Studies)/ Submission of UR

April 2017 Sonada

1 Sat	CLS Internship for BBA 6th Sem begins
2 Sun	HOL
3 Mon	CLS University Examination may begin
4 Tue	CLS UE
5 Wed	CLS UE
6 Thu	CLS UE
7 Fri	CLS UE
8 Sat	CLS IQAC Meeting/ UE
9 Sun	HOL
10 Mon	CLS UE
11 Tue	CLS UE
12 Wed	CLS UE
13 Thu	HOL Maundy Thursday
14 Fri	HOL Bengali New Year/ Good Friday
15 Sat	HOL Holy Saturday
16 Sun	HOL Easter
17 Mon	HOL UE/ Compulsory Community Project for PG students begins (Dept of English)
18 Tue	CLS UE/ Class
19 Wed	CLS UE/ Class
20 Thu	CLS UE/ Class
21 Fri	CLS UE/ Class
22 Sat	CLS UE/ Class
23 Sun	HOL
24 Mon	CLS UE/ Class
25 Tue	CLS UE/ Class
26 Wed	CLS UE/ Class
27 Thu	CLS UE/ Class
28 Fri	CLS UE/ Class
29 Sat	CLS UE/ Class
30 Sun	HOL

Siliguri

1 Sat	CLS Internship for BBA 6th Sem begins
2 Sun	HOL
3 Mon	CLS University Examination may begin
4 Tue	CLS UE
5 Wed	CLS UE
6 Thu	CLS UE
7 Fri	CLS UE
8 Sat	CLS IQAC Meeting/ UE
9 Sun	HOL
10 Mon	CLS UE
11 Tue	CLS UE
12 Wed	CLS UE
13 Thu	HOL Maundy Thursday
14 Fri	HOL Bengali New Year/ Good Friday
15 Sat	HOL Holy Saturday
16 Sun	HOL Easter
17 Mon	HOL UE/ Compulsory Community Project for PG students begins (Dept of English)

18 Tue	CLS UE/ Class
19 Wed	CLS UE/ Class
20 Thu	CLS UE/ Class
21 Fri	CLS UE/ Class
22 Sat	CLS UE/ Class
23 Sun	HOL
24 Mon	CLS UE/ Class
25 Tue	CLS UE/ Class
26 Wed	CLS UE/ Class
27 Thu	CLS UE/ Class
28 Fri	CLS UE/ Class
29 Sat	CLS UE/ Class
30 Sun	HOL

**May 2017
Sonada**

1 Mon	HOL May Day
2 Tue	NBU Examinations continue
3 Wed	
4 Thu	
5 Fri	
6 Sat	
7 Sun	HOL
8 Mon	
9 Tue	
10 Wed	
11 Thu	
12 Fri	
13 Sat	
14 Sun	HOL
15 Mon	
16 Tue	
17 Wed	
18 Thu	
19 Fri	
20 Sat	
21 Sun	HOL
22 Mon	
23 Tue	
24 Wed	
25 Thu	
26 Fri	
27 Sat	
28 Sun	HOL
29 Mon	
30 Tue	
31 Wed	

Siliguri

1 Mon	HOL May Day
2 Tue	CLS UE/ Class
3 Wed	CLS UE/ Class
4 Thu	CLS UE/ Class
5 Fri	CLS UE/ Class
6 Sat	CLS UE/ Class
7 Sun	HOL
8 Mon	CLS UE/ Class
9 Tue	CLS UE/ Class
10 Wed	CLS UE/ Class
11 Thu	CLS UE/ Class
12 Fri	CLS UE/ Class
13 Sat	CLS UE/ Class
14 Sun	HOL

15 Mon	CLS UE/ Class
16 Tue	CLS UE/ Class
17 Wed	CLS UE/ Class
18 Thu	CLS UE/ Class
19 Fri	CLS UE/ Class
20 Sat	CLS UE/ Class
21 Sun	HOL
22 Mon	CLS UE/ Class/ ST - BBA/ BCA/ MA Eng
23 Tue	CLS UE/ Class/ ST - BBA/ BCA/ MA Eng
24 Wed	CLS UE/ Class/ ST - BBA/ BCA/ MA Eng
25 Thu	CLS UE/ Class/ ST - BBA/ BCA/ MA Eng
26 Fri	CLS UE/ Class/ ST - BBA/ BCA/ MA Eng
27 Sat	CLS UE/ Class/ ST - BBA/ BCA/ MA Eng
28 Sun	HOL
29 Mon	CLS UE/ Class/ ST - BBA/ BCA/ MA Eng
30 Tue	CLS UE/ Class
31 Wed	CLS UE/ Class/ Gratitude Day - BBA & BCA

Annexure II

SWOT Analysis

Siliguri Campus:

1. Curricular Aspects

A. Strengths

- Framed curriculum for psychology, COP music and sports management
- Service learning (regular field trips, outreach programs, industrial visits)

B. Weaknesses/Challenges

- Obsolete syllabus of most annual programmes
- Limited opportunity for the participation in framing the syllabus by the faculty of the college

C. Opportunities

- Add on courses already in place for students which are need based and relevant to the geographical locations of the college campuses

D. Threats

- 80% of the syllabus is pre-framed and flexibility is only for 20% marks

2. Teaching-Learning and Evaluation

A. Strengths

- Innovative teaching practices such as Role Playing, Senior students taking the junior classes, Student seminar presentations and the like are followed.
- Formative and Summative Evaluation - Tests are conducted every month/week (Continuous Internal Assessment - CIA) to keep students up to date with the topics taught.
- In addition to it, two half yearly semester exams are also in place

B. Weaknesses/Challenges

- Delayed result publication by the University resulting in delayed post-result scrutiny of papers for students.
- Limited participation by teachers of the college in the matters of the University that affects us all.

C. Opportunities

- Choice Based Credit System (CBCS) is going to be introduced from the following academic year that will give a new dimension to the syllabus. 20% internal marks will be added to the overall score of the students. So, students will have greater choice in choosing their courses and can score better.
- More applied subjects are being introduced in the CBCS; as a result of which students will get a lot of exposure in the practical aspects of their subject.

D. Threats

- Discontentment in the marking and evaluation of the University. Lack of transparency in the marking system which cannot even be addressed through a petition of RTI.
- As of now there is negligible or no scope for the teachers of the college to contribute significantly to under/post graduate syllabus making by the University.

3. Research, Consultancy and Extension

A. Strengths

- The college has its own research and translation centre
- Regular workshops, seminars and conferences (National and International), along with publication of paper.
- The college has its own monthly newspaper, *The Salesian Times*, magazine *Sparkle* and *SCSPEAKS*, e-newsletters, *Alumnews* and *e-Volve* besides *Salesian Journal of Humanities and Social Sciences* a UGC listed biannual into its 8th Year.
- Adoption of 22 villages for literacy programme
- Regular funds for NSS and NCC
- Access to online journals
- College offers paid leave for participation in workshops conferences and seminars.

B. Weaknesses/Challenges

- Research centre is in a nascent stage
- Lack of adequate funds

C. Opportunities

- Faculty are mostly young and enthusiastic and have enrolled for PhD and higher education programmes
- Potential to become Centre for excellence in North Bengal
- Opportunity for Psychological counselling

D. Threats

- No TA/DA for non nominated programmes seminars, workshops and conferences
- No long term research leave with pay protection for faculty

4. Infrastructure and Learning Resources

A. Strengths

- Adequate infrastructure e.g. Computer Labs, Class Rooms, Sports Rooms/Courts/Fields, Audio Visual Rooms, Conference Rooms and the like.
- New building and Relocation of Science Departments to the new block

B. Weaknesses/Challenges

- Need for more space for boys & girls' common rooms
- Need adequate medical staff though available in the neighbourhood.
- Departmental Library, departmental Computer and Printers

C. Opportunities

- Sprawling 15 acres of land for more development
- Eco friendly campus

D. Threats

- Corporation garbage dump is in the vicinity
- Irregular fluctuations in electricity due to faulty transformers

5. Student Support and Progression**A. Strengths**

- Good follow-up system for students
- Regular remedial classes
- Women's Cell
- Placement Cell
- Career counselling
- Report card system
- EC Council Authorized training Centre for Ethical Hacking

B. Weaknesses/Challenges

- Lack of clear goals/ambition among students with habitual absenteeism

C. Opportunities

- Creation of fully functional student welfare cell
- Faculty availability for remedial classes in the IGNOU study centre.

D. Threats

- Slow progression of the permanent enrolment in the Alumni association due to relocation to other metros
- Placement offers for traditional courses are not forthcoming

6. Governance, Leadership and Management**A. Strengths**

- Delegation of authority and power - decentralized system
- International Religious Society model of Governance (Don Bosco System)

B. Weaknesses/Challenges

- Written role clarification is to be in place

C. Opportunities

- Creation of Denary and greater departmental autonomy in financial matters
- Professionalism in management can be enhanced

D. Threats

- Growing Corporate/ commercial style of education in the region

7. Institutional Values and Best Practices

A. Strengths

- Community engagement for service learning
- Introduction of Department of Value Education
- Life orientation programme for outgoing students

B. Weaknesses/Challenges

- Infrastructure in the developmental phase
- Enrolment of students from diverse educational boards, ethnic, linguistic and religious backgrounds

C. Opportunities

- Collaboration with IFCU
- Official android application
- Don Bosco Tech

D. Threats

- Impact of corporate and commercial value system
- Impact of social media

Sonada Campus:

1. Curricular Aspects

A. Strengths:

- Value Education classes and professional development courses (COP)
- Internal Assessment

B. Weaknesses/Challenges:

- Upgradation of syllabus needed (old and back dated syllabus).
- lack of online library services due to interruption of online connectivity

C. Opportunities:

- Provision for career oriented courses (skill development)
- Wide range of co-curricular activities and experiences

D. Threats:

- Students may face problem in adjusting to the other universities' syllabus due to back dated syllabus
- Lack of competitive aspirations on the part of the students

2. Teaching-Learning and Evaluation

A. Strengths:

- Teaching method is of various kinds (ITC, Group discussion, presentation by students, educational tour, institutional visits and the like)
- Other than university syllabus the college also provides CEP, COP and value education

B. Weaknesses/Challenges:

- Lack of serious reading culture
- Lack of internet facility

C. Opportunities:

- Availability of space for lecture halls
- Greater accessibility of Library resources

D. Threat

- Deterioration of communication and writing skill due to the lack of serious reading culture

3. Research, Consultancy and Extension

A. Strengths:

- Research, publication and Translation Centre
- College journal

B. Weaknesses/Challenges:

- Some in the younger staff are not doing sufficient research due to teaching load
- Lack of consultancy due to location

C. Opportunities:

- Qualified and experienced faculty members have the opportunity to pursue research work and attend research workshop to encourage research
- Knowledge dissemination through the College Community Radio

D. Threat:

- No long term research leave with pay for faculty

4. Infrastructure and Learning Resources:

A. Strengths:

- New college block with adequate class rooms
- Library with additional space for expansion

B. Weaknesses/Challenges:

- Less number of book suppliers and publishers visit the campus due to the location
- NMEICT yet to be implemented by BSNL

C. Opportunities:

- Adequate land for expansion in future
- Sports and games facilities

D. Threat

- Earthquake prone area
- Greater cost factor due to rural setting

5. Student Support and Progression:

A. Strengths:

- Social initiatives taken by the college
- Career guidance and campus placement of final year students

B. Weaknesses/Challenges:

- Feedback system to be made more scientific
- Tracking of data of passed out students in progress

C. Opportunities:

- COP and CEP career based programmes
- Extracurricular activities like leadership training, NSS, sports and community radio.

D. Threat

- Lack of adequate guidance and tracking the progress of the COP students

6. Governance Leadership and Management

A. Strengths:

- Good governance with the Principal in the Campus
- Decentralised administration

B. Weaknesses/Challenges:

- Socio political instability in the hills of Darjeeling

C. Opportunities:

- Taking Higher Education to the rural and hilly terrain

D. Threat:

- Disturbing political situation in the hills

7. Institutional Values and Best Practices

A. Strengths:

- Practice of morning assembly, Value Education Classes, Parents Meeting
- Different courses like Career oriented programmes and CEP , community/campus radio
- Adoption of 22 villages through youth centres

B. Weaknesses/Challenges:

- Lack of connectivity to internet facilities
- Lack of Adequate Computer Assisted Learning

C. Opportunities:

- Collaboration with the local community and other national/international organizations
- Students have opportunity to study in the NAAC accredited college with A grade and UGC certified CPE status

D. Threats:

- Facing challenges of change
- Impact of prevailing social media